

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

June 12, 2019

Members Present	Bill Bell, Allen Bol, Brenda Breece, Rene Celeste, Jessica Christian, Cindy Cory, Marie Edmondson, Marla Funk, Carrie Hanson, Patti Hauck, Mykesha Kennedy, Wendy Medbourn, David Montgomery, Fred Nesvold, Sara Ostheimer, Jennifer Scruggs, Mary Sigman, Mandy Smith, Andi Waibel, Jeremy Wampler	
Members Absent	Rebekah Clark, Rose Haite, Laura Holladay, GuyAnne Lillpop, Julie Miller, Brandi Plantenga, Mary Sigman	
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:59 p.m. Mandy added in: Item 6 *Unfinished Business – CSSAC app *Status on areas of representation *Fourth subcommittee A motion to adopt agenda with noted changes: Seconded	M Smith S Ostheimer M Kennedy
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 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 	M Smith
Item #5 University Officers' Reports	<p>Thanks to our friends at PNW for hosting</p> <ul style="list-style-type: none"> • Thursday this week, attending executive session of BOT to update on close of HCM • Benefits – RFP for benefits administrator <ul style="list-style-type: none"> ○ Proposals back, on site visits ○ Evaluation phase done <ul style="list-style-type: none"> ▪ Hope to be in a position to make a selection in June, approval by BOT in August ▪ Spousal surcharge if on the plan (1,500) ▪ Increase in tobacco surcharge from 500 to 1000 ▪ Additional ways to earn HSA dollars ○ Recent discussion with chamber of commerce. Local employer community – Subaru, Wabash national, Kirby risk, Arni's <ul style="list-style-type: none"> ▪ Work together as a community 	Bill Bell, Vice President for Human Resources

	<ul style="list-style-type: none"> • What can we do together? <ul style="list-style-type: none"> ▪ Healthcare access and affordability • Tiers <ul style="list-style-type: none"> ○ Increasing 44,000 or create more? ○ Or make incremental increases over a period of time ○ If 54,000 – increase number of people in lower tier, but would result in approx. 2M shortfall. That would result in an increase premiums 	
Item #6 Standing Committee Written Reports	Executive <ul style="list-style-type: none"> • Still revising operational procedures Communication <ul style="list-style-type: none"> • Rolling out new series spotlighting cultural centers beginning in June Professional Development <ul style="list-style-type: none"> • Process of grant selections soon PEAP <ul style="list-style-type: none"> • Summer events coming up; see brochure • Flyers for Indiana beach • Regionals may participate 	M Smith R Celeste
Item #7 Regional and University Reports	PNW <ul style="list-style-type: none"> • Marla thanked all for coming • First PEAP event • Board and brush • New development program for clerical staff Spring fling big success <ul style="list-style-type: none"> • Received plenty of prizes for bingo; looking forward to next year at the Co-Rec 	M Kennedy
Item #8 Unfinished Business	<ul style="list-style-type: none"> • CSSAC application for membership <ul style="list-style-type: none"> ○ Online application is live and hard copies were mailed out ○ Interviews will take place mid to late July • Areas of representation <ul style="list-style-type: none"> ○ Have asked for policy update that would remove the “districts”. Ability to fill vacancies has been difficulty the past several years • Fourth subcommittee <ul style="list-style-type: none"> ○ Will launch this year – University Staff Relations; more information to come 	M Smith
Item #9 New Business		
Item #11	Bridge Form:	

District Updates and Bridge Submissions	<ol style="list-style-type: none"> 1. We have gone through 6 people and no one has gotten an exit interview <ol style="list-style-type: none"> a. Is currently a part of the process- as soon as it's keyed into the process b. HR is notified after the person has left and no longer has access <p>Mandy stated that this person did not leave any contact information so she was not able to ask any clarifying questions nor report back to the individual.</p> <ol style="list-style-type: none"> 2. Suggested playing a movie during spring fling. Carrie Hanson will take the suggestion back to committee. <p>District I No updates</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>	
Item #9 Call for Adjournment	<p>With there being no further business, the meeting adjourned at 2: 38 p.m.</p>	