

PURDUE UNIVERSITY
CLERICAL/SERVICE STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD February 10, 2009

APPROVED

MEMBERS PRESENT

Elaine Bahler
Cathy Barker
Emily Branson
Minta Burns
Phillip Cederquist
Cynthia Dalton
Alan Farrester

Marsha Griner
Maggie Grogan
Jamie Hendershot
Dan Hinrichs
Cecilia Kajer
Randy Luff
Matthew Marks

Louise Misegades
Kim Muldoon
Ila Muller
Jaylene Nichols
Amanda Schmidt
Doris Wilkinson

MEMBERS ABSENT

Dana Beck
Gary Carter
Kelly High
Debbie Luedtke

RESOURCE MEMBERS PRESENT

John Shipley, Interim Vice President of 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 January 13, 2009 MEETING

Maggie Grogan requested that the two ad hoc committees (Staff Memorial and Regional campus visit) be added to the agenda for updates. Hearing no other announcements, Maggie asked for additions/corrections to the minutes. Elaine Bahler requested that the CSSAC communications presentation rehearsal be added to the minutes. Hearing no other changes, the minutes were approved.

II. HUMAN RESOURCE SERVICES OFFICER REPORT

John Beelke introduced John Shipley, Interim Vice President of Business Services & Assistant Treasurer to the committee. Mr. Shipley will serve as the Interim University Officer for CSSAC and APSAC. Mr. Beelke reported that the voluntary benefits deductions did not get taken on the first two biweekly paychecks of this year. These issues have been addressed and the deductions will be doubled up until it is taken care of. Human Resource Services will work with employees if they need assistance. Proposals have been received regarding health benefits for 2010. The health plan advisory committee along with Human Resource Services will work together on the findings. A dependent eligibility audit will be done on dependents covered on medical plans. Mercer has been hired to assist with this project this spring. This will also include collecting social security numbers as in 2010 it will be a requirement to provide social security numbers of all dependents to the federal government. Open enrollment for life insurance will begin in April. Enrollment information will be mailed to employees' homes.

III. UNIVERSITY OFFICER REPORT

John Shipley reported that the Board of Trustees will be meeting this week. The Academic Affairs committee will hear from Dr. Richard Cosier regarding the Changes and Challenges at Krannert. The Finance committee will hear from Mr. Almond regarding proposed changes to Animal Disease Diagnostic Laboratory Fee schedule and a resolution for refunding of student fee variable rate bonds series S, T, and V. Mr. Almond also will discuss two information items, the "Identity Theft Red Flag and Address Discrepancy" rules, and US Route 231 relocation update. The Physical Facilities Committee will be requested to act on five action items: request approval to hire an engineer to plan Boiler 6 installation, approval to finance and construct Wetherill Air Handler units replacement, approval to renovate Harrison Hall sprinkler system and air conditioning, approval to award construction project for IUPUFW Student Services and Library Complex, and approval of the campus master plan for the West Lafayette Campus. Bob McMains, Vice President for Physical Facilities, will report on repair and rehabilitation efforts and funding.

IV. COMMITTEE REPORTS

Calumet – Ila Muller reported that the monthly meeting was January 21, 2009. Mary Bunnell from Student Activities was a guest speaker. She talked about the new Co-Curricular transcript that they have been piloting for students. Mary Beth Rincon discussed ADA's new definition of disabilities. More information is still to come in February or March. The W2's forms should go out this week. Four members are needed. The website has been updated with the Spring '09 scholarship recipients. Three town hall meetings have been scheduled in January and February to discuss the faculty/staff survey assessment. The Paczki sale and the Daffodil Days for American Cancer Society were discussed.

Ft. Wayne – Louise Misegades reported that the website has been updated. The Clerical and Service staff recognition luncheon is scheduled for April. The annual book sale is scheduled for February 10th & 11th. Seven employees and one dependent were awarded the CSSAC grant and each received \$200.

North Central – Cecilia Kajer reported that they need three more members to have a full committee.

SUBCOMMITTEES

Communication – Elaine Bahler reported that thirty up the ladder letters were sent out. There will be a CSSAC communication presentation to the Libraries on February 20th.

Grants – Marsha Griner reported that she has received several calls and e-mails regarding the grant process. As of today, 32-dependent, 2 employee grants have been received.

Purdue Employees Activity Program – Jaylene Nichols reported that there is a trip to the Horseshoe Casino in Hammond, Indiana on Saturday March 28th. She will contact APSAC to assist in getting the word out to all employees. There are 52 seats available at \$35.00 each. This price includes a \$10 gambling credit plus one meal ticket to the buffet. All information will be given to Greg McClure for *Inside Purdue* and *Purdue Today*. The next trip scheduled is to the Chicago Cubs baseball game on July 26, 2009. The Cubs will be hosting the Cincinnati Reds for a 1:20 p.m. game. For this game, the bus will have 55 seats available at \$65.00 each. More advertising is forthcoming.

UNIVERSITY COMMITTEES

Campus Safety Task Force – Alan Farrester reported that at the February 9th meeting there was a presentation by Keith Bowman regarding the intersection of Stadium and Northwestern. He would like to turn the intersection into a more pedestrian friendly area by making it an "all stop, diagonal crossing" intersection. A more stringent enforcement of traffic laws is needed. There will be another safety walk.

Faculty Compensation and Benefits – Maggie Grogan reported that retirement benefits need to be more equitable between Clerical/Service staff and Administrative/Professional and faculty.

Parking & Traffic – Amanda Schmidt reported that John Cox is the new Chief of Police. Bus ridership is up. Wood street garage is not finished. The work will continue, but the garage will not be shut down.

Recycling – Cathy Barker reported that the recycling rate for the fiscal year to date is 34%. The Purdue telephone books will be picked up in the green mix paper cart. Confidential material is sent to a Frankfort facility at the cost .11¢ per pound. This material is sold and the revenue is used to offset the cost of garbage collection. The recycling containers from football games will be available for other venues. Purdue and the City of West Lafayette will be working together on an effort to recycle food pulp. The process will turn the food pulp into Methane gas.

Spring Fling – Carrie Hanson reported that May 21, 2009 will be the date for Spring Fling this year. The menu will consist of a 4" sub sandwich with a vegetarian option. CSSAC will have the responsibility of Bingo this year. Talk with your departments about getting prizes.

Staff Appeals Board – Randy Luff reported that there were ten appeals and all tickets were upheld. There is a concern about signs and parking around Lambert and Mackey on days of games. There is not enough notice given to employees that need to move their vehicles before getting a ticket.

V. OLD BUSINESS

Mid-year reports – Maggie Grogan reminded everyone that they need to turn in reports as soon as possible.

Vice Provost for Diversity and Chief Diversity Officer Search committee – Maggie Grogan reported that the committee has already started work on this search. Once interviews have been scheduled, Maggie will be notified.

ADJOURN

Randy Luff made a motion to adjourn the meeting and Alan Farrester seconded. The next regular CSSAC meeting will be Tuesday, February 10, 2009 in STEW 311.

Respectfully submitted,
Lisa McCloud, CSSAC Secretary