

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

September 11, 2018

Members Present	Allen Bol, Brenda Breece, Renè Celeste, Jessica Christian, Rebekah Clark, Rose Haite, Carrie Hanson, Patti Hauck, Laura Holladay, Wendy Medbourn, David Montgomery, Alfred Nesvold, Kimberly Neuendorf, Sara Ostheimer, Jennifer Scruggs, Mary Sigman, Mandy Smith, Jeremy Wampler	
Members Absent	Cindy Cory, Peggie Haq, Mykesha Kennedy, GuyAnne Lillpop, Jonathan Newberry, Andi Waibel	
Item #1 Meeting Called to Order & Adoption of Agenda	<p>Meeting called to order at 1:35 p.m.</p> <ul style="list-style-type: none"> • Mandy asked to add “Request from APSAC regarding town hall meetings be added to Unfinished Business • Mandy asked to add President’s cookout to New Business <p>Motion to adopt agenda Seconded</p>	<p>M Smith</p> <p>R Celeste J Scruggs</p>
Item #2 Approval of Minutes	Mandy 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 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 • Reminder that the annual leadership retreat will be held on September 28. It’s an all-day activity; Carrie will send details soon. • APSAC/CSSAC Resource fair September 27 in the PMU south ballroom • Mandy introduced Abbey Nickel who will serve as the new media representative 	M Smith
Item #4 University Officer	<ul style="list-style-type: none"> • Census report <ul style="list-style-type: none"> ○ Freshman 8,357 ○ Retention rate is 91.8% ○ Purdue Promise (low income students) <ul style="list-style-type: none"> ▪ Most from Indiana 21 century scholar funds ▪ 4 year grad rate is above 60%, but with Purdue promise, close to 63% ○ Purdue 6 year grad rate is over 80% • Gerry McCartney <ul style="list-style-type: none"> ○ Executive Vice President of online presence (GOLD) global online domain <ul style="list-style-type: none"> ▪ Umbrella org for all online (Purdue Global, w/ pillar, regional pillars,) ○ Purdue will begin a search for its new CIO 	Gina DelSanto, Chief of Staff

	<ul style="list-style-type: none"> • Concerns about traffic on State Street <ul style="list-style-type: none"> ○ Some improvement on state street – lights are more sequenced <p>150th Celebration</p> <ul style="list-style-type: none"> ○ September 26: Ben Domenech, writer, blogger and television commentator and Ezra Kline founder of Vox <ul style="list-style-type: none"> ▪ Conservation and progressive look at the New supreme court ▪ Followed by debate conservative vs. progressive ○ October 18: Laura Bush and daughters <ul style="list-style-type: none"> ▪ Wide range conversation ○ October 22: Seema Verma, administrator of the Centers for Medicare & Medicaid Services <ul style="list-style-type: none"> ▪ What happens if people start living longer? Impact on Medicare? ○ Steven Pinker, Harvard psycho linguist ○ J Craig Ventor, cracked human genome ○ November 2: Bill Nye, the science guy 	
<p>Item #5 Policy Updates</p>	<p>Policy updates</p> <ul style="list-style-type: none"> • All polices general updates: • Reflect future employee classifications • Reflection success factors functions • Simplified language (regular employee means benefit eligible) • Considering one leave policy: <ul style="list-style-type: none"> ○ Combine leaves for c/s and a/p and faculty • Exempt sick leave • Employees get same amount of time off, no more no less <ul style="list-style-type: none"> ○ Removing rolling calendar ○ Balances will be available in success factors ○ Annual allotment ○ Based on length of service and not use during prior year ○ Removing 100% and 75% buckets ○ New employees – prorated hours first year of employment (80 divided by 12) ○ Hire = 80 ○ First Jan after hire = 308 ○ Second Jan after hire = 616 ○ Third Jan after hire = 924 • Personal Holiday C/S <ul style="list-style-type: none"> ○ Becomes a vacation day allocated on January 1 ○ No longer use or lose • Sick Family <ul style="list-style-type: none"> ○ Removing the 10 day maximum ○ May use employee sick leave for employee or family as needed 	<p>Candace Shaffer, Director of Benefits</p> <p>Amy Boyle, Sr. Director, Human Resources</p>

	<ul style="list-style-type: none"> ○ Will require a medical statement for absence greater than 10 consecutive days ● Holiday <ul style="list-style-type: none"> ○ Based on work schedule ○ Paid out if employee is in active status ○ Unpaid status for more than 22 days will not receive holiday pay ● Vacation <ul style="list-style-type: none"> ○ With supervisor approval can use time accrued within first 90 days ○ Upon separation: <ul style="list-style-type: none"> ▪ Paid out in full ▪ No reinstatement ● Unpaid leave <ul style="list-style-type: none"> ○ Employee receives sick allotment upon return to paid status (same as today) ● Personal leave <ul style="list-style-type: none"> ○ Removing the language of maximum allowable amount; unpaid leave is still discretionary unless required by ADA ● Military Pay Differential <ul style="list-style-type: none"> ○ Looking at adding a differential <p>Mandy asked for any questions regarding the submitted written reports; there were none.</p> <p>Executive</p> <p>Communication All meetings are scheduled</p> <p>Professional Development No notes this rime, did a meet and greet</p> <p>PEAP Posters for Exploration Acres – starts this Saturday</p>	
<p>Item #7 Regional and University Reports</p>	<p>Purdue Northwest Strategic resource reallocation Looking at 163 academic progams and 69 support areas. Top 20% may be invested in more. 2 year project just started...will make selections for committee members. Imaginepnw.com</p>	<p>R Haite</p>

	<p>Staff Appeals Encouraged to take pictures and notes about where you parked if you receive a ticket</p>	M Sigman
<p>Item #8 Unfinished Business</p>	<p>Cookout with the President. Reached out to Gina, but doesn't look like it will happen this year. Mandy will reach out again next year.</p> <p>HCM Brittany Vale reached out to propose that CSSAC join in with them to host town hall meetings regarding the Job Family Structure. Discussion was held and it was agreed that Mandy will let APSAC know we would like to be involved.</p>	M Smith
<p>Item #9 New Business</p>		
<p>Item #8 District Updates and Bridge Submissions</p>	<p>District I International programs part of global fest – encouraged members to take a poster</p> <p>Cindy Cory very encouraging about speaking to service staff, Jessica has done this and encourages other members to do so.</p> <p>Tomorrow is united way kickoff. Lots of activities planned. 10-11 at Hovde Hall.</p> <p>Purdue Global – Technology Fee – there's still some confusion regarding this fee. Is there a difference between bachelor and master degrees.</p> <p>District II No updates</p> <p>District III No updates</p> <p>District IV No updates</p> <p>District V No updates</p>	<p>W Medbourn</p> <p>J Christian</p> <p>M Sigman</p> <p>D Montgomery</p>
<p>Item #9 Call for Adjournment</p>	<p>With there being no further business, the meeting adjourned at 2:12 p.m.</p>	<p>J Christian K Neuendorf</p>