

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

**APPROVED**

**MEMBERS PRESENT**

Elaine Bahler  
Cathy Barker  
Dana Beck  
Emily Branson  
Minta Burns  
Gary Carter  
Phillip Cederquist

Cynthia Dalton  
Alan Farrester  
Maggie Grogan  
Jamie Hendershot  
Kelly High  
Debbie Luedtke  
Cecilia Kajer

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

**MEMBERS ABSENT**

Marsha Griner  
Dan Hinrichs  
Kim Muldoon  
Amanda Schmidt

**RESOURCE MEMBERS PRESENT**

Jim Almond, Senior Vice President 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 June 9, 2009 MEETING**

Maggie Grogan recognized the CSSAC representatives from Calumet, Fort Wayne, and North Central. Each member enjoyed a tour of the West Lafayette campus and attended the full committee meeting. Maggie Grogan asked for any announcements. Hearing none, the agenda was approved. Maggie asked for additions or corrections to the minutes. Hearing none, the minutes were approved.

**II. UNIVERSITY OFFICER REPORT**

Jim Almond reported that the Board of Trustees passed the tuition and fees for 2009-10 and 2010-11 and the conceptual budget for fiscal year 2010 after an extended special session of the Indiana General Assembly. Over the next two years, the West Lafayette campus will lose funds in recurring operating appropriations from the state. Although this has been backfilled with stimulus funding, these funds will be used for one-time expenses like repair and rehabilitation projects. A full report of the budget can be found on the Board of Trustees website under minutes and documents for the July 9<sup>th</sup> Finance Committee at the following link <http://www2.itap.purdue.edu/bot/>.

The Board of Trustees added three new members and elected Keith Krach as chairman and Mamon Powers, Jr. as vice chairman. The Board elected Al Diaz, Executive Vice President for Business and Finance, Treasurer as the Board treasurer. The Governor appointed Don Thompson, Michael Berghoff and Purdue Student Tyler Teykl to the Board. Tim McGinley resigned after serving nearly 20 years as a trustee and 16 years as chairman.

**III. HUMAN RESOURCE SERVICES OFFICER REPORT**

Mr. John Beelke reported that in 2010 an account based health plan will be offered with a University contribution to a health savings account. The incentive PPO and co-pay plan (formerly UnitedHealth Plan) will continue but the Purdue 500 will be dropped. The "spousal opt out" arrangements will change when both individuals are employed by the University. Employees who are married/partners must be in the same salary tier to be covered together. The dependent audit is complete and 659 dependents were dropped from coverage. Information from individuals who submitted incomplete information is still being collected. There is still follow up on those individuals who never submitted information. This process will result in some significant savings to the Purdue medical benefits. Proposals have been received from 5 vendors for the defined contribution record keeping, education/counseling and investment options that are being reviewed. There will be more information in August and proposed plan changes occurring in September.

#### IV. FACILITATOR & MEDIA VOTE

Maggie Grogan stated that each year, the CSSAC committee votes on whether or not to allow the facilitator, secretary and media to attend the business portion of the full meetings. It was decided to keep these resource representatives at the full meeting.

#### V. COMMITTEE REPORTS

Calumet – Ila Muller reported that mandatory direct deposit will begin around August 1<sup>st</sup>. One new member has joined the group and 2 more are still needed. The APSAC/CSSAC recognition luncheon was on June 4<sup>th</sup>. A cookout for August 6<sup>th</sup> is being planned. The Zandstra’s Greenhouse coupon fundraiser will end June 30<sup>th</sup>. The Relay for Life Fundraiser/Dance was on June 5<sup>th</sup>. The PUC team goal was \$5,000 and \$9,800.00 was raised.

Fort Wayne – Louise Misegades reported that CSSAC is in charge of Summer Fest this year and will be on July 15<sup>th</sup>. the new medical building will be open this fall.

North Central – Cecelia Kajer reported that the summer picnic will be on July 29<sup>th</sup>. Upcoming fundraisers include a fall bulb sale and a book sale. CSSAC has created a newsletter describing CSSAC and to better communicate with the Clerical and Service staff of upcoming events. This newsletter will be published bi-monthly. Employees can view the newsletter online or may receive a copy through e-mail.

#### **SUBCOMMITTEES**

Communication – Elaine Bahler reported that ten up the ladder letters were mailed out. A letter is being finalized for the *LeadingEdition* newsletter. The *LeadingEdition* is a publication to assist supervisors with the information they may need to help them become more effective leaders.

Employee Discounts – Alan Farrester reported that there are two new vendors joining the program. One is Miracle Fitness which will be providing a discount towards membership and the other is Beaux Cheveux Styling Salon. Beaux Cheveux Styling Salon is providing a discount for any regularly priced service and product. Both vendors are on the website <http://www.purdue.edu/cssac/Welcome.html>. Please visit this website often to view new vendors that have been added.

Membership – Maggie Grogan reported that nineteen applications were received. The interviews were scheduled over a three day period. All the interviews were excellent and it was difficult to make the decisions. The new CSSAC members will be: For district I -Cathy Roark, Pat Williams, Terry Wade and Wanitta Thompson. For district III- Ebony Barrett-Kennedy and for district IV – Angel Gray. The new member orientation will be in August.

Purdue Employees Activity Program – Jaylene Nichols reported that the Chicago Cubs baseball trip is July 26<sup>th</sup>. There will be only one bus and all the seats have been sold. The next trip will be on September 12<sup>th</sup> with a Visit to Donaldson’s Chocolates and Easley, Oliver and Chateau Thomas Wineries. The trip will cost \$45 per person and will leave Freehafer Hall at 8:00 a.m. and return at 6:30p.m. The reservation form will be on the website.

#### **UNIVERSITY COMMITTEES**

Training & Career Development Steering Committee – Maggie reported that the subcommittees met. Timelines are being developed.

#### VI. UNFINISHED BUSINESS

Ad hoc committee – removal of membership schedule – Debbie Luedtke reported that the Policies and Procedures reads;  
**SECTION XI. SCHEDULE FOR REPLACEMENT OF MEMBERS**

In order to maintain a balanced membership, the Membership Committee shall follow the schedule below when selecting new members.

The ideal schedule for the number of CSSAC members to be replaced by year:

	<u>2008</u>	<u>2009</u>	<u>2010</u>
District I	3	4	3
District II	1	0	1
District III	1	1	2
District IV	1	1	2

District V member replacement is the responsibility of the respective regional campuses. The corrected table will be presented yearly in the April meeting for vote in the May meeting.

Gary Carter made a motion to suspend the schedule from the protocol and procedures. The motion was accepted, voted on and approved. The Ad Hoc committee suggests the following:

In order to maintain a balanced membership, new members shall be recruited from the districts of the retiring members. The membership shall continue to reflect the representation needs of the clerical and service staff in Districts I, II, III, and IV as illustrated in CSSAC Organizational Structure Chart – Appendix A. District V member replacement is the responsibility of the respective regional campuses.

After a vote, this revision was approved.

## **VII. NEW BUSINESS**

End of year reports – Maggie Grogan reminded each subcommittee chair that she still has not received some of the year end reports.

### **ADJOURN**

With there being no further business, the meeting was adjourned. The next meeting is the orientation of new members and will be held in STEW 311 on August 11, 2009.

Respectfully submitted,  
Lisa McCloud, CSSAC Secretary