

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**November 13, 2018**

<b>Members Present</b>	Allen Bol, Brenda Breece, Renè Celeste, Jessica Christian, Rebekah Clark, Rose Haite, Carrie Hanson, Patti Hauck, Laura Holladay, Mykesha Kennedy, Wendy Medbourn, Julie Miller, David Montgomery, Alfred Nesvold, Kimberly Neuendorf, Sara Ostheimer, Jennifer Scruggs, Mary Sigman, Mandy Smith, Andi Waibel, Jeremy Wampler	
<b>Members Absent</b>	Cindy Cory, Peggie Haq, GuyAnne Lillpop, Jonathan Newberry	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:35 p.m. Motion to adopt agenda Seconded	M Smith R Celeste K Neuendorf
<b>Item #2 Approval of Minutes</b>	Mandy 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 and university committee representatives should submit their written reports to the secretary by noon Thursday prior to the full meeting so that they may be included with the agenda</li> <li>If you are unable to attend a subcommittee or university committee, please either contact Mandy to find a sub or reach out to a member of the committee</li> </ul>	M Smith
<b>Item #4 University Officer</b>	<ul style="list-style-type: none"> <li>Undergrad apps – 38,800 compared to 36,000 last year <ul style="list-style-type: none"> <li>Those who applied by November 1 will hear by Jan 15</li> </ul> </li> <li>Seru survey student experience in a reasearch university <ul style="list-style-type: none"> <li>Texas A&amp;M, Rutgers, Minnesota, Washington, Pittsburgh, Michigan, Iowa, Virginia, and Indiana</li> <li>Top score among peers for – helping other classmates to understand materials</li> <li>Satisfied with ability of courses to be able to grad</li> <li>Satisfied with educational enrichment programs: tutoring</li> <li>Top in campus climate – safe, secure, welcoming</li> <li>Work to do on academic rigor <ul style="list-style-type: none"> <li>How often revised a paper before submitting</li> <li>How often do you bring ideas from other courses</li> <li>How often have you asked insightful question during class</li> <li>How often communicate with professor outside of class regarding curriculum</li> </ul> </li> <li>Suresh named to National Science Board</li> </ul> </li> </ul>	Gina DelSanto, Chief of Staff

	<ul style="list-style-type: none"> <li>▪ Sets national policy for how funding is allocated</li> <li>○ October 24 Forbes announced Lafayette as best places for small business to thrive <ul style="list-style-type: none"> <li>▪ The university has a large impact on Lafayette and West Lafayette</li> </ul> </li> </ul>	
<b>Item #5</b> <b>Standing Committee Written Reports</b>	<p><b>Executive</b> No written report submitted</p> <p>Communication See attached report</p> <ul style="list-style-type: none"> <li>• Needed nominees for spotlight and received several</li> <li>• Would like to use twitter</li> </ul> <p>Professional Development See attached report</p> <p><b>PEAP</b> No written report submitted Verbal – working on holiday trip, please send information around Clayton – Pacers, sold 226 tickets to a Pacers game this Friday.</p>	
<b>Item #7</b> <b>Regional and University Reports</b>	Rose – planning for regional visit in June to Aboretum	
<b>Item #8</b> <b>Unfinished Business</b>	<p>Ad hoc</p> <ul style="list-style-type: none"> <li>• Regarding issues with service staff <ul style="list-style-type: none"> <li>○ Expressing issues they are faced with</li> <li>○ One rec'd associate degree and wanted to go from custodian to clerical. She didn't meet the criteria</li> <li>○ What professional development opportunities are there for c/s staff?</li> <li>○ Pay for c/s staff</li> </ul> </li> <li>• Committee was established to brain storm <ul style="list-style-type: none"> <li>○ Have scheduled a few, some participation, but not great. Some didn't show up and didn't let anyone know</li> <li>○ Who wants to pursue? Is it worth the time?</li> <li>○ Need to update the CSSAC presentation</li> </ul> </li> <li>• What is the time commitment to participate on this committee? <ul style="list-style-type: none"> <li>○ 1 hour every 3 weeks</li> <li>○ Establish a timeline and what is needed</li> <li>○ Everyone should consider and let Mandy or Rene know if they want to be on the committee</li> </ul> </li> <li>• Fred suggested asking supervisor for permission to work on Lynda.com</li> </ul>	R Celeste

<b>Item #8</b> <b>New Business</b>	Brittany Vale reached out to Mandy to gauge interest in collaborating with APSAC and University Senate to meet via WebEx with peer institutions regarding best practices, etc. Will report more as information becomes available.	M Smith
<b>Item #9</b> <b>District Updates and Bridge Submissions</b>	<p><b>Bridge</b> – 4 received, 3 were comments regarding Town Hall meetings. One asked about emergency funding; students can apply for emergency loans through Dean of Students</p> <p><b>District I</b> People receiving job level information and seem to be okay.</p> <p>Supervisors may not be utilizing the manager toolkit</p> <p>Mary Sigman was promoted to Office Assistant and Building Deputy</p> <p><b>District II</b> United Way online auction not very well publicized, but they can continue through the spring</p> <p>April – Life science week – more information to come</p> <p><b>District III</b> No updates</p> <p><b>District IV</b> No updates</p> <p><b>District V</b> Survey to c/s staff for professional development / concerns/ better work environment/ morale</p> <p>Bringing back men/women track that was eliminating 10 years ago Chair Tanner Clark chosen to be on new strategic planning committee with Chancellor</p> <p>Basketball game event in February 10 at 4pm – all invited and will be online. Hoops and hounds night, can bring dog.</p>	M Smith J Christian S Ostheimer P Hauck R Celeste R Haite J Miller
<b>Item #9</b> <b>Call for Adjournment</b>	With there being no further business, the meeting adjourned at 2:50 p.m.	