

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

APPROVED

MEMBERS PRESENT

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

Maggie Grogan
Marsha Griner
Brenda Gunion
Jamie Hendershot
Cecilia Kajer
Randy Luff
Matthew Marks

Louise Misegades
Jaylene Nichols
Ann Templeman
Doris Wilkinson

MEMBERS ABSENT

Dennis Hamilton
Ila Muller
Amanda Schmidt
Ron Seward
Danielle Sheese

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 July 08, 2008 MEETING

Gary Carter called the meeting to order. Gary did remind this committee to turn off cell phones when there is a guest speaker. He then asked if there were any changes or additions to the agenda. Hearing none it was approved. Gary asked for any corrections to the minutes. Randy Luff motioned for the minutes to be approved, Cynthia Dalton seconded.

II. INTRODUCTIONS

The new members were introduced by their mentor and given a moment to tell everyone about themselves.

III. UNIVERSITY OFFICER REPORT

Jim Almond presented the 2008-09 budget based on the conceptual budget previously approved by the Board of Trustees in April. The 2008-09 budget is almost \$2 billion and represents an increase of approximately \$104 million over the prior year. A comparison of tuition and fees for the Big Ten and peer institutions was reviewed. Student fees are an important and growing percentage in the general fund budget for all campuses. The budget material will be available online at the Board of Trustees website after the September Board of Trustees meeting.

IV. HUMAN RESOURCE SERVICES OFFICER REPORT

John Beelke reported that all bids have been received regarding the Life Insurance plans and it is now down to three carriers. Teresa Wesner will be presenting next month to explain any possible changes in the life insurance plans. The Taleo system for managing the staff recruitment through Human Resources has handled 102,000 applications. This has just been in the last ten months. Just over 18,000 individuals have submitted resumes for positions at Purdue. Of the 18,000 submissions, 16,000 were from external candidates and at least 2,000 were internal candidates.

V. MEMBER EMERITUS VOTE

Jamie Hendershot and Danielle Sheese were nominated at last month's meeting to be member emeritus. Danielle Sheese e-mailed Gary Carter requesting to be removed from the nomination. A secret ballot was taken, and it was decided to elect Jamie Hendershot.

VI. COMMITTEE REPORTS

REGIONALS

Calumet - Ila Muller was unable to attend this meeting, but did forward her minutes to the CSSAC secretary. Mary Beth Rincon reported that they are hoping to hire a consultant to analyze procedures for new hires. The website will be up to date soon with the new officers. There was a profit made at the June cookout. New members are needed to begin in September.

Fort Wayne – Louise Misegades reported that the freshmen are registering for school. Eight new members have joined CSSAC. The new hotel opens at the end of August.

North Central – Cecilia Kajer reported that the picnic in July was a success. They had a good turn out.

SUBCOMMITTEES

Communications – Ann Templeman reported that the joint meeting with APSAC will be in October, but the chair persons will need to meet prior to that. Gary will contact Robin Ridgway about CSSAC representation on the Sustainability Council. Representation for the University Senate seat was discussed. After consideration, it was decided that a sliding scale for parking should not be recommended.

PEAP – Jaylene Nichols reported that the Christmas shopping trip will be December 6, 2008. The seats will cost \$20 and there will be 69 seats available. Advertisements will be forthcoming. A Gaming Tour to Horseshoe Casino is being planned for March 2009. A winery tour is being planned for the fall of 2009. The Indiana Pacers have contacted this group for planning upcoming events.

Employee Discounts – Jamie Hendershot reported that the discount renewal letters have gone out. The next step will be for this committee to get together and call the remaining vendors that have not already returned their agreement.

UNIVERSITY COMMITTEES

Child Care Advisory – Elaine Bahler reported that the new facility is operational. There was a tour for all employees to view the new facility.

VII. OLD BUSINESS

Year end reports – Gary asked for each sub-committee to submit your reports by August 26th.

Regional visits to W.L. Campus – Gary asked many questions regarding how this visit will be conducted; therefore an Ad Hoc committee will be formed consisting of Randy Luff, Cynthia Dalton, and Carrie Hanson. If anyone else is interested, please contact Gary.

VIII. NEW BUSINESS

Speaker/Tour Suggestions for 2008-09 – Gary asked for everyone to ponder guest speakers/tour suggestions and submit those to Maggie Grogan, Matt Marks and Lisa McCloud.

IX. FAREWELLS

Each of the outgoing members gave a brief speech about what CSSAC has meant to them. They encouraged the new members to be involved as much as they can.

X. ADJOURN

Randy Luff motioned the meeting be adjourned and Cecilia Kajer seconded. The next regular CSSAC meeting will be Tuesday, September 9, 2008 in STEW 313.

Respectfully submitted,
Lisa McCloud, CSSAC Secretary