

**PURDUE UNIVERSITY**  
**CLERICAL/SERVICE STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD February 12, 2008**

**APPROVED**

**MEMBERS PRESENT**

Elaine Bahler  
Cathy Barker  
Emily Branson  
Gary Carter  
Phillip Cederquist  
Alan Farrester

Maggie Grogan  
Dennis Hamilton  
Jamie Hendershot  
Randy Luff  
Matthew Marks  
Louise Misegades

Ila Muller  
Jaylene Nichols  
Amanda Schmidt  
Danielle Sheese  
Ann Templeman  
Doris Wilkinson

**MEMBERS ABSENT**

Cynthia Dalton  
Marsha Griner  
Brenda Gunion  
Cecilia Kajer  
Ron Seward

**RESOURCE MEMBERS PRESENT**

John Beelke, Director, Human Resource Services  
Carrie Hanson, Human Resource Services  
Lisa McCloud, Human Resource Services  
Greg McClure, University Periodicals

**I. ANNOUNCEMENTS & APPROVAL OF MINUTES OF THE January 8, 2008 MEETING**

Gary Carter called the meeting to order by asking for any additions or corrections to the agenda. Carrie Hanson announced Steven Putt, Benefit Counselor and APSAC representative provided information regarding "IRS free tax filing". The IRS and Society for Human Resource Professionals are collaborating to promote the IRS' Free Tax Filing program for employees earning less than \$54,000 in 2007. Hearing nothing else, the agenda was approved. A motion to approve the minutes was made by Randy Luff and seconded by Jamie Hendershot.

**II. UNIVERSITY SENATE**

Dan Leaird reported that the joint seat held by a CSSAC/APSAC representative is due to change in April. An APSAC representative has been attending the University Senate meetings, now a CSSAC representative will start in May. Gary Carter will need to contact the University Senate committee and let them know who will be replacing Dan. One of the topics discussed was the University Senate Document 07-5, grade forgiveness. This is when student's grades in certain courses are deleted from the students' GPA during the change of degree objective process when students change from one school to another. University Senate report 07-1, the policy on Research misconduct was also discussed. To end the meeting, Vice President and Treasurer Morgan Olsen presented the University Budget.

**III. COMMITTEE REPORTS**

Calumet – Ila Muller reported that a new candidate will be welcomed to the committee next month. The previously planned fundraiser was going to be too expensive. Other alternatives were looked at. Ila will attend Daffodil Days for the American Cancer Society kick-off. Mary Beth, Asst. VC for Human Resources reported that many informational meetings will be scheduled in the near future for employees regarding annuities, etc. The project of cleaning up the lunchroom should be completed soon. Departments under the umbrella of Vice Chancellor Ken Johnson will be moving to another building on the north edge of campus in 2009.

Fort Wayne – Louise Misegades reported that the CSSAC committee received \$407.74 profit from the book sale. The next book sale is scheduled for February 13<sup>th</sup> and 14<sup>th</sup> with another in the summer and November. The traffic appeals committee reviewed 11 appeals with 10 being upheld and one dismissed. Jim Ferguson, the Human Resources Director will be retiring June 30, 2008. The Clerical and Service Staff Recognition luncheon will be Thursday, March 27<sup>th</sup> in the Walb Ballroom.

## **SUBCOMMITTEES**

Bridge – Maggie Grogan reported that she has 14 -15 letters to date. If you have any other questions/letters, send them to Maggie for the website. Carol Shelby, Senior Dir. Environmental/Health/Public Safety has been an excellent resource for many responses.

Communications – Ann Templeman reported that at the last meeting the committee divided up the PowerPoint presentation and added one new item to goals. Late February or early March would be a good time to utilize a display case in Stewart Center. The communication committee presented the new PowerPoint to the Hillenbrand Residence Hall service team and to the IT Infrastructure staff. The next scheduled presentation is to Physical Facilities CSSAC on March 4<sup>th</sup>.

PEAP – Jaylene Nichols reported that some of the 2008 activities are being discussed. A “Family Day” is an activity that is being planned for June. Various games with prizes would be available and a box lunch for \$8.50. Jaylene asked for more members to help with this committee. Brenda Gunion has been invited to join this committee, also Gary Carter asked for volunteers.

