

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**April 11, 2017**

<b>Present</b>	Allen Bol, Roberta Cain, Cindy Cory, Gina DelSanto, Tiffany Eakin, John Frigo, Joan Goetz, Brenda Gunion, Carrie Hanson, Michael Hicks, Megan Huckaby, Mykesha Kennedy, Guyanne Lillpop, Jonathan Newberry, Sara Ostheimer, Julianne Pierson, Teresa Remaly, Marla Ropp-Funk, Mandy Smith, Andrea Waibel	
<b>Absent</b>	Pat Carducci, Josh Bacon, Dee Combs, Laura Holladay	
<b>Item #1 Meeting Called to Order</b>	Meeting called to order at 1:33 p.m.	T. Eakin
<b>Adoption of the Agenda</b>	Motion to adopt agenda Seconded	J Pierson S Ostheimer
<b>Item #2 Approval of Minutes</b>	Tiffany asked for any correction/additions to the minutes; hearing none, the minutes are approved	
<b>Item #3 Announcements</b>	Reminder that all subcommittee chairs should submit their written reports to Carrie Hanson by noon Thursday prior to the full meeting. <ul style="list-style-type: none"> <li>• Nominations for CSSAC Vice Chair</li> </ul>	T. Eakin
<b>Item #4 University Officers' Report</b>	Transportation <ul style="list-style-type: none"> <li>• EAC primary vendor for bus service <ul style="list-style-type: none"> <li>○ Able to use any service we wish as we do not use Purdue funds</li> </ul> </li> </ul> <p>HR benefits will have offices in STEW, PFEN and HEAV for customer service. Communication to come in Purdue Today</p> <p>Bluestem, who operates the PayCheck Direct program is exiting the business and was a complete surprise to us. As of April 30, no more purchases will be taken. Another company will be identified to offer a similar program to Purdue staff.</p>	Rob Wynkoop, Director of Service Enterprises  Denny Darrow, Vice President for Human Resources
<b>Item #6 Standing Committee Reports</b>	Tiffany asked if there were any questions regarding the submitted reports; there were none. <p>Executive – Discount subcommittee may split the members between the remaining committees. Roberta will discuss with her committee and bring back to executive.</p>	T. Eakin

	<p>Communications – None</p> <p>Discounts – None</p> <p>Professional Development – None</p> <p>PEAP – Checking account is balanced with \$3,236.08.</p>	
<b>Item #6 Regional and University Reports</b>	<p>Tiffany asked if there were any questions regarding submitted reports.</p> <ul style="list-style-type: none"> <li>• Josh Bacon added two more staff to their program</li> <li>• IT is undergoing another reorganization</li> <li>• IT oversight committee will continue</li> </ul>	<p>T. Eaking</p> <p>J. Pierson</p>
<b>Item #7 Unfinished Business</b>	None	
<b>Item #8 New Business</b>	<p>During joint meeting last month. Professional development team discussed free tuition for staff – to take a class. If you score a 3 out of 5 on performance evaluation, you could take a 3 credit hour class. Supervisors cannot say no. Great for recruitment and retention. Great for morale of staff. Tied into performance evaluation</p> <p>Not taking a seat from a student – only if there are empty seats. Done in pay status.</p> <p>Fits into Bold Moves</p> <p>Denny would like to work with CSSAC to perform an impact analysis. Look at enrollment.</p> <p>Megan offered that we find out how many staff are taking classes at Ivy Tech. They could be taking classes at Purdue instead.</p> <p>Adoption of Operating Procedures John Frigo, Andi Waibel Vice Chair Elections Nominations will be taken for anyone interested in running for vice chair.</p>	T. Eakin

	<p>Emeritus Elections All outgoing members are eligible to run for an emeritus position.</p> <p>Elections will be the first order of business at our May full meeting.</p>	
<p><b>Item #8</b> <b>District Updates</b></p>	<p>District I No updates</p> <p>District II No updates</p> <p>District III No updates</p> <p>District IV No updates</p> <p>District V Marla's team is planning our visit to North Central in June</p>	
<p><b>Item #9</b> <b>Call for Adjournment</b></p>	<p>Next meeting will be held on May 9 in STEW 278 Meeting adjourned at 2:56 p.m.</p>	