

PURDUE UNIVERSITY
CLERICAL/SERVICE STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD June 10, 2008

APPROVED

MEMBERS PRESENT

Elaine Bahler
Cathy Barker
Gary Carter
Phillip Cederquist
Alan Farrester
Maggie Grogan

Marsha Griner
Brenda Gunion
Cecilia Kajer
Randy Luff
Matthew Marks
Louise Misegades

Ila Muller
Jaylene Nichols
Amanda Schmidt
Ann Templeman

MEMBERS ABSENT

Emily Branson
Cynthia Dalton
Dennis Hamilton
Jamie Hendershot
Ron Seward
Danielle Sheese
Doris Wilkinson

RESOURCE MEMBERS PRESENT

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

I. ANNOUNCEMENTS & APPROVAL OF MINUTES OF THE May 13, 2008 MEETING

Gary Carter called the meeting to order. Gary asked if there were any changes or additions to the agenda. Gary added to the agenda under new business, a drafted letter from APSAC regarding Healthy Purdue and joint support from CSSAC. Hearing no other changes or additions to the agenda, it was approved. Gary asked for any corrections to the minutes. Randy Luff motioned for the minutes to be approved, Alan Farrester seconded.

II. COMMITTEE REPORTS

Calumet – Ila Muller reported that at the May 21st meeting, Ken Jackson, Director of Counseling Center and Sarah Howard, Dean of Students were guest speakers and presented their booklet, Helping Students Find Their Way. If face-to-face evaluations have not been done between staff and supervisors, Mary Beth Rincon should be informed. Mary Beth Rincon reported that a study is being done regarding employees need to use cell phones to conduct business. Vice Chancellor Ken Johnston will assist in recruiting new members. The APSAC/CSSAC recognition luncheon will be June 5th. The flea market venue has been put on hold.

Fort Wayne – Louise Misegades reported that eight members are needed for the committee.

North Central – Cecilia Kajer welcomed the CSSAC committee to North Central.

SUBCOMMITTEES

Bridge – Maggie Grogan reported that two more questions have been received. The responses are in the process.

PEAP – Jaylene Nichols reported that there was only one ticket remaining for the Chicago Cubs game on August 2, 2008. A payment has been made to Lafayette Limo for the December trip.

Employee Discounts – Gary Carter reported on behalf of Jamie Hendershot that two new vendors have joined the program, Rabb Kinetico and Tops and Tans. Renewal contracts will be mailed in July. The committee will meet to make follow-up calls for those who have not returned their contracts.

Membership – Gary Carter reported that eleven applications have been received. Interviews are scheduled for June 18th and 19. No applications have been received from District IV. The applications from last year will be reviewed.

UNIVERSITY COMMITTEES

Campus Safety Task Force Gary Carter reported on behalf of Jamie Hendershot that the committee reviewed examples of websites and chose a design. The new website should be up and running in the fall. This committee does not meet in June or July.

Spring Fling – Marsha Griner reported the wrap up meeting will be next week. There have been several positive comments about the change in the menu this year.

III. OLD BUSINESS

Format for Dr. Córdova’s visit – Gary Carter would like to provide specific questions in advance for the President to review prior to the July visit. President Córdova will spend 30 minutes with this committee on July 8th. The most interest to this committee is an update to the Strategic Plan and what CSSAC can do to make it succeed. What are the intentions to make Purdue University a more “greener” campus in the next five years? Gary will be in contact with Carrie Hanson for preparation of a memo to the President.

Member Emeritus – Gary reminded the full committee a motion was made last month to vote on emeritus members. To be an emeritus member, an individual must be one of the CSSAC voting members whose term of service is ending. Emeritus members may participate in any of the subcommittees in a non-voting role. Emeritus members also may assist a voting member in representing CSSAC on a University committee at the discretion of the Chair. Emeritus members shall be invited to all meetings and events held by CSSAC that are open to all voting members. Emeritus members shall serve a one year term and there could be up to three emeritus members. The goal is to provide knowledge of Purdue and CSSAC history as needed. Randy Luff made a motion to accept this and Brenda Gunion seconded. After a verbal vote, the motion carries.

IV. NEW BUSINESS

Gary reported that APSAC representatives have drafted a letter for President Córdova regarding Healthy Purdue incentives, and handed out copies for review. According to Protocol and Procedures, Section XII C states, “proposals and items requiring a vote must be presented at the monthly meeting prior to the vote” in order to expedite this joint venture. Louise made the motion to suspend this rule and Randy seconded. After a verbal vote, the motion carries.

V. HUMAN RESOURCE SERVICES OFFICER REPORT

Carrie Hanson reported on behalf of John Beelke that the administration will review the parental leave policy with the Board of Trustees at their June meeting. A conference call may occur so that formal approval can be obtained. If there are issues that need to be addressed, the administration plans to deal with parental leave at the September Board of Trustees meeting. The effective date has not been determined yet, but the goal is still to have the policy in effect the first of July.

Bids have been sent out to life insurance companies for proposals on term life insurance coverage. CSSAC and APSAC will be involved with this review process. There will be an “open enrollment” for faculty and staff to choose their level of coverage and this will occur in the spring of 2009 for a July 1, 2009 effective date.

Proposals have also been sent out to hire a consultant to assist with a comparison of our benefits with our peer institutions and Big Ten schools. This will aid in planning any necessary changes to the benefits package. This process is expected to be completed early this fall and will be shared with the advisory groups.

Changing health networks for Purdue 500 and Incentive PPO plans will occur on July 1st. Staff Benefits is working with local providers who have not joined the United network and this should not be a problem in the Lafayette area.

Next fall requests for proposals for new health plan networks will be sent out. The anticipation for 2010 will be offering an option with a high deductible and a health savings account. More communication will be occurring in 2009.

ADJOURN

The next regular CSSAC meeting will be Tuesday, July 8, 2008 at STEW 204 with President Córdova.

Respectfully submitted,

