

PURDUE UNIVERSITY
CLERICAL/SERVICE STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD July 08, 2008

APPROVED

MEMBERS PRESENT

Elaine Bahler	Maggie Grogan	Ila Muller
Cathy Barker	Marsha Griner	Jaylene Nichols
Emily Branson	Brenda Gunion	Danielle Sheese
Gary Carter	Jamie Hendershot	Ann Templeman
Phillip Cederquist	Cecilia Kajer	Doris Wilkinson
Cynthia Dalton	Randy Luff	
Alan Farrester	Matthew Marks	

MEMBERS ABSENT

Dennis Hamilton
Louise Misegades
Amanda Schmidt
Ron Seward

RESOURCE MEMBERS PRESENT

Jim Almond, Vice President 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 June 10, 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 old business, Member Emeritus. 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, Ann Templeman seconded.

II. FACILITATOR AND MEDIA VOTE

Gary Carter stated that each year, the CSSAC committee votes on whether or not to allow the facilitator, secretary and media to attend the business portion of the full meetings. A unanimous decision was made to keep these resource representatives at the full meeting.

III. COMMITTEE REPORTS

REGIONALS

Calumet – Ila Muller reported that at the June 18th meeting, Mary Beth Rincon reported that comp slips should be given to employees next week. The website has been updated. E-mails have been sent reminding the staff of the CSSAC cookouts to raise funds for scholarships. Prior to the summer cookouts, the scholarship fund has \$3,012.83. Nominations for new members will begin in July – voting in August. Progress for the PUC Staff Picnic scheduled for August 1st was discussed. Everyone seemed pleased with the first annual APSAC/CSSAC Recognition luncheon.

SUBCOMMITTEES

Bridge – Maggie Grogan reported that she has received two letters. The letters do not have a particular question, but this committee needs to meet to go over these concerns.

Communications – Ann Templeman reported that an AD HOC committee will be formed with members from CSSAC and APSAC to discuss common issues concerning both groups. The carpool ride board for staff on the CSSAC website has been tabled as Dr. Olsen has taken over all energy issues. Gary will contact Robin Ridgway about CSSAC

representation on the Sustainability Council. This upcoming year, CSSAC will be filling a non-voting seat on the University Senate and there was discussion as to who this should be. A recommendation for a sliding fee regarding parking and traffic for staff based on salary is in the beginning stages.

Employee Discounts – Jamie Hendershot reported that the discount renewal letters will go out in July. There will be a meeting to follow up on phone calls to vendors after that.

Membership – Gary Carter reported that six members were chosen. Representing district I, will be Dana Beck, Deborah Luedtke, and Kim Muldoon. Representing district II will be Kelly High. Representing district III will be, Daniel Hinrichs, and from district IV will be Minta Burns.

UNIVERSITY COMMITTEES

Spring Fling – Emily Branson reported that there were 200 bingo prizes, and 23 teams participated in the trivia game. Just over 1,000 people enjoyed the walk, with the only comment being it was too short. The Food Finders Food Bank and the Blood Mobile were also a huge success. New events this year was the yard games and square dancing. Both seemed to be very popular. With the change in the menu, it was quicker and easier for HFS workers to participate in the events.

IV. OLD BUSINESS

Member Emeritus – Gary asked any of the outgoing members if they were interested in becoming a member emeritus. The out-going members include Ann Templeman, Jamie Hendershot, Danielle Sheese, Ron Seward, and Brenda Gunion. Gary Carter will continue on for one more year to fill a void in district IV. There could be up to three members emeritus and they need to be nominated before a vote.

According to the Protocols and Procedures, Section IV Membership, paragraph G letter D; *Nominations for Members Emeritus shall be held at the April CSSAC meeting. The Chair shall verify nominees' willingness to serve and submit the names to the secretary for the purpose of preparing ballots at least one week prior to the May meeting. Emeritus members shall be elected by voting members during the May meeting. To be elected, an individual must be one of the outgoing CSSAC voting members whose term ends in August. Elections shall take place by secret ballot. Voting members may vote for up to three Members Emeritus on the ballot. To be elected an individual must be voted for on a majority of non blank ballots cast. The Chair, with majority approval, may suspend the rule requiring individuals to receive a majority of votes in order to be elected so that the top three vote receiving individuals are elected. In the event of a tie such that there are more than three candidates receiving the top three totals of votes and receiving a vote on at least a majority of the ballots cast, a revote shall be taken with all candidates remaining on the ballot unless one or more candidates voluntarily remove their names from the ballot. The Chair, with majority approval, may suspend the rule requiring individuals to receive a majority of votes in order to be elected so that the top three vote receiving candidates are elected.* Gary has suggested that the rule regarding the nominations for members emeritus held in April, needs to be suspended. The vote should be in August with the CSSAC year ending in August and the new year beginning in September. Marsha Griner made a motion to accept and Cecilia Kajer seconded. With a unanimous vote, the motion carries. Danielle Sheese and Jamie Hendershot have been nominated and a vote will be conducted in August by a secret ballot.

V. NEW BUSINESS

Annual meeting with APSAC – Gary Carter reported that APSAC wants to join forces with CSSAC on some issues. Not every issue will be a joint effort, but it could be beneficial to work together. The first joint meeting will be October 14, 2008.

Gary also reported that a Physical Facilities CSSAC member had asked to join one of these meetings. The Chair/Vice Chair must have prior knowledge of possible guest and will use discretion as to how many could come. According to the Protocols and Procedures, each CSSAC member, including Regional Campus Representatives may invite one guest per CSSAC year. This may be a good way to reach potential new members. Also for further discussion would be to invite the Regional CSSAC committees to one of these monthly meetings in lieu of this group going to a regional campus once a year.

VI. UNIVERSITY OFFICER REPORT

Jim Almond reported that the Board of Trustees met on June 19 and 20, 2008. At this meeting, a number of Governance reports were presented. The Board approved the Strategic Plan and the 2009-11 Biennium Conceptual Budget. The Board also approved a request to plan for the Student Fitness and Wellness Center renovation and addition. The Fort Wayne Student Housing Phase III project was approved to allow more housing for full time students. All of these actions may be viewed on the Board of Trustees website.

VII. HUMAN RESOURCE SERVICES OFFICER REPORT

John Beelke reported that at the June Board of Trustee meeting, the parental leave benefits were discussed. Several questions came up; therefore more information is being provided. Parental leave will be discussed in more depth and may be presented to the Board in September. . Staff Benefits is hiring a consultant to compare Purdue's benefits with peer institutions. Term life insurance renewal is forthcoming, several bids have been collected. APSAC and CSSAC will be involved in considering any options and/or changes to life insurance benefits. Another set of bids for consultant services is out so that medical plan changes for 2010 can begin being considered this fall. This will involve reviewing medical networks and new plan options. Suggestions concerning flex time and transportation costs due to high fuel expenses are being discussed.

VIII. GUEST SPEAKER

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President Córdova took a few moments to talk about the Strategic Plan. She also expressed her view points regarding Healthy Purdue. Dr. Córdova fully supports the idea of all employees striving to be healthier. She also recognizes the need for dental insurance being available for all employees. President Córdova expressed her appreciation for the opportunity to speak with CSSAC.

ADJOURN

The next regular CSSAC meeting will be Tuesday, August 12, 2008 at PMU 263.

Respectfully submitted,
Lisa McCloud, CSSAC Secretary