

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**January 8, 2018**

<b>Members Present</b>	Allen Bol, Brenda Breece, Roberta Cain, Renè Celeste, Jessica Christian, Rebekah Clark, Denny Darrow, Gina DeSanto, Tiffany Eakin, John Frigo, Carrie Hanson, Michael Hicks, Laura Holladay, Megan Huckaby, Dennis Johnson, Song Kang, Mykesha Kennedy, Guyanne Lillpop, Alfred Nesvold, Sara Ostheimer, Jennifer Scruggs, Mary Sigman, Mandy Smith, Andrea Waibel, Jeremy Wampler	
<b>Members Absent</b>	Josh Bacon, Dee Combs, Cindy Cory, Peggie Haq, Marla Funk, Jonathan Newberry, Julianne Pierson	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:35 pm.  Motion to adopt agenda Seconded	A Bol  A Waibel R Celeste
<b>Item #2 Approval of Minutes</b>	Allen asked for any correction/additions to the minutes. Hearing no changes, the minutes are approved as written.	
<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>• Reminder: You can nominate a fellow member of CSSAC for the “Member of the Quarter”. The next recipient will be announced at the February meeting.</li> <li>• CSSAC newsletters and bridge forms are available for all members to take back to their areas; Allen encourage everyone to take forms back and place them in break rooms, bulletin boards, etc.</li> </ul>	A Bol
<b>Item #4 University Officers’ Report</b>	<ul style="list-style-type: none"> <li>• Record applications; 51,300 freshman apps. Kudos to admissions staff for handling them. First batch of announcements were sent out Monday at 5pm. Up 11% over last year. Indiana resident apps up slightly; international apps were flat. Have seen growth in non-resident apps. Attribute increase to Purdue in the news. One caveat is that it’s harder to yield nonresident students compared to Indiana students.</li> <li>• Data Science Initiative             <ul style="list-style-type: none"> <li>○ January 26, 10-11:30 in fowler hall                 <ul style="list-style-type: none"> <li>▪ Hosted by Provost and EVPRP                     <ul style="list-style-type: none"> <li>• Report that was produced by the working group on data science (Purdue moves 2.0)</li> </ul> </li> </ul> </li> </ul> </li> <li>• Purdue’s 150<sup>th</sup> year celebration             <ul style="list-style-type: none"> <li>○ Next couple weeks look for an invitation to pitch</li> </ul> </li> </ul>	Gina DeSanto, Chief of Staff

ideas for the celebration

- Hope is to consolidate Purdue's position as the intellectual hub between the two coasts. Opportunity for faculty and staff to provide input.
  - Will celebrate MLK Tuesday evening. Former Indiana Supreme Court Justice Robert Rucker will keynote the celebration of the life and legacy of Martin Luther King Jr. The event is sponsored by the Black Cultural Center and will be held in Loeb Playhouse at 6:30 on January 16
- Purdue Trustees and NewU Trustees will announce the name of NewU after their 10am meeting on January 11.

#### Human Resources

- Analysis and review of HCM project. During December, assessment of all 9 modules of HCM, looking towards an April 1 implementation. Consensus is to move forward.
  - Work, communication, training ahead
  - Working on content
  - Saw first end to end successful completion of all 9 modules
    - 1 recruitment system for all campus (faculty, staff and students)
    - Evaluation of job descriptions within 48 hours (not 2 weeks)
      - Will be able to see status
    - Creating vignettes for training
    - Deep dive tomorrow on Job Family structure
    - Bulk of training to occur in Feb/march for those who are hugely impacted
    - More to come in February regarding
- No jobs will be eliminated April 1
  - Business processes will change
  - Paper-based processes will change
  - Job titles will not change
    - Will now have 2 (external vs internal)
      - Internal titles will be communicated in advance of April 1
  - Pay will not change
    - Will not have a new salary structure in place on April 1 or in 2018
    - Will look further into pay structure to link with job structure after successful implementation
  - 8,000 job titles to 1,500
  - We need to fix pay inequities structurally on campus

Denny Darrow,  
Vice President for  
Human Resources

	<ul style="list-style-type: none"> <li>○ We'll be able to gather better, more accurate data with job family structure</li> </ul> <p>Healthy Boiler Initiative</p> <ul style="list-style-type: none"> <li>• Introductory year – hope to evolve with time and improve each year</li> <li>• Can earn \$50-\$500 for participation <ul style="list-style-type: none"> <li>○ Not managed by Purdue, we will not have access to your personal information</li> </ul> </li> </ul> <p>Steps to complete:</p> <ol style="list-style-type: none"> <li>1. Select your primary care provider information - \$50 employee only/\$100 employee &amp; spouse</li> <li>2. Complete a physical and biometrics - \$100 employee only/\$200 employee &amp; spouse</li> <li>3. Complete two pre-approved wellness activities - \$100 employee only/\$200 employee &amp; spouse</li> </ol> <p>Payments are paid depending on order of completion. More information can be found once you create your login on the portal at <a href="http://www.healthyboiler.com">www.healthyboiler.com</a></p>	Candace Shaffer, Director of Benefits
<p><b>Item #5 Standing Committee Reports</b></p>	<p>Allen asked if there were any questions regarding the submitted reports; there were none.</p> <p><b>Executive –</b></p> <p><b>Communications –</b></p> <p><b>Professional Development –</b></p> <p><b>Purdue Employees Activity Program –</b></p>	
<p><b>Item #6 Regional and University Reports</b></p>		
<p><b>Item #7 Unfinished Business</b></p>	<p>None</p>	

<b>Item #8 New Business</b>	None	
<b>Item #9 District Updates and Bridge Submissions</b>	<p><b>District I</b> No updates</p> <p><b>District II</b> Wheelchair access very hard around campus due to snow, ice and slush. Disability Resource Office wants to know about specific issues so they can be addressed.</p> <p><b>District III</b> No updates</p> <p><b>District IV</b> No updates</p> <p><b>District V</b> No updates</p> <p><b>Bridge Form</b> No report</p>	R Celeste
<b>Item #10 Call for Adjournment</b>	Next meeting will be held on February 13 in STEW 311. With there being no further business, the meeting adjourned at 3:05 p.m.	