

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**January 8, 2019**

<b>Members Present</b>	Allen Bol, Brenda Breece, Jessica Christian, Rebekah Clark, Cindy Cory, Carrie Hanson, Patti Hauck, Mykesha Kennedy, GuyAnne Lillpop, Wendy Medbourn, David Montgomery, Alfred Nesvold, Kimberly Neuendorf, Sara Ostheimer, Jennifer Scruggs, Mary Sigman, Mandy Smith, Jeremy Wampler, Andi Waibel	
<b>Members Absent</b>	Renè Celeste, Marla Funk, Laura Holladay, Julie Miller	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:34 p.m.  Motion to adopt agenda: Seconded:	M Smith  S Ostheimer G Lillpop
<b>Item #2 Approval of Minutes</b>	Mandy asked for any correction/additions to the minutes <ul style="list-style-type: none"> <li>• More detail for Appeals Board report requested</li> <li>• GuyAnne was noted both present and absent; should only be present</li> </ul> The minutes are approved with the above noted changes.	
<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> </ul>	M Smith
<b>Item #4 University Officer</b>	<ul style="list-style-type: none"> <li>• BOT – Mandy &amp; Brittany (APSAC chair) gave a report at December’s Board of Trustees meeting. Great job!</li> <li>• Open letter from President Daniels <ul style="list-style-type: none"> <li>○ How “big” should Purdue be?</li> <li>○ Treasurer, Provost, and President are looking at trends to determine growth</li> <li>○ 8,400 freshman this year</li> </ul> </li> <li>• Memorial for Tyler Trent <ul style="list-style-type: none"> <li>○ Member of the football team gave remarks as well as a member of the dance-a-thon team</li> </ul> </li> <li>• BIRD Scooters <ul style="list-style-type: none"> <li>○ Didn’t ask or receive permission to come to campus</li> <li>○ Currently under discussion</li> </ul> </li> </ul> -A member stated that some staff on campus are asking whether or not the winter recess will remain. This effort was brought up by a member of the clerical staff several years ago. Mitch fully supports the recess; it has to be approved by the board of trustees each year.	Dr. Gina DelSanto, Chief of Staff

	<ul style="list-style-type: none"> <li>• HCM go-live <ul style="list-style-type: none"> <li>○ January 1, 2019</li> <li>○ Functional and working</li> <li>○ Main issue: <ul style="list-style-type: none"> <li>▪ Roles and access</li> <li>▪ Time off requests &amp; approvals <ul style="list-style-type: none"> <li>• Training is needed</li> </ul> </li> </ul> </li> </ul> </li> <li>• Job Family Structure <ul style="list-style-type: none"> <li>○ A process for promotions is currently being created <ul style="list-style-type: none"> <li>▪ Cross-functional team from all of HR, including the regional campuses</li> <li>▪ Meet &amp; provide feedback to Bill</li> </ul> </li> <li>○ Deadline to “appeal” staff levels is January 11. Team is working diligently to review each position.</li> </ul> </li> <li>• 2020 Benefits <ul style="list-style-type: none"> <li>○ Employees must take care of themselves and manage their own health</li> <li>○ Will look at premium tiers, however this will not impact the overall cost</li> <li>○ Updates to Healthy Boiler site <ul style="list-style-type: none"> <li>▪ It works but is not intuitive or user friendly</li> </ul> </li> </ul> </li> <li>• Performance Management <ul style="list-style-type: none"> <li>○ Will now have information regarding who enters goals and who does not</li> <li>○ Will know who gets an evaluation and who does not</li> <li>○ LOD has created valuable resource tools for all staff <ul style="list-style-type: none"> <li>▪ Worksheet to help write individual goals</li> <li>▪ 3-step process to build your individual development plan</li> <li>▪ <a href="http://www.purdue.edu/lof">www.purdue.edu/lof</a></li> </ul> </li> </ul> </li> </ul> <p>Bill asked the committee to provide personal feedback and/or feedback they are hearing from colleagues, coworkers etc. regarding SuccessFactors. The group commented that it is very intuitive and was easy to navigate. No issues regarding functionality were brought forward.</p> <p>Any issues/concerns with any module of SuccessFactors should be sent to: <a href="mailto:www.hypercare@purdue.edu">www.hypercare@purdue.edu</a></p>	<p>Bill Bell, Vice President for Human Resources</p>
<p><b>Item #5</b> <b>Standing Committee</b> <b>Written Reports</b></p>	<p><b>Executive</b></p> <ul style="list-style-type: none"> <li>• The executive committee, along with the APSAC executive group was given a demo of the goal and development plan tools discussed above. LOD will come to a future full committee meeting for a demonstration.</li> <li>• Also, reviewing the CSSAC governance policy for updating.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Looking at using Twitter</li> </ul>	<p>M Smith</p> <p>J Scruggs</p>

	<ul style="list-style-type: none"> <li>Working on next newsletter</li> <li>FaceBook is doing well</li> <li>Welcomed Brandi to the subcommittee</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>Working on the flyer for Purdue Day of Giving <ul style="list-style-type: none"> <li>Hoping to have CSSAC grant program in PDOG drop-down choices</li> </ul> </li> <li>Reviewing flyer and applications for CSSAC grant period</li> <li>All regular clerical and service staff will receive a hard copy flyer via campus mail. Will be announced in Purdue Today and Campus Connection</li> </ul> <p><b>PEAP</b></p> <ul style="list-style-type: none"> <li>Conducting a survey for the Chicago trip to determine how many buses and where to send them</li> <li>Pacer's game is next week</li> </ul>	<p>B Breece</p> <p>J Christian</p>
<b>Item #6 Regional and University Reports</b>	Mandy reminded everyone to submit reports. If you are attending any meetings on behalf of CSSAC, please take notes and submit them to Carrie to include with the monthly agenda.	M Smith
<b>Item #7 Unfinished Business</b>	<ul style="list-style-type: none"> <li>Service staff ad-hoc will meet on January 16 in BRNG 7150</li> </ul>	R Celeste
<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> No updates</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 Forms</b></p>	
<b>Item #9 Call for Adjournment</b>	With there being no further business, the meeting adjourned at 3:01 p.m.	