Discounts – Jamie Hendershot reported that there is a new vendor, Malone’s Gymnastics.

Grants – Danielle Sheese reported that the flyer has gone out. She has received many e-mails/comments on the flyer. The website has been updated as well.

## **UNIVERSITY COMMITTEES**

Campus Safety Task Force – Jamie Hendershot reported that course credit for RAD and Citizen’s Police Academy with the Purdue University Police Department and the West Lafayette Police Department. Apply on the police departments’ websites if interested. There is discussion regarding a safety walk the week of Grand Prix.

Child Care Advisory Committee – Elaine Bahler reported that the new child care facility is progressing on schedule. The working group met and reviewed key issues of the contract. Fee schedules were discussed and further restructuring was suggested to accommodate more clerical/service staff. Eligibility priorities and enrollment procedures were discussed.

Parking and Traffic – Amanda Schmidt reported that parking permits costs are being researched in comparison with peer institutions.

Spring Fling – Emily Branson reported that Spring Fling will be May 21<sup>st</sup> this year. CSSAC will be responsible for handing out the plastic souvenir cups. She will be asking for volunteers once it gets closer to the event. Last year more than 1,300 individuals signed up for the walk. The bloodmobile will return this year. New this year will be the Food Finders Food Drive and square dancing. APSAC will be responsible for Bingo, look within your departments for gifts.

Staff Appeals Board – Danielle Sheese reported that the Board reviewed two written appeals, both were upheld. One personal appeal was reviewed and upheld.

Rec Sports Advisory Committee – Maggie Grogan reported that the student senate met with President Córdova regarding the future plans for the recreational center.

## **ONEPURDUE ADVISORY COMMITTEE**

OPUS EPSA Committee – DJ Wilkinson reported that the Banner Navigation Course was demonstrated by Mary Ann Ferkis. The course is available and training is in progress. Dwight Snethen gave a PowerPoint presentation to review the tiered user support model under discussion for student systems. Cognos training has begun twice a month and seven sections are scheduled through the end of April. The financial aid staff at WL and at North Central is going through the Banner navigation and Financial Aid Overview courses.

Strategic Plan report – Gary Carter reported that the Tiger Teams will end their sessions by drafting their “white papers” next week.

## **IV. OLD BUSINESS**

Gary Carter reported that he has not received all the mid-year reports. Those who have not completed their reports must turn them as soon as possible.

**V. HUMAN RESOURCE SERVICES OFFICER REPORT**

John Beelke reported that those individuals who have signed up for the flexible spending account may have experienced problems filing pharmaceutical claims. The problem was with Anthem, but is being corrected. Do not re-submit claims.

Some of the physicians with the IU Medical Center have decided to dropout of the network. Physicians and/or hospitals can drop out the network at anytime with 90 days notice. The Health Plan Advisory committee will begin discussing other potential medical networks.

One of the options being considered for the future are Consumer Driven health plans. These plans have a high deductible, but the monies are put into a health savings account that rolls forward from year to year. The idea behind this plan is have individuals use their own funds to pay for routine health care expenses and provide information to them so they become better health care consumers.

The medical tier is being reviewed for possible revision. The health plan advisory committee has discussed dental benefits and will be recommending that Purdue subsidize for dental coverage.

Healthy Purdue has over half of the staff participating in the program, but very few faculty members are participating. The goal is to have 80% participation. Incentives are being re-considered to get more involvement.

Human Resource Services has been asked by the administration to craft a parental leave policy. As the policy is developed it will be shared with advisory groups for their input and feedback. This policy could provide additional paid leave for childbirth and/or adoption.

**ADJOURN**

Matthew Marks motioned the meeting be adjourned and Ann Templeman seconded. The next regular CSSAC meeting will be Tuesday, March 11, 2008 in STEW 311. Guest speakers will be Mark Pagano, Dean of Continuing Education and Conferences, will present the Accreditation project and Alysia Rollock, VP of Human Relations will present, Amorous relationships at work.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary