

PURDUE UNIVERSITY
CLERICAL/SERVICE STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD April 14, 2009

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
Kelly High
Dan Hinrichs
Debbie Luedtke
Randy Luff

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

MEMBERS ABSENT

Cecilia Kajer
Matthew Marks

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 and AGENDA OF THE March 10, 2009 MEETING

Maggie Grogan asked for additions or corrections to the agenda. Lisa McCloud reported that there will be two football games this fall, September 5th game with Toledo and the September 19th game against Northern Illinois that a portion of the ticket price will go to the CSSAC grant fund. Lisa McCloud also reported that a representative from the Indianapolis Motor Speedway sent information regarding discounted tickets to the racing events this coming year. Maggie Grogan added to the agenda the emeritus election. With no other additions, the agenda was approved. Maggie asked for additions or corrections to the minutes of the March meeting; hearing none, the minutes were approved.

II. COMMITTEE REPORTS

Calumet – Ila Muller reported that it was unanimously agreed to support the PUC Relay for Life Team proposal. Mary Beth Rincon from Human Resources told everyone to watch for an envelope from Mercer regarding employees' dependents. There were no responses from an e-mail sent out to Calumet clerical and service employees regarding membership. The APSAC/CSSAC recognition luncheon will be June 4th. There was an increase in flowers for the Daffodil Days for American Cancer Society. PUC CSSAC is planning the West Lafayette CSSAC visit in June. In July the PUC CSSAC will be visiting the West Lafayette Campus.

Ft. Wayne – Louise Misegades reported that the Fort Wayne CSSAC is responsible for the Summer Fest this year and it will be held on July 15th. There was one Clerical and one Service person that received the Pride Plus award this year.

SUBCOMMITTEES

Communication – Elaine Bahler reported seven up the ladder letters were sent out. The CSSAC display is in the first display case at the east end of STEW outside the computer lab.

Employee Discounts – Alan Farrester reported that Monster Mini Golf has been added as a new vendor in the discount program.

Grants – Marsha Griner reported that sixteen Clerical and Services grants were issued and 21 – dependent grants issued. The letters were being prepared to be sent.

Membership – Maggie Grogan reported that the letters and applications have gone out in campus mail. The deadline for submitting an application is May 15, 2009. Once all applications have been received, interviews will be scheduled in June.

Purdue Employees Activity Program – Jaylene Nichols reported that the trip to the Horseshoe gambling casino was a success. The website has been updated with the upcoming trips. At this time, one bus has been reserved for the Chicago Cubs baseball game. There are 55 seats available. For the Lincoln Park Zoo trip in June there will be 77 seats available.

UNIVERSITY COMMITTEES

Campus Safety Task Force – Alan Farrester reported that the Purdue Student Government is in favor of an investigation of dangerous intersections. The study of pedestrian traffic at Northwestern and Stadium has received favorable data from pedestrians. The committee sent a letter to the fraternity on the corner of Fight and Waldron to address the sidewalk lighting issues they have.

Faculty Compensation and Benefits – Maggie Grogan reported that the medical plans are being reviewed. It has been reported that there have been inquiries into Bariatric surgery coverage. This is being reviewed.

Parking & Traffic – Alan Farrester reported that the Day on Campus is now referred to as “STAR” and will occur June 16 through July 3, 2009. Half of the Northwestern parking garage will be closed from May 18th until early August. City bus ridership was down in February.

Recycling – Cathy Barker reported that the recycling containers for Spring Fest with the Coca-Cola and Wal-Mart signs are still in the works.

Spring Fling – Dana Beck asked for more volunteers to sign up for Bingo. More gifts are needed too.

Staff Appeals Board – Randy Luff reported that there were two personal appeals heard. One ticket was upheld and the other was reduced to a warning.

Training & Career Development Steering Committee – Maggie reported that other universities are being benchmarked for training programs.

University Senate – Gary Carter reported that there were two nominees (Joan Fulton and Charlene Sullivan) for vice chair of the Senate for the academic year 2009 -2010. The Faculty Affairs Committee recommended that there be one permanent non-voting advisor from CSSAC and one from APSAC, increasing the advisory representation of these two groups to two. This will be voted on next month.

III. NEW BUSINESS

Vice chair nominations – Maggie Grogan opened the nominations for vice chair to all first year members. Maggie explained the responsibilities of the vice chair. The Vice Chairperson shall preside in the absence of the Chairperson at monthly meetings, serve as Chairperson of the Bridge Suggestion Subcommittee, Inside Purdue Editorial Board, and serve on the Membership Subcommittee. To be nominated for an office, a member should be in attendance or provide a letter of acceptance to the Chairperson prior to the May meeting, to affirm their willingness to serve if elected. All nominees shall be given an opportunity to state what their expectations are if they are elected to office in the May CSSAC meeting.

Elections shall be conducted by secret ballot during the May meeting. Prior to voting, nominees shall be given the opportunity to address the Committee. Members must be present to vote on candidates. The election process of Vice Chairperson shall be conducted as the first order of business during the May meeting.

The chair, with majority approval, may suspend the rules on electing a vice chair such that a single ballot may be taken and the candidate with the most votes is elected with or without receiving a majority of the votes cast.

The votes shall be counted and tabulated by the facilitator, recording secretary, and member of the CSSAC appointed by the Chair.

With all that information, the members eligible for vice chair are as follows: Dana Beck, Minta Burns, Dan Hinrichs, Kelly High, Debbie Luedtke, and Kim Muldoon. Marsha Griner nominated Dana Beck, Elaine and Jaylene nominated Kim Muldoon, Alan Farrester nominated Kelly High and Maggie Grogan nominated Debbie Luedtke. At the next meeting these individuals interested in becoming the next vice chair will have a one-minute speech to the full committee prior to the vote.

Regional visit to Calumet campus in June – Maggie Grogan recommended there be three drivers for the vans. Everyone will meet at the transportation office and ready to leave West Lafayette no later than 7:30 a.m.

IV. AD HOC COMMITTEES

Staff memorial update – Jaylene reported that there will be 26 names of individuals to memorialize on April 22, 2009. Cynthia Dalton added that the proposed site have spring flowers.

V. UNIVERSITY OFFICER REPORT

Mr. John Shipley reported that President Córdova has announced the next executive vice president for business and finance and treasurer will be Alphonso V. Diaz effective July 1. An increase of \$2 for public single game tickets for the men's basketball was approved for the 2009 – 2010 season. The finance committee approved the identity-theft policy.

VI. HUMAN RESOURCE SERVICES OFFICER REPORT

Mr. John Beelke reported that employment continues to receive higher numbers of applications for posted positions than from last year. Work is continuing on the 2010 medical benefits. The selection of vendors has been narrowed down to two possible vendors and services include networks and health management services that can be incorporated in the 2010 plans. The dependent verification forms have gone out from Mercer for individuals to complete. The retirement plan review task force is providing a presentation for faculty, staff and retirees April 21st in Fowler Hall.

ADJOURN

With there being no further business, the meeting was adjourned. The next meeting is scheduled for May 12, 2009, in Stewart Center, Room 311 with a presentation from Cheryl Laszynski from WorkLife.

Respectfully submitted,
Lisa McCloud, CSSAC Secretary