

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**August 13, 2019**

<b>Members Present</b>	Bill Bell, Allen Bol, Brenda Breece, Rene Celeste, Jessica Christian, Rebekah Clark, Cindy Cory, Marie Edmondson, Carrie Hanson, Rose Haite, Wendy Medbourn, Julie Miller, David Montgomery, Fred Nesvold, Abby Nickel, Sara Ostheimer, Jennifer Scruggs, Mary Sigman, Mandy Smith, Andi Waibel, Jeremy Wampler	
<b>Members Absent</b>	Marla Funk, Laura Holladay, Mykesha Kennedy	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:30 p.m.  A motion to adopt agenda: Seconded	M Smith  S Ostheimer B Breece
<b>Item #2 Approval of Minutes</b>	Mandy asked for any correction/additions to the July minutes; hearing none, the minutes are approved.	
<b>Item #3 Announcements</b>	<ul style="list-style-type: none"> <li>• Reminder that if you are a subcommittee chair, or if you serve on a University committee, you are responsible for submitting a written report to Carrie by noon Thursday prior to the full meeting so that they may be included with the agenda</li> <li>• APSAC/CSSAC resource fair is September 13</li> <li>• CSSAC Excellence Award presentation has been moved to the December Clerical and Service Staff Recognition Luncheon</li> <li>• Rebekah Clark announced that she is leaving Purdue to pursue another career. CSSAC wished her well.</li> <li>• Allen Bol announced he has been named as chair of LCSSAC</li> </ul>	M Smith
<b>Item #4 University Officers' Reports</b>	<p>Welcomed new members</p> <p>1. Benefits</p> <ul style="list-style-type: none"> <li>• BOT press release; changes approved <ul style="list-style-type: none"> <li>○ Spousal surcharge - \$1,500/year</li> <li>○ Possibly \$750 for those in lower tier</li> <li>○ Tobacco surcharge increase from \$500 to \$1000</li> <li>○ Sunsetting current PPO plan in 2021</li> </ul> </li> <li>• Look for weekly communication in Purdue Today</li> <li>• Open enrollment 2 full weeks October 29 through November 12 <ul style="list-style-type: none"> <li>○ 1/1 assistance available</li> <li>○ Presentations and labs start this month</li> </ul> </li> <li>• Received a benefits enrollment information at home – be on the lookout in your home mailbox. Information about current coverage to help with decisions for next year.</li> </ul>	Bill Bell, Vice President of Human Resources

	<ul style="list-style-type: none"> <li>• HealthSync – enhanced optional benefit</li> </ul> <p>Q: Question about letting money in HRA’s rollover? Bill stated that HR would look at that option for 2021</p> <p>A: Dependents who have their own coverage can use Purdue as a secondary insurance up to age 26.</p> <p>2. Pay Bands</p> <ul style="list-style-type: none"> <li>• Training was provided to managers and supervisors in May &amp; June (over 700 participants)</li> <li>• Everyone should have received a compensation statement <ul style="list-style-type: none"> <li>○ JFS info including pay band and merit</li> </ul> </li> <li>• Full transparency – pay band information on Compensation site. <ul style="list-style-type: none"> <li>○ Online career path maker tool <ul style="list-style-type: none"> <li>▪ Pay band for each position</li> <li>▪ Ability to search positions by pay band and/or salary level</li> </ul> </li> <li>○ Staff compensation guidelines <ul style="list-style-type: none"> <li>▪ Lists every pay band along with min/mid/max</li> </ul> </li> </ul> </li> <li>• Career Path Level system <ul style="list-style-type: none"> <li>○ You can filter by job family, pay band</li> </ul> </li> </ul> <p>3. Total Rewards Statement</p> <ul style="list-style-type: none"> <li>• End of 2020 goal to provide each employee with an end of year Total Rewards Statement (annual). Total aspects of your employment at Purdue University: <ul style="list-style-type: none"> <li>○ Your benefits cost</li> <li>○ Purdue’s benefits cost</li> <li>○ Bravo/Awards</li> <li>○ Extra pay</li> <li>○ HSA/HRA</li> </ul> </li> </ul> <p>4. HR Project Approach</p> <ul style="list-style-type: none"> <li>• Major HR projects will include diverse project team membership <ul style="list-style-type: none"> <li>○ Including regional campuses, APSAC and CSSAC when needed/possible</li> <li>○ Both groups served on the Total Rewards Statement committee</li> </ul> </li> </ul> <p>Q: Any reports regarding Purdue Global?</p> <p>A: 700 purdue employees taking classes</p> <p>Q: Any further discussion regarding promotion process?</p> <p>A: This process is outside of people applying/obtaining another position (promo). This process is for true promotion at current</p>	
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	position. Dave Krull, director of compensation is currently meeting with administration	
<b>Item #5 Standing Committee Written Reports</b>	<p><b>Executive</b> Lots of great interviews...new members here today</p> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Info from HR to publish in next CCC</li> <li>• Dr. Beth McCuskey will provide an article regarding “Steps to Leaps”</li> <li>• Spotighting LCC</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• 2 employee apps, 21 qualifying dependents \$</li> <li>• Sent to Financial aid</li> </ul> <p><b>PEAP</b></p> <ul style="list-style-type: none"> <li>• Will have a meeting later in the week</li> </ul>	M Smith
<b>Item #6 Regional and University Reports</b>	<p><b>Purdue Northwest</b></p> <ul style="list-style-type: none"> <li>• Ice cream social</li> <li>• Rolled out STAR professional development – Lynda.com</li> </ul> <p><b>Purdue Fort Wayne</b></p> <ul style="list-style-type: none"> <li>• Purchased brown mackey college building (Richard ti doermer school of business)</li> <li>• Athletics program leaving summit and</li> <li>• Starting august 26 for classes</li> </ul>	
<b>Item #7 Unfinished Business</b>	<p><b>CSSAC name change</b> Mandy talked about possible name change to better reflect the new job structure at Purdue. Executive committee wants to get feedback from whole committee including our new members.</p> <p>Mandy explained the importance of considering a name change. In existence for 53 years, please provide suggestions and feedback.</p>	M Smith
<b>Item #8 New Business</b>	<p>HR Total Rewards Statement Marie Edmondson is the CSSAC representative to that University Committee</p> <p>Purdue Global perks</p> <ul style="list-style-type: none"> <li>• Spotify premium, showtime, hulu 4.99/month</li> <li>• Pay bikes on campus</li> </ul>	
<b>Item #9</b>	<p><b>Presentations</b> Explained program to new members</p>	M Smith

<b>Member of the Quarter</b>	<ul style="list-style-type: none"> <li>• Dave Montgomery, nominated by Brenda &amp; Rene</li> </ul> <b>Presentation schedule for 2019-2020</b> <ul style="list-style-type: none"> <li>• November 12, February 11, May 12, August 11</li> </ul>	
<b>Item #10 District Updates and Bridge Submissions</b>	<b>District I</b> No updates  <b>District II</b> Rene – communication from PhD student informing her department regarding major governmental changes in citizen ship for student status. Falling within certain income bracket and utilize any “assistance” less likely to be granted access to green card or citizenship opportunities. Just make staff aware who work with international students.  <b>District III</b> No updates  <b>District IV</b> No updates  <b>District V</b> No updates  <b>Bridge Forms</b> <ul style="list-style-type: none"> <li>• Explained the process to new members</li> </ul> <p>Now currently in pay period – when was effective date for raise?</p> <p>Suggest to someone in SuccessFactors the ability to notify others when you are requesting time off?</p> <p>Suggestion to answer anonymous bridge questions in newsletter</p> <p>Question asked about Districts – what are the districts? Mandy and Jeremy explained what the current districts were and talked about new areas of representation.</p>	
<b>Item #11 Call for Adjournment</b>	With there being no further business, the meeting adjourned at 2:48 p.m.	