

PURDUE UNIVERSITY
CLERICAL/SERVICE STAFF ADVISORY COMMITTEE
MINUTES OF MEETING HELD August 11, 2009

APPROVED

MEMBERS PRESENT

Elaine Bahler
Ebony Barrett-Kennedy
Dana Beck
Emily Branson
Minta Burns
Gary Carter
Phillip Cederquist
Cynthia Dalton
Angel Gray
Marsha Griner

Maggie Grogan
Dan Hall
Jamie Hendershot
Karen Holland
Debbie Luedtke
Cecilia Kajer
Randy Luff
Matthew Marks
Louise Misegades
Kim Muldoon

Jaylene Nichols
Cathy Roark
Amanda Schmidt
Katie Sirko
Wanitta Thompson
Marc Tulley
Terry Wade
Pat Williams

MEMBERS ABSENT

Cathy Barker
Alan Farrester
Kelly High
Ila Muller
Doris Wilkinson

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 July 14, 2009 MEETING

Maggie Grogan asked for any announcements; Marsha Griner wanted to add a comment regarding lunches for clerical/service workers in HFS. Hearing no other additions/corrections, the agenda was approved. Maggie asked for additions or corrections to the minutes. Elaine Bahler wanted to add information to the minutes regarding our visitors from the regional campuses. Hearing no other corrections, the minutes were approved.

II. INTRODUCTION OF NEW MEMBERS

The new member s was introduced by the mentors as follows: Matt Marks introduced Angel Gray. Angel works in Wiley dinning court and will be representing district IV. Minta Burns introduced Cathy Roark. Cathy works in Admissions and will representing district I. Debbie Luedtke introduced Terry Wade. Terry works in the Libraries and will be representing district I. Amanda Schmidt introduced Pat Williams. Pat works in the Libraries and will represent district I. Kim Muldoon introduced Ebony Barrett-Kennedy. Ebony works in the Office of the University Architect and will be representing district III. Dana Beck introduced Dan Hall. Dan works in the construction Inspectors Office and will be representing district III. Jaylene Nichols introduced Wanitta Thompson. Wanitta works in the College of Education administration and will be representing district I. Louise Misegades introduced the new representative from Fort Wayne, Marcus Tulley. Cecelia Kajer introduced the new representative from North Central, Katie Sirko.

III. UNIVERSITY OFFICER REPORT

Mr. Almond presented the 2009 – 2010 budget. The State appropriations did not pass in the regular legislative session which ended in April. A special session was held in June. The Board of Trustees approved the conceptual budget in July and will receive a report of the final budget in October. Tuition and fees for the West Lafayette campus are ranked 6th out of the nine peer institutions and 8th in the Big Ten for resident students. There will be no allocations for salary increases for the 2010 fiscal year; however, the University will be absorbing the cost of the employee medical program for the 2010 calendar year.

IV. HUMAN RESOURCE SERVICES OFFICER REPORT

John Beelke reported that Cigna has been approved as the administrator of the medical benefits for 2010. There will be three options to choose from; a co-pay plan, a co-insurance plan, and an account based plan with an HSA (Health Savings Account). There will be no increase in premiums for 2010. Cigna has a national network of health care

providers including hospitals, doctors, labs, etc. Their claims operation is noted for excellence with a high level of customer service. The offices are open from 7:00 a.m. to 9:00p.m. Monday through Friday, with Saturday and holidays hours. The newest option is an account based healthcare plan (HSA) will have lower premiums but higher deductibles. The HSA is a tax free account that the University and the employee can contribute to. There will be many presentations this fall explaining this new option. Cigna will have a program "Choose Well, Live Well" that will provide a health risk appraisal and health coaching and coordinate with programs offered through the wellness areas of each campus. The dependent audits have been completed with over 700 ineligible dependents being dropped. This is expected to generate a savings of approximately half a million dollars for the medical plans.

There continue to be a record number of applicants for posted positions at Purdue. In May there were 176 applicants for each posted position with 90% of those being external applications. Funding has been approved for background checks on applicants. Once a person has been identified as the top candidate for a position, the applicant's work, education and other aspects relevant to each position will be verified prior to the individual being offered the job.

Consultants have been hired to review the defined contribution retirement investment options. Bids have been received from five vendors with three vendors receiving an invitation to return to Purdue.

V. **COMMITTEE REPORTS**

Fort Wayne – Louise Misegades reported that the summer fest was a success.

North Central – Cecelia Kajer reported that the picnic was a success. The first ever cake walk earned \$350 for the grants program. The fall bulb sale is now in progress.

SUBCOMMITTEES

Communication – Elaine Bahler reported that eleven up the ladder letters were sent out. A letter for the Leading Edition newsletter has been forwarded on for the next edition.

Grants – Marsha Griner reported that the letters have been sent to all applicants.

Membership – Maggie Grogan reported that all the positions have been filled.

PEAP- Jaylene Nichols reported that the trip to the Chicago Cub baseball game was a success. The next trip coming up is the Wine and Chocolate tip. This trip will be September 12th to Southern Indiana. The shopping trip to Chicago will be December 5th. More information is yet to come.

UNIVERSITY COMMITTEES

Training & Career Development Steering Committee – Maggie reported that *Inside Purdue* will have articles regarding each sub group.

VI. **UNFINISHED BUSINESS**

End of year reports – Maggie reported that there are two subcommittees that have yet to turn in their reports.

VII. **NEW BUSINESS**

Committee assignments – Matt Marks reported the new committee assignments. **University Committees** - Campus campaign steering committee- Elaine, Parking/Traffic-Alan Farrester & Minta Burns, Staff Appeals Traffic- Phil Cederquist & Cathy Roark, Health Plan Advisory- Ebony Barrett-Kennedy, Inside Purdue- Debbie Luedtke, Recycle- Pat Williams, Spring Fling- Dana Beck & Angel Gray, Faculty Comp.- Matt Marks, Campus Safety- Cathy Barker & Wanitta Thompson, Martin Award- Kim Muldoon & Terry Wade, Rec. Sports- Dan Hall, HR Advisory- Marsha Griner/Kelly High (alt.), OPUS- Jaylene Nichols. **CSSAC Committees**- Membership – Matt Marks, Debbie Luedtke, Elaine Bahler, Jaylene Nichols, Ebony Barrett-Kennedy, Minta Burns. Communications - Kim Muldoon, Matt Marks, Debbie Luedtke, Marsha Griner, Amanda Schmidt, Kelly High. Grants- Marsha Griner, Minta Burns, Pat Williams, Terry Wade. Bridge –Debbie Luedtke, Dana Beck, Jaylene Nichols, Marsha Griner, Ebony Barrett-Kennedy. Employee Discount –Amanda Schmidt, Dan Hall, Wanitta Thompson, Cathy Barker, Angel Gray. PEAP –Kelly High, Elaine Bahler, Phil Cederquist, Cathy Roark, and Alan Farrester.

Lunches for HFS staff – Marsha Griner and Phil Cederquist reported that they are arranging meetings with John Sautter and Barb Frazee regarding at least one free lunch for Housing and Food Services C/S staff.

ADJOURN

With there being no further business, the meeting was adjourned. The next meeting will be Tuesday, September 8, 2009 in STEW 311.

Respectfully submitted,
Lisa McCloud, CSSAC Secretary