

PURDUE UNIVERSITY
CLERICAL/SERVICE STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD April 8, 2008

APPROVED

MEMBERS PRESENT

| | | |
|--------------------|------------------|-----------------|
| Elaine Bahler | Maggie Grogan | Jaylene Nichols |
| Cathy Barker | Marsha Griner | Amanda Schmidt |
| Emily Branson | Jamie Hendershot | Danielle Sheese |
| Gary Carter | Cecilia Kajer | Ann Templeman |
| Phillip Cederquist | Randy Luff | Doris Wilkinson |
| Cynthia Dalton | Louise Misegades | |
| Alan Farrester | Ila Muller | |

MEMBERS ABSENT

Brenda Gunion
Dennis Hamilton
Matthew Marks
Ron Seward

RESOURCE MEMBERS PRESENT

James Almond, VP Business Services & Assistant Treasurer
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 March 13, 2008 MEETING

Gary Carter called the meeting to order. Gary asked for any additions or corrections to the agenda. Hearing none, Randy approved and Elaine seconded. After one correction to the minutes, they were approved.

II. UNIVERSITY SENATE

Dan Leaird reported that Howard Zelaznik was elected as incoming Vice Chair of the University Senate. The recommendation to disband the Collective Bargaining Committee was approved. Grade forgiveness and reported scholastic indices has been discussed at several recent Senate meetings. The Educational Policy Committee brought forth a compromise policy that focused on the structure of reported scholastic indices. The tone of the discussion was overwhelmingly positive. This will be voted on at the next Senate meeting. Currently researchers who publish their findings in books and articles may not know they are signing away their copyrights. Publishers have control of that material and could limit the redistribution rights of the author. The CIC urges contract language that allows authors to keep certain rights. It was unanimously recommended to support the CIC document.

Dan reported that APSAC will attend one more meeting of the Senate and CSSAC will begin meeting in the fall. A copy of the letter indicating the meeting dates will be forwarded to Gary Carter.

III. COMMITTEE REPORTS

Calumet – Ila Muller reported that a new member was to be voted on in April. The daffodils for the American Cancer Society were delivered. Zandstra's flower coupons are in the printing stages. The CSSAC cookout dates are June 19th, July 17th, and August 14th to raise money for the scholarships. Victor Holden sat-in for Mary Beth Rincon whom will be the new payroll manager and Linda Baer will be the budget manager. The idea of a farmer's market day is being researched. The parental leave policy was discussed with Victor Holden.

Fort Wayne – Louise Misegades reported that the 33rd annual clerical and service staff recognition luncheon was on March 27th. The pride plus award for clerical was given to Barbara Lloyd and the service award was given to Daniel Lin. Each recipient received a plaque and \$250 before taxes. Their names will be on the permanent plaque in the main faculty lounge in the Chancellors area. The IPFW Health Fair was in Walb Memorial Union. This year was the largest participation of Departments/Programs on campus as well as health related vendors from the community.

North Central – Cecilia Kajer reported that they met on March 26th with a network lunch. The summer picnic will be July 25th.

SUBCOMMITTEES

Bridge – Maggie Grogan reported that the question and answer page is available on the website. If you receive any questions, please be sure and forward those to the Bridge committee.

Communications – Ann Templeman reported that on April 21st the display case will be available. The next time will be May 12th. There are no future dates scheduled for the PowerPoint presentation. Ann will forward the presentation to Carrie to be put out on the CSSAC communications website.

PEAP – Jaylene Nichols reported that tours will not be available for the June activity. There is a trip planned to go to Chicago on August 2, 2008 to see a baseball game. There are 46 seats available and 22 seats have already been filled. If anyone is interested, please contact Alan Farrester or Jaylene. Alan Farrester nominated Jaylene to act as chair in Ron Seward's absence. Gary asked about the next meeting which will be the first Friday in May in ENAD 401.

Employee Discounts – Jamie Hendershot reported that ARS Heating and Cooling has recently joined the discount program. Letters of agreement have been mailed to a couple of new vendors.

UNIVERSITY COMMITTEES

Campus Safety Task Force – Jamie Hendershot reported that the safety walk has expanded to 50 students. There is a safety video available.

Faculty Compensation & Benefits – Gary Carter reported that Pat Russell, ADA/Leaves consultant, John Beelke, and Mr. Almond met with representatives from CSSAC and APSAC to discuss the parental leave policy.

