

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

November 14, 2017

Members Present	Allen Bol, Brenda Breece, Roberta Cain, Pat Carducci, Renè Celeste, Jessica Christian, Cindy Cory, Denny Darrow, Tiffany Eakin, John Frigo, Gina DelSanto, Peggie Haq, Carrie Hanson, Michael Hicks, Laura Holladay, Megan Huckaby, Dennis Johnson, Song Kang, Mykesha Kennedy, Alfred Nesvold, Jonathan Newberry, Sara Ostheimer, Julianne Pierson, Marla Ropp-Funk, Jennifer Scruggs, Rebekah Clark, Mary Sigman, Mandy Smith, Andrea Waibel, Jeremy Wampler	
Members Absent	Josh Bacon, Dee Combs, Guyanne Lillpop	
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:34 pm. Allen stated that Gina DelSanto is unable to attend. Motion to adopt agenda Seconded	A Bol S Ostheimer R Celeste
Item #2 Approval of Minutes	Allen asked for any correction/additions to the minutes; hearing none, the minutes are approved.	
Item #3 Announcements	<ul style="list-style-type: none"> • Reminder that all subcommittee chairs should submit their written reports to Carrie Hanson by noon Thursday prior to the full meeting. • Reminder that CSSAC members have been invited to attend the Clerical and Service Staff Recognition Luncheon on December 5. Tables will be reserved for you. • Carrie Hanson presented an award to Tiffany for fulfilling her term on CSSAC. She read through a long list of accomplishments and thanked Tiffany for her service. 	A Bol
Item #4 University Officers' Report	<p>Both capital projects are live</p> <ul style="list-style-type: none"> • 300 iPads in the field for work orders that come directly to the main system. • Real time parts inventory • Starting to get reporting from the system now • 200 different purchase orders and capital projects through the system now • Can see current costs on projects • Demo in December <p>HCM continue to make progress</p> <ul style="list-style-type: none"> • Taking all data out of legacy systems is a huge undertaking • Lots of testing, goal is 99.9% end of December 	Denny Darrow, Vice President for Human Resources

Ebenefits to BenefitFocus

- Highest percentage of completion by deadline
- Encouraged members to share their experience
 - Service staff seemed to like it and used the labs
 - Some were confused with the number of steps to complete
 - Denny stated that was noted
 - Easy to use
 - Harder to find details about the plans, especially when going back in to view
 - A green check mark next to completed items would be helpful
 - Lindsay Leon was especially helpful
 - Needed more detailed information – was directed by staff to a different site
 - Better than the past system
 - Older folks on the farms didn't get their confirmation. No email, have to print it
 - Some trouble comparing last year to this year
 - Appreciated the labs and help
 - Having different locations is great
 - When hitting "submit" she was worried that the whole plan was submitted
- Job position description concerns
 - Need transparency into next job opportunities
 - Went to each organization across campus
 - Here's what you said you needed
 - Here's the job descriptions you gave us
 - This is where we think you are, the orgs had the opportunity to agree/disagree
 - Jan/Feb more information will be coming to staff
 - No jobs are disappearing
 - No benefits are changing
 - Your current pay will not be affected with this implementation
 - The way your job is classified will be put into a family, subfamily. That will be the TYPE of job you do.
 - Job descriptions need to be specific to the job, not to the person

Question: Members asked how this job family project will impact the makeup of the CSSAC and APSAC. Denny stated there should be no changes; the same types of staff will be represented in the same manner.

	<p>Demo of SuccessFactors</p> <ul style="list-style-type: none"> • Overview of time entry for clerical and service staff • Discussion of “buckets” of time • Discussion of balances <ul style="list-style-type: none"> ○ Current as of that day <p>More information to come. January may bring a recruiting demo. Denny asked everyone to stay in tune and in touch with information regarding the project.</p>	Linda Baer, Assistant Comptroller- Payroll Services
<p>Item #5 Standing Committee Reports</p>	<p>Allen asked if there were any questions regarding the submitted reports; there were none.</p> <p>Executive – Bridge form received from a wife of a service employee at a residence hall.</p> <ul style="list-style-type: none"> • Fear of being fired • Not allowed to attend campus events • Cannot use restroom on company time etc. • Not allowed to be on the computer while at work • Not allowed to participate in Spring Fling • Not allowed to attend Resource Fair • No 90-day review • Allen read the letter aloud to the full committee and asked for any comments <p>Another member stated that Vet school employees are not able to attend Spring Fling</p> <p>Communications –</p> <ul style="list-style-type: none"> • No report <p>Professional Development –</p> <ul style="list-style-type: none"> • See written report <p>Purdue Employees Activity Program –</p> <ul style="list-style-type: none"> • See written report 	
<p>Item #6 Regional and University Reports</p>	<p>Allen asked if there were any questions regarding submitted Regional and University reports. There were none.</p> <p>Fort Wayne has a new Director of Human Resources and Office of Institutional Equity, Ms. Cynthia Springer</p>	<p>A Bol</p> <p>Josh Bacon via email</p>
<p>Item #7 Unfinished Business</p>	<p>None</p>	

Item #8 New Business	None	A Bol
Item #9 District Updates	<p>District I</p> <ul style="list-style-type: none"> • Beans coffee cart going away because of a Starbucks <ul style="list-style-type: none"> ○ Contact Tom Coleman if you have any feedback • Service staff concerned about outsourcing <ul style="list-style-type: none"> ○ Not allowed to place orders • Campus mail to KURZ- 2 months to process payments • Swap line to see if others have items to swap or get rid of <p>District II</p> <ul style="list-style-type: none"> • Communications trying to find ways to get the newsletter distributed <ul style="list-style-type: none"> ○ Carrie currently sends it via email to all clerical and service staff, all managers in the dining courts and residence halls, and all building deputies with a request to print copies and have them available for c-s staff to read. All CSSAC members receive a copy and are requested to print and post in their areas where staff have access ○ Purdue Channel – submit a pdf or jpeg • Parking passes going away and may start using camera recognition and plates <ul style="list-style-type: none"> ○ Still have a fee to pay <p>District III</p> <ul style="list-style-type: none"> • Talk about going 4 – 10 hour days for service <p>District IV None</p> <p>District V None</p> <p>Bridge Form - See above under “Executive” report</p>	<p>J Christian</p> <p>M Hicks</p>
Item #10 Call for Adjournment	Next meeting will be held on December 14 in STEW 204. With there being no further business, the meeting adjourned at 3:12 p.m.	