

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**September 12, 2017**

<b>Members Present</b>	Allen Bol, Brenda Breece, Roberta Cain, Pat Carducci, Renè Celeste, Jessica Christian, Cindy Cory, Denny Darrow, Tiffany Eakin, Gina DeSanto, Peggie Haq, Carrie Hanson, Michael Hicks, Laura Holladay, Megan Huckaby Dennis Johnson, Song Kang, Mykesha Kennedy, Guyanne Lillpop, Alfred Nesvold, Jonathan Newberry, Sara Ostheimer, Julianne Pierson, Marla Ropp-Funk, Jennifer Scruggs, Rebekah Siegle, Mary Sigman, Mandy Smith, Andrea Waibel, Jeremy Wampler	
<b>Members Absent</b>	Josh Bacon, Dee Combs, John Frigo	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:31 pm  Motion to adopt agenda Seconded	A Bol  J Newberry J Pierson
<b>Item #2 Approval of Minutes</b>	Allen asked for any correction/additions to the minutes; hearing none, the minutes are approved.	
<b>Item #3 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>• The Camp Tecumseh retreat will be held on September 22, 2017 – 8am to 5pm.</li> </ul>	A Bol
<b>Item #4 University Officers' Report</b>	<p>HCM – Job Family Structure Update</p> <p>Darrel reviewed the project objectives and progress, elements of design, next steps and timeline.</p> <p><a href="https://www.purdue.edu/treasurer/transform/index.html">https://www.purdue.edu/treasurer/transform/index.html</a></p> <p>The project objectives are:</p> <ul style="list-style-type: none"> <li>• Create a job classification system that will group positions performing work at similar levels</li> <li>• Create a framework for jobs that reflects the University's structure and sets the foundation for talent management initiatives, such as succession planning</li> <li>• Create clear and attainable career paths for internal candidates</li> <li>• Improve our ability to recruit and retain professional talent - providing employees with a clearer picture of career growth/trajectory opportunities at the University</li> </ul>	Darrel Castricone Director of Compensation

	<ul style="list-style-type: none"> <li>• Create efficiencies for managers, supervisors and HR staff with regard to administering job classification</li> <li>• Develop the foundation for a future system-wide approach to compensation management</li> </ul> <p>Darrel gave the members a look at a “mock up” of what he hopes the site will look like and hopes it will be user-friendly.</p> <p>CSSAC members voiced concern regarding how staff will be identified after implementation; currently clerical and service staff – how will they be identified for membership to the advisory groups? Not sure at this time.</p> <p>Expected implementation date: January 1, 2018</p>	
<b>Item #5 Standing Committee Reports</b>	<p>Allen asked if there were any questions regarding the submitted reports; there were none.</p> <p><b>Executive –</b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b>Communications –</b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b>Professional Development –</b></p> <ul style="list-style-type: none"> <li>• No report</li> </ul> <p><b>Purdue Employees Activity Program –</b></p> <ul style="list-style-type: none"> <li>• See written report</li> </ul>	
<b>Item #6 Regional and University Reports</b>	<p>Allen asked if there were any questions regarding submitted reports. There were none.</p>	A Bol
<b>Item #7 Unfinished Business</b>	<p>None</p>	
<b>Item #8 New Business</b>	<ul style="list-style-type: none"> <li>• The executive committee has implemented a new program: “CSSAC Member of the Quarter” <ul style="list-style-type: none"> <li>○ For current members of CSSAC only</li> <li>○ All members are eligible to nominate or be nominated except the chair, vice chair, and resource members</li> <li>○ Selected member will receive a certificate of recognition at a monthly CSSAC meeting</li> </ul> </li> </ul>	A Bol

<p><b>Item #9</b> <b>District Updates</b></p>	<p><b>District I</b></p> <ul style="list-style-type: none"> <li>- Will there be a replacement for PayCheck Direct? <ul style="list-style-type: none"> <li>o A program is in place and is listed on the CSSAC discount site</li> </ul> </li> <li>- Trustmark Accident Insurance is no longer available via payroll deduction</li> </ul> <p><b>District II</b></p> <ul style="list-style-type: none"> <li>- Jischke and 3<sup>rd</sup> streets are very congested; especially when the band comes through.</li> </ul> <p><b>District III</b> None</p> <p><b>District IV</b></p> <ul style="list-style-type: none"> <li>- Some departments have dress codes while others do not. Encouraged to dress as professional as your job allows you to dress.</li> <li>- Will there be any incentives for people who use the bus, ride bicycles or shuttle to work?</li> </ul> <p><b>District V</b> None</p> <p><b>Bridge Form</b></p> <ul style="list-style-type: none"> <li>- Allen discussed the "Bridge Form". This form is a medium for staff to use to submit questions/concerns/issues for response.</li> <li>- All members were encouraged to take bridge forms to their respective areas.</li> </ul>	<p>A Waibel</p>
<p><b>Item #10</b> <b>Call for Adjournment</b></p>	<p>Next meeting will be held on October 10 in LWSN 1142 jointly with APSAC. With there being no further business, the meeting adjourned at 3:25 p.m.</p>	