Parking and Traffic – Amanda Schmidt reported that the Wood street garage will be closed all summer for cleaning and repairs. New lights were installed at pedestrian cross walks. The bus recorded that the number of riders were up 50%. The parking traffic committee shortened the document clarifying parking issues to only one half page.

Spring Fling – Emily Branson reported that more help is needed for passing out the plastic souvenir cups. A sign up sheet is being passed around for volunteering. Recycling bins have been requested alongside trash cans on 3rd street.

Staff Appeals Board – Randy Luff reported that there were four written appeals. After discussion, the Board voted to unanimously uphold all tickets. There were four personal appeals with 3 upheld and one was reduced to a warning.

Rec Sports Advisory Committee – Maggie Grogan reported that the new fee request was reviewed. Facility improvement updates were discussed.

ONEPURDUE ADVISORY COMMITTEE

OPUS EPSA Committee – DJ Wilkinson reported that Dee Schlatter gave an overview of the ESA/Role Security Strategy defining the summary of the process for creating the roles that are needed and the access to go with them for R4. Suzanne Ahlersmeyer gave an update on ESA course information. Suzanne also presented a 28 minute recorded demonstration of Student Self Service Banner.

IV. OLD BUSINESS

Gary Carter asked for general topics for an agenda needs discussion for Dr. Cordova's meeting in July. Some suggestions for discussion were: Discuss the white papers that were presented during the inauguration. State employees getting an 8% raise? What has the year been like? How can CSSAC help her go forward?

V. NEW BUSINESS

Nominations for Vice Chair

The full committee was reminded of the process in the Protocols and Procedures manual on page 5 indicating the Vice Chair will assume the role of Chair. All first year members would be considered eligible for Vice Chair nominations. The nominee must reply to Gary Carter if they are accepting the nomination. At the May meeting there will be a secret ballot vote with the majority of the votes electing the new Vice Chair. The Vice Chair sits on the following committees:

Bridge, membership and communications. The nominations are as follows: Matthew Marks, Jaylene Nichols, Alan Farrester, and Elaine Bahler. Each nominee will be allowed to address the full committee.

Parental Leave – Three APSAC representatives along with three CSSAC representatives met with John Beelke and Pat Russell from HRS to discuss their proposal for a parental leave benefit. HRS hopes to implement a parental leave policy on July 1. A draft letter was created to John and Pat detailing recommendations. A copy of this letter was sent to all CSSAC members for a vote on sending the letter jointly with APSAC. With a vote of 15 yes and 2 no, the motion carries to send the letter.

VI. UNIVERSITY OFFICER REPORT

Jim Almond reported that Randy Woodson has been selected as the new Provost. He also noted other senior administrative vacancies in the search process included: Dean of Education, Dean of Agriculture, Vice President for Research, and Vice President for Physical Facilities. Jim reported that the Board of Trustees will meet April 10 and 11, 2008. The 2009 conceptual budget will be discussed as well as the two year capital plan. In addition, the Tiger Teams will make a presentation discussing the strategic plan.

VII. HUMAN RESOURCE SERVICES OFFICER REPORT

John Beelke reported that since Taleo, the new employment system has been implemented there have been more than 84,000 applications received. The majority of the applicants have been external candidates from every state in the U.S. plus from 35 other countries.

Brent Bowditch, Assistant Director of HRS Benefits has accepted the position of Assistant Vice President of Human Resources at Michigan State University.

A draft of the Parental Leave Policy should be complete this month.

On October 26, 2006, the U.S. Department of Labor issued guidance about how an element of the law, known as the “computer exemption,” pertained to IT customer support, help desk, call center, and similar positions. Purdue has determined that to comply with the law we must reclassify these IT positions as nonexempt. Effective July 1, 2008, these positions will move to the biweekly pay schedule.

Carrie Hanson reported that the CSSAC membership applications have gone out in campus mail. The application is on the website as well.

Level One of Healthy Purdue – and the opportunity to earn \$150 (before taxes) – is winding down. Those planning to participate must complete a wellness screening and the HealthPath Questionnaire (HPQ) by April 30. Once participants have completed the HPQ, they are eligible to work toward completing Level Two – the apples and earn an additional \$250 (before taxes).

ADJOURN

The next regular CSSAC meeting will be Tuesday, May 13, 2008 at PMU room number 263.

Respectfully submitted,
Lisa McCloud, CSSAC Secretary