

**PURDUE UNIVERSITY**  
**CLERICAL/SERVICE STAFF ADVISORY COMMITTEE**  
**MINUTES OF MEETING HELD May 12, 2009**

**APPROVED**

**MEMBERS PRESENT**

Elaine Bahler  
Cathy Barker  
Dana Beck  
Emily Branson  
Gary Carter  
Phillip Cederquist  
Alan Farrester

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

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

**MEMBERS ABSENT**

Minta Burns  
Cynthia Dalton  
Louise Misegades  
Amanda Schmidt

**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 April 14, 2009 MEETING**

Maggie Grogan asked for additions or corrections to the agenda. Hearing none, the agenda was approved. Maggie asked for additions or corrections to the minutes. Hearing none, the minutes were approved.

**II. ELECTION OF VICE CHAIR**

Maggie Grogan explained that according to the Protocols and Procedures, when electing a vice chair the nominee must receive a majority of votes cast. Maggie suggested suspending this rule to; the nominee with the most votes will be elected with or without receiving a majority of the votes cast. Randy Luff made a motion to accept this rule as suggested and Alan Farrester seconded. The two nominees, Dana Beck and Debbie Luedtke both addressed the committee briefly. Maggie then motioned for a vote regarding the position of vice chair 2009 – 2010. A single vote was taken and the candidate with the most votes, becoming the new vice chair is Debbie Luedtke.

**III. COMMITTEE REPORTS**

Calumet – Ila Muller reported that Human Resources is reminding everyone about the upcoming informational benefits meetings and to watch for an envelope from Mercer regarding dependents. An appeal was made to the University Forum for new CSSAC members. Chancellor Cohen recognizes the importance of the advisory group and will begin talking with supervisors. The APSAC/CSSAC recognition luncheon will be June 4<sup>th</sup>. Cookouts are scheduled for July 9<sup>th</sup> and August 6<sup>th</sup>, but more members are needed to help. There is a sale of Zandstra's Greenhouse coupons. A portion of each coupon sold goes toward the CSSAC scholarship fund.

North Central – Cecelia Kajer reported that the summer picnic will be July 29<sup>th</sup>.

**SUBCOMMITTEES**

Communication – Elaine Bahler reported that sixteen up the ladder letters were sent out. The Accomplished Clerical Excellence (ACE) class presentation was April 29, 2009.

Employee Discounts – Alan Farrester reported that D & R Market has joined the program.

Membership – Maggie Grogan reported that eighteen applications have been received. The interviewing will be held the week of June 8 – 12<sup>th</sup>.

Purdue Employees Activity Program – Jaylene Nichols reported that 50 tickets were already sold for the Chicago Cubs baseball game. Fifteen tickets have been sold so far for the Indianapolis Zoo trip.

## **UNIVERSITY COMMITTEES**

Parking & Traffic – Alan Farrester reported that a study was done regarding the demand for parking, biking, walking, transit/remote parking and ride sharing; the conclusions will be provided in September. A campus master plan was approved by the Board of Trustees for 2019. Marstellar garage is nearing the end of its slated time and will need to be replaced in 5 – 8 years. The options are to replace or add onto.

Spring Fling – Dana Beck reported that there are still some openings on the signup sheet. There will be recycling containers available with lids.

Training & Career Development Steering Committee – Maggie reported that this committee met to discuss strategies and goals for 2009-2014. This committee is divided up into subcommittees. There are objectives to be discussed further.

University Senate – Gary Carter reported that it was voted that CSSAC & APSAC will each hold one non-voting seat on the senate.

## **IV. UNFINISHED BUSINESS**

There will be three vans departing for Calumet next month. The drivers for the vans will be Maggie Grogan, Matt Marks and Gary Carter. Please plan to be at transportation services at 7:30 a.m.

Member Emeritus Nominees – The out-going members eligible for emeritus are: Randy Luff, Doris Wilkinson, Emily Branson, Maggie Grogan, Gary Carter, and Cynthia Dalton. There will be a vote next month, after Maggie Grogan determines members' interest in becoming an emeritus member.

## **V. NEW BUSINESS**

Vote on Schedule for Replacement of Members – Maggie Grogan stated that the full committee will be voting on the schedule of replacement of members at the next meeting.

Communication Focus Group - Dana Beck attended a focus group meeting facilitated by Valerie O'Brien of the office of Marketing/Media. It was discussed how Purdue Today and all internal communication can be more useful and engaging for Purdue faculty and Staff.

## **VI. UNIVERSITY OFFICER REPORT**

Mr. John Shipley reported that the Indiana legislature did not pass the budget at the end of their session in April. A joint House/Senate conference committee will work to develop an acceptable budget proposal. Hopefully this proposal will pass and be sent to the governor for signature at a special session in June. Due to the most recent situation concerning the threat of a possible pandemic outbreak, it is highly encouraged that everyone would participate in direct deposit.

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

Mr. John Beelke reported that the life insurance enrollment has been completed. Some paperwork related to the dependent audit is still being processed. There was an issue with bulk mail; it may take longer to get to the vendor, Mercer. Sending via fax is much quicker. A recap on both life insurance and the dependent audit will be provided later.

Human Resource Services is looking into an account based health plan that includes a Health Savings Account Plan. Some of the advantages of an HSA is that employees could see decreased costs. The money put into it rolls over from year to year. Purdue will contribute pre tax dollars and the employee can contribute too. This would be your money to use as needed for health care. These funds are never taxed when used for eligible medical expenses. This plan will be an additional option for faculty and staff for 2010.

**ADJOURN**

With there being no further business, the meeting was adjourned. The next meeting is scheduled for June 9, 2009, at Purdue Calumet.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary