

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**February 12, 2019**

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| <b>Members Present</b>  | Allen Bol, Brenda Breece, Renè Celeste, Jessica Christian, Rebekah Clark, Cindy Cory, Carrie Hanson, Patti Hauck, Mykesha Kennedy, GuyAnne Lillpop, Wendy Medbourn, David Montgomery, Kimberly Neuendorf, Brandi Plantenga, Jennifer Scruggs, Mary Sigman, Mandy Smith, Andi Waibel, Jeremy Wampler  |  |
| <b>Members Absent</b>   | Marla Funk, Rose Haite, Laura Holladay, Julie Miller, Alfred Nesvold, Sara Ostheimer   |  |
| <b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b> | <p>Meeting called to order at 1:32 p.m.</p> <p>Announcements: Staff Memorial – Mandy</p> <p>Item #7 Areas of representation</p> <p>Item #2 change October to January</p> <p>Change Montgomery to Scruggs on the agenda</p> <p>A motion to adopt agenda with the changes noted above:<br/>Seconded:</p>   | <p>M Smith</p> <p>J Scruggs</p> <p>R Celeste</p>   |
| <b>Item #2 Approval of Minutes</b>                              | Mandy asked for any correction/additions to the minutes  |  |
| <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>• March 12 joint meeting</li> <li>• Staff Memorial – May 13 4pm-5pm, location TBD for staff who passed away while employed at Purdue.</li> </ul>   | M Smith  |
| <b>Item #4 University Officer</b>                               | <ul style="list-style-type: none"> <li>• January meeting of university senate – president made a pitch for faculty to bring civic education for undergraduate students. <ul style="list-style-type: none"> <li>○ Require all students who leave Purdue to pass a civics test. 100 questions (ex: International students)</li> <li>○ How to make civics education more fun</li> <li>○ Committee of University senate be formed to participate</li> <li>○ Purdue University in the forefront</li> </ul> </li> <li>• Dan V from APSAC sent the following questions to Gina: <ul style="list-style-type: none"> <li>▪ Purdue global additional fees (technology) \$295 per semester (waived for undergrads)</li> <li>▪ Credit for life experiences fee (competencies) \$1,500 just to be reviewed</li> <li>▪ Staff concerned that he fees weren't mentioned upfront</li> </ul> </li> </ul> | <p>Dr. Gina DeSanto,<br/>Chief of Staff</p> <p>Mr. Bill Bell,<br/>Vice President for<br/>Human Resources</p> |

- Labor intensive process
  - HSA Bank transfer
    - Confused about when monies were deposited
    - During open enrollment, you had the option to have Purdue transfer Payflex to HAS
    - Future communications: postcards/individual email
  - Will salary ranges be available when using the career pathmaker tool?
    - Hypercare stated that pay ranges are not available at this time.
    - Bill's idea is to have transparency in salary ranges when posting jobs
  - Kathy Thomason, Sr. Director/Comptroller
  - Vale asked about overpay/underpay in SuccessFactors
    - Pockets of issues
      - 13,000 payments
      - Areas with specialized pay practices
      - Police/fire
    - January
      - Report issues immediately
      - Ran 14 "off cycles" to correct issues
      - Issues with student FICA payments
      - Shouldn't have paid FICA but did
      - Have created audit reports that will catch these types of issues
    - Underpayments
      - Auto approval for time sheets
      - System will not approve for a prior time period
      - Rounding time is an issue- system rounds each and every punch in and out (6 minutes)
      - Situations where onboarding has not been completed in time for pay cycle
      - Pockets of unique pay
      - Vet hospital, police/fire
    - Overpayments (400)
      - Grad students
      - Converted from monthly to biwkly (230 + \_ students)
      - Police department
      - Changes submitted after payroll cutoff; changes not processed
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- Year-long celebration/festival from one homecoming to the next
- Giant Leaps
  - 50 anniversary of Neil Armstrong on moon

Dan Hasler,  
Exec VP for  
Communication

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|   | <ul style="list-style-type: none"> <li>○ Ideas festival <ul style="list-style-type: none"> <li>● 80% on what's happening next and making sure the world hears about it <ul style="list-style-type: none"> <li>○ 4 campaign themes: <ul style="list-style-type: none"> <li>▪ Earth, Exploration, Economics</li> <li>▪ Artificial Intelligence</li> <li>▪ Healthy, Longevity</li> <li>▪ Sustainable Economy &amp; Planet</li> </ul> </li> <li>○ Discussion at end of celebration</li> <li>○ What does all this mean going forward</li> </ul> </li> </ul> </li> <li>Big challenges <ul style="list-style-type: none"> <li>● Need more diversity into spaces where we are having these discussions</li> <li>● Giantleaps.com <ul style="list-style-type: none"> <li>○ Share this with colleagues</li> <li>○ Recorded events on this site</li> <li>○ Purdue Today</li> <li>○ Purdue message boards</li> <li>○ Add 150 to your email signature – it's clickable</li> </ul> </li> </ul> </li> </ul> |   |
| <b>Item #5<br/>Standing Committee<br/>Written Reports</b> | <p><b>Executive</b><br/>New email addresses were created for each subcommittee. The chair and vice chair of each subcommittee shall have access.</p> <p><b>Communication</b><br/>Launched twitter - @purduecssac</p> <p><b>Professional Development</b><br/>Will be sending out grant flyer</p> <p><b>PEAP</b><br/>Pacer tickets still available<br/>Lafayette symphony orchestra</p>  | J Christian<br><br>R Celeste<br><br>B Breece<br><br>J Christian |
| <b>Item #6<br/>Regional and<br/>University Reports</b>    | No questions regarding submitted reports   |   |
| <b>Item #7<br/>Unfinished Business</b>                    | <p>Ad-hoc for service staff</p> <ul style="list-style-type: none"> <li>● Updating PPT with current information <ul style="list-style-type: none"> <li>○ Created survey for service staff</li> <li>○ Survey available at all times on CSSAC site (Rene)</li> </ul> </li> </ul>  | M Smith   |
| <b>Item #8<br/>New Business</b>                           | <ul style="list-style-type: none"> <li>● Big10 Collaboration <ul style="list-style-type: none"> <li>○ Talks about what their schools are doing</li> <li>○ Mandy used updated PPT</li> </ul> </li> </ul>  |   |

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|  | <ul style="list-style-type: none"> <li>○ Group meets quarterly with Chair and Vice Chair from each school/group</li> <li>● Member of the Quarter <ul style="list-style-type: none"> <li>○ Mandy read the nomination and presented a certificate to Rebekah Clark</li> <li>○ Encouraged everyone to nominate</li> </ul> </li> <li>● Promotions? <ul style="list-style-type: none"> <li>○ Jeremy was re-leveled</li> </ul> </li> <li>● Vice chair nominations</li> <li>● 1<sup>st</sup> year members <ul style="list-style-type: none"> <li>○ Self-nominate or be nominated</li> <li>○ Will have a chance to speak to the committee and then vote</li> </ul> </li> </ul>  |  |
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| <p><b>Item #9</b><br/><b>District Updates and Bridge Submissions</b></p> | <p><b>District I</b><br/>No updates</p> <p><b>District II</b><br/>Received an invitation to listen to Howard Schultz due to CSSAC</p> <p><b>District III</b><br/>No updates</p> <p><b>District IV</b><br/>Accepting donations for bingo prizes. Spring Fling will be held on May 22 at the Memorial mall</p> <p><b>District V</b><br/>No updates</p> <p><b>Bridge Forms</b></p> <ul style="list-style-type: none"> <li>● Regarding CSSAC grants; a staff member wished to talk to someone about the fact that grants are only for those taking classes at the WL campus. Mandy passed along the information to Brenda Breece to contact the staff.</li> <li>● Regarding CSSAC grants; a staff member asked if CSSAC would consider offering grants to c/s staff who are not taking classes at Purdue. Brenda Breece will respond.</li> <li>● Regarding vacation hours; a staff member stated that it appeared her vacation hours did not transition correctly. She previously was told who to contact but wanted to let CSSAC know.</li> <li>● Regarding the HSA transition; two staff members felt that they did not have enough warning regarding the transition. Mandy received an official response from HR and forwarded it to the staff member.</li> </ul> <p>4 free tickets to Purdue women's bball on Valentine's Day at 6pm – will draw a name</p> | <p>P Hauck</p> <p>M Kennedy</p> <p>M Smith</p> |

| <b>Item #9<br/>Call for Adjournment</b> | With there being no further business, the meeting adjourned at 3:14 p.m. |  |
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