

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**June 13, 2017**

<b>Present</b>	Allen Bol, Roberta Cain, Cindy Cory, Gina DelSanto, Tiffany Eakin, John Frigo, Joan Goetz, Brenda Gunion, Carrie Hanson, Michael Hicks, Mykesha Kennedy, Sara Ostheimer, Julianne Pierson, Teresa Remaly, Marla Ropp-Funk, Mandy Smith, Andrea Waibel, Dee Combs, Joan Goetz, Brenda Gunion, Julianne Pierson, Teresa Remaly, Marla Funk	
<b>Absent</b>	Josh Bacon, Megan Huckaby, Guyanne Lillpop, Jonathan Newberry,	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:16 p.m.  Motion to adopt agenda Seconded	T Eakin  B Gunion M Hicks
<b>Item #2 Election of Vice Chair</b>	Vice Chair <ul style="list-style-type: none"> <li>Election for vice chair was held; Mandy Smith has been elected as the vice chair.</li> </ul>	
<b>Item #3 Approval of Minutes</b>	Tiffany asked for any correction/additions to the minutes; hearing none, the minutes are approved.	
<b>Item #4 Announcements</b>	<ul style="list-style-type: none"> <li>Reminder that all subcommittee chairs should submit their written reports to Carrie Hanson by noon Thursday prior to the full meeting.</li> <li>HOLD the date: WL CSSAC will host the regional campus CSSAC committees at WL on July 11, 2017. More information to come</li> <li>HOLD the date: Please hold September 22, 2017 – 8am to 5pm for the annual leadership retreat to Camp Tecumseh. More information to come</li> </ul>	T. Eakin
<b>Item #5 Standing Committee Reports</b>	Tiffany asked if there were any questions regarding the submitted reports; there were none.  Executive – <ul style="list-style-type: none"> <li>APSAC and CSSAC executive committees met <ul style="list-style-type: none"> <li>Discussed areas of possible collaboration, best practices, and general common issues</li> <li>Communication subcommittees will work together to determine how to better communicate and perform outreach to colleagues</li> </ul> </li> </ul>	T Eakin

	<p>Communications – Needing more information for newsletter</p> <p>Discounts – If anyone would like Perks to request a discount from local merchants, you can submit that information on the discount site</p> <p>Professional Development –</p> <p>PEAP – Meeting today and will look into a flower arranging class. Holiday shopping trip is being planned.</p>	<p>J Pierson</p> <p>R Cain</p> <p>C Cory</p>
<b>Item #6 Regional and University Reports</b>	<p>Tiffany asked if there were any questions regarding submitted reports, there were none.</p> <p>Fort Wayne</p> <ul style="list-style-type: none"> <li>• Low membership but recently added 4 new members</li> <li>• Chancellor is retiring, currently conducting a search. CSSAC asked for and was denied a seat on the search committee.</li> </ul> <p>PNW</p> <ul style="list-style-type: none"> <li>• Not able to host a regional visit every other year due to merging of campuses.</li> </ul>	
<b>Item #7 Unfinished Business</b>	<p>Non-exempt Defined Contribution Plan – three year wait</p> <p>Peter Goldsborough – Professor at Purdue Contacted John and Tiffany regarding the 3 year wait. He contacted the retirement planning committee (Denny) who wrote a response to Peter.</p> <p>After hearing many different ideas and thoughts regarding how the retirement plans at Purdue work, Julianne Pierson suggested that we may need to request someone from benefits come and speak to the group for clarity. Carrie will get someone scheduled to present in the next month or two.</p>	J. Frigo
<b>Item #8 New Business</b>	Benefits eligible employees who do not take the PU benefits are not eligible to use CHL.	T. Eakin

	<ul style="list-style-type: none"> <li>• Virta Health is one example</li> </ul>	
<b>Item #9 District Updates</b>	<p>District I No updates</p> <p>District II No updates</p> <p>District III</p> <ul style="list-style-type: none"> <li>• Purdue Job Fair at Airport. Morning and afternoon breakout sessions. HR and hiring managers on site. This Thursday</li> </ul> <p>District IV No updates</p> <p>District V No updates</p>	P Carducci
<b>Item #10 Call for Adjournment</b>	<p>Next meeting will be held on July 11 at West Lafayette campus; details soon to come.</p> <p>With there being no further business, the meeting adjourned at 2:01 p.m.</p>	