

**PURDUE UNIVERSITY**  
**CLERICAL/SERVICE STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD October 14, 2008**

**APPROVED**

**MEMBERS PRESENT**

Elaine Bahler  
Dana Beck  
Minta Burns  
Gary Carter  
Phillip Cederquist  
Cynthia Dalton  
Alan Farrester

Marsha Griner  
Maggie Grogan  
Jamie Hendershot  
Dan Hinrichs  
Kelly High  
Debbie Luedtke  
Cecilia Kajer

Randy Luff  
Matthew Marks  
Louise Misegades  
Kim Muldoon  
Ila Muller  
Jaylene Nichols  
Doris Wilkinson

**MEMBERS ABSENT**

Cathy Barker  
Emily Branson  
Amanda Schmidt

**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 September 9, 2008 MEETING**

Lenny Seidel opened this meeting expressing appreciation for both CSSAC and APSAC to have the opportunity to meet together. He reported that the self-improvement fair is October 21, 2008. Maggie asked for any additions/corrections to the agenda. Hearing none, the agenda was approved. Maggie asked for any corrections to the minutes. Randy Luff motioned for the minutes to be approved. Elaine Bahler seconded.

**II. INTRODUCTIONS**

Each member of CSSAC and APSAC introduced themselves and stated which sub-committees they serve on.

**III. HUMAN RESOURCE SERVICES OFFICER REPORT**

John Beelke reported that Jim Almond, Vice President for Business Services and Assistant Treasurer, has been named Interim Executive Vice President for Business and Finance and Treasurer, effective November 1, 2008.

Employment completed their first year with Taleo in September. More than 23,000 people applied for the 1,445 open positions in the Purdue system. Statistics show 90% were external applicants. Applications were received from 60 countries and all 50 states.

The Board of Trustees approved the medical plans for 2009. Open enrollment will begin October 24<sup>th</sup> through November 7, 2008. If the employee is not requesting any changes, then the employee will not need to fill out any paperwork. Forms for voluntary benefits will be available via the Benefits website should an employee need to make changes. The Board also approved moving the medical tier rate to \$40,000. The new Clarian/Arnett hospital will be a participating provider on all the Purdue plans.

The Mercer Group has been hired to conduct a benefits comparison study with peer institutions and comparable local institutions. Faculty and staff will be surveyed to collect information on how they value the current benefit offerings. Results from this study will be available early in 2009, and will be shared with APSAC, CSSAC and other groups. The life insurance review is in the final stages. The Board of Trustees approved the Parental Leave benefit for employees effective October 1<sup>st</sup>. This new benefit allows both male and female faculty, staff and graduate staff to take paid time off for a birth or adoption.

#### **IV. OPEN DISCUSSION**

##### Identify Goals/Objectives

1. Medical/Insurance issues
  - Discount Medical insurance for retirees
  - Tiered insurance
  - Good dental plan
2. Leaves
  - Adoption
  - General vs. designated parking
  - Bereavement
3. Benefits
  - Healthy Purdue
  - University parking
  - Grants for child care
  - Tuition and fees
  - TIAA for Operational and Technical Assistants
  - Flexible work-schedules
4. Visibility
  - Voting rights on Senate
  - Number of seats, representatives per group
  - Surveys
5. Employee Discounts
6. Professional Development

Louise Misegades made a motion that the joint chairs prioritize topics. Maggie Grogan agreed to organize the joint chair meeting. Alan Farrester seconded. Barbara Mansfield made a motion for an amendment: this could be done with all members via-email, and no action will be taken without knowledge and consultation of the full committees. A decision will be made after all members have been consulted. Randy Luff made a motion to accept this amendment, Kristie Bishop seconded.

- b. Communication -Lenny Seidel informed all members that he, the CSSAC Chair, and Vice Chair met with President Cordova. It was learned that President Cordova would prefer to communicate with both advisory groups via the phone rather than by letters. The University Officer is the liaison for the advisory groups with upper management. Dave Tate made a motion, "take end result of priority points to the University Officer with a request for feedback within 30 days". Jaylene asked for an amendment stating, "The executive groups should work on the procedure for communicating with upper management, then present to the membership for approval". Cynthia Dalton seconded. Barbara Mansfield asked for an amendment stating that, "They meet and resolve this before the next meeting". This was approved by a vote.
- c. Purdue Employees Activities Committee – Jaylene Nichols reported that the goal of this committee is to have four activities a year, but attendance has been low. Jaylene noted that all staff are welcome to attend PEAP events. Assistance from APSAC in getting the word out about these trips would be helpful. Any ideas from APSAC members can be forwarded to Jaylene Nichols.

Staff Memorial ad hoc committee met with John Collier. Planning is moving forward.

#### **ADJOURN**

Randy Luff motioned the meeting be adjourned and Alan Farrester seconded. The next regular CSSAC meeting will be Tuesday, November 11, 2008 in ARMS 3041 Dunville Room with a tour.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary