

**PURDUE UNIVERSITY**  
**CLERICAL/SERVICE STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD November 11, 2008**

**APPROVED**

**MEMBERS PRESENT**

Elaine Bahler  
Cathy Barker  
Dana Beck  
Emily Branson  
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  
Amanda Schmidt  
Doris Wilkinson

**MEMBERS ABSENT**

**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 October 14, 2008 MEETING**

Maggie Grogan asked for announcements; Carrie Hanson noted that the Clerical and Service staff recognition luncheon will be Tuesday, December 2, 2008. Please reply to Lisa McCloud regarding your attendance. CSSAC member Cathy Barker will be recognized this year for 15 years of service. Maggie asked for any changes or additions to the minutes. Hearing none the minutes were approved.

**II. COMMITTEE REPORTS**

Calumet – Ila Muller reported that Mary Beth Rincon updated the committee on benefits enrollment. Four members will need to be replaced. A prospective member was voted to join in November. The website will be updated soon. The CSSAC Convocation breakfast was well attended. The new officers were introduced.

Ft. Wayne – Louise Misegades reported that there was a blood drive in September with 82 units collected. At the November meeting the Vice Chancellor of Affairs will meet with CSSAC. November 10<sup>th</sup> & 11<sup>th</sup> there will be a book sale on campus. The monies from this will benefit the grant fund.

North Central – Cecilia Kajer reported that there was a Butter Braids fund raiser on October 30<sup>th</sup>. There will be an upcoming fund raiser with wrapped cups and chocolate mix.

**SUBCOMMITTEES**

Communication – Elaine Bahler reported that the drawing at the fair went well. Sixty-six up the ladder letters have gone out.

Purdue Employees Activity Program – Jaylene Nichols reported that four buses are completely full for the December 6<sup>th</sup> shopping trip to Chicago. A wait list has been started. Twenty Pacers tickets have been donated to Purdue Big Brothers & Big Sisters Club and Lyn Treece Boys and Girls Club.

Employee Discounts – Alan Farrester reported that a new vendor has joined the program. The West Lafayette Chiropractic Center is offering a free initial consultation and exam.

**UNIVERSITY COMMITTEES**

Campus Safety Task Force – Alan Farrester reported that there will be a safety walk on November 12<sup>th</sup>. The safety walk is a walk through campus to find areas requiring attention for safety concerns. The point of emphasis was the

sidewalk on the "island". The 'island' is the group of housing south of Stadium Drive between University Street and Russell Street extended to State Street.

Faculty Compensation and Benefits – Maggie Grogan reported that Human Resource Services have met with representatives from Mercer regarding improvements to the 2010 medical benefits. Bids are still being received for a new life insurance carrier for Term Life/Accidental Death and Dismemberment; Personal Accident; and dependent Life programs. The new employment system has been in place for one year. In that year 1,445 staff positions were filled. There were 21,600 applicants at the WL campus; applicants were from 60 countries and every state.

Martin Award – DJ Wilkinson reported that the process has already begun in scoring the 15 applicants. Results should be turned in to Carrie Hanson by Friday, November 14, 2008.

Recycling – Cathy Barker reported that it costs around \$480.00 for the recycle containers with four bins. The cost of individual recycle containers is around \$100.00. The Purdue telephone book collection collected 45,000 pounds last year. The city phone books should be distributed in January. A recycling consultant from a firm in Ann Harbor MI has gathered information concerning usage of recycled materials. A public recycling forum was held on November 5, 2008. The Boiler Green Project is working on a test building for recycling, using different container/different colored bags in cans, etc. The Boiler Green Project is also working with the Union in using regular dishes and silverware instead of all disposable containers.

Smoking Policy Task Force – Dan Hinrichs reported that there were some doors in Discovery Park that did not have stickers on doors. The sign department acted quickly and put signs up immediately.

Spring Fling – Marsha Griner reported that the date for 2009 will be on May 21<sup>st</sup>. CSSAC will be responsible for the Bingo this year.

Staff Appeals Board – Randy Luff reported that there were three appeals. Two appeals were upheld and one was reduced to a warning.

University Senate – Gary Carter reported that President France A. Córdova was not present at the meeting and no remarks were submitted. Senate document number 08-2, Change to Section C of the University Code”, was voted on and passed. There was a Faculty representative update on OnePurdue and there were 18 issues that may be pursued by the Senate. Alysa Rollock presented the policy on amorous relationships.

### **III. OLD BUSINESS**

The chairs from APSAC and CSSAC will meet Friday, November 14<sup>th</sup>.

Maggie Grogan reported that in the Purdue Today, the committee has been named to identify candidates for the Vice Provost for Diversity and Chief Diversity Officer. Although CSSAC has had many opportunities to serve on search committees in the past, CSSAC has not been asked to assist with this search.

### **IV. NEW BUSINESS**

Maggie Grogan reported that the December meeting will be held in Earhart Dining Hall on December 9<sup>th</sup>. Please arrive promptly at 11:45 a.m.

### **V. HUMAN RESOURCE SERVICES OFFICER REPORT**

John Beelke reported that PURA (Purdue University Retirees Association) does not have many clerical or service retirees. John would like CSSAC to encourage retirees from the clerical and service staff to participate in PURA committees and activities. As an example, there will be a PURA forum in December to discuss the impact of the economic situation and retirees' income and investment plans.

The deadline for the open enrollment of medical benefits was Friday, November 7<sup>th</sup>. Staff benefits did experience a problem producing packets. It is still not clear what or why it happened, but some employees did not receive an enrollment packet while others received more than one. For those employees, the deadline date was extended one more week. Medical benefit and enrollment information is all on-line. If there will be no changes to your medical or other benefits, no enrollment form needs to be returned, except to continue a flexible spending account.. There will not be any new cards printed for those with no changes. If additional cards are needed, individuals need to contact United Healthcare or check the NMR website for Incentive PPO or Purdue 500. Staff benefits are working with Mercer for the 2010 benefits.

Changes to the life insurance benefit are going to the board for approval. The quotes are less than the current rates. This will be a savings to the university and to the staff. Open enrollment is anticipated for the end of March or first of April 2009.

**ADJOURN**

Gary Carter motioned the meeting be adjourned and Matt Marks seconded. The next regular CSSAC meeting will be Tuesday, December 9, 2008 in Earhart Dining Hall.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary