

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

May 14, 2019

Members Present	Allen Bol, Brenda Breece, Renè Celeste, Jessica Christian, Rebekah Clark, Cindy Cory, Marla Funk, Carrie Hanson, Patti Hauck, Laura Holladay Mykesha Kennedy, GuyAnne Lillpop, Wendy Medbourn, David Montgomery, Alfred Nesvold, Sara Ostheimer, Brandi Plantenga, Jennifer Scruggs, Mandy Smith, Andi Waibel, Jeremy Wampler, Rose Haite, Julie Miller	
Members Absent		
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:32 p.m. A motion to adopt agenda: Seconded	M Smith J wampler R celeste
Item #2 Approval of Minutes	Mandy asked for any correction/additions to the minutes, hearing none, the minutes are approved. One absence and two attendees were noted.	
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 • Reminder that our regional visit will take place on June 11 at the Northwest campus. • Brittany Vale, APSAC chair here to visit/observe • Rene Celeste graduated from Accomplished Clerical Excellence (ACE) • Mykesha certified in First Aid/CPR 	M Smith
Item #4 Elections	Chair Smith explained the voting procedure for vice chair and emeritus. All eligible members have a secret ballot. Carrie will collect and tabulate the votes. Marie Edmondson and Wendy Medbourn stated why they were interested in the vice chair position. A secret ballot for vice chair took place and Marie Edmondson was elected. A secret ballot for emeritus members took place. Mykesha Kennedy, Sara Ostheimer, and Mandy Smith were elected.	
Item #5	Missed last meeting due to conference <ul style="list-style-type: none"> • Sharing ideas/best practices 	Bill Bell,

<p>University Officers' Reports</p>	<ul style="list-style-type: none"> • Learned more about our counterparts successes and challenges • Several implementing new systems and have lots of rules regulated by their State <p>Saw gateway arch unveiled. Lots of students in grad garb around campus getting photos. Staff should be remember their impact and purpose here at Purdue University.</p> <ul style="list-style-type: none"> • HCM <ul style="list-style-type: none"> ○ 3 modules. Officially ends on May 31 ○ Project team members returning to departments ○ Built a solid foundation • Email to all staff last Monday • Job family structure pay band • Note to executive leaders a few weeks ago <ul style="list-style-type: none"> ○ Provided a listing of all in their organization with their levels etc • Then a note to all supervisors <ul style="list-style-type: none"> ○ All should attend some training ○ Education on compensation policy • Email to staff last Monday • Will communicate merit information in July <ul style="list-style-type: none"> ○ Supervisors should be having discussions with staff at this time • Performance management <ul style="list-style-type: none"> ○ ALL reviews should be completed within SuccessFactors this year ○ Tracking status down to department level – who did or did not complete reviews ○ Merit increases effective July 1 – in last paycheck in July ○ Those who fall below their pay band will first be brought up to minimum, then will receive merit increase on top of that 	<p>Vice President for Human Resources</p>
<p>Item #6 Standing Committee Written Reports</p>	<p>Executive</p> <ul style="list-style-type: none"> • Sending test for online membership application to executive committee • Revamped interview questions • Status of proposal for areas of representation <ul style="list-style-type: none"> ○ Update to come soon • Updating operational procedures – draft will be sent to full group for adoption • 4th subcommittee; hope to bring to full committee in June <p>Communication</p> <ul style="list-style-type: none"> • Spotlight for cultural centers in newsletter • Great job on newsletter, great content • Button on website for staff to request a presentation 	<p>M Smith</p>

	<p>Professional Development</p> <ul style="list-style-type: none"> • PDOG met the goal. Set for \$1000 • Attending meeting Thursday for final results • Sent thank you cards to all who donated to CSSAC <p>PEAP</p> <ul style="list-style-type: none"> • May 25 next event. Lost & Found thrift store. Proceeds go to Trinity mission. • June – escape room. Show PUID for discount • June – discount to Tropicanoe cove 	
<p>Item #7 Regional and University Reports</p>	<p>Julie Lot of questions regarding pay scale</p> <p>Rose Sent copy of newsletter Preparing for regional visit</p>	
<p>Item #8 Unfinished Business</p>	<p>Service staff ad hoc</p> <ul style="list-style-type: none"> • Final touches on ppt. • Meet tomorrow • Committee will be disbanded upon completion 	
<p>Item #9 New Business</p>		
<p>Item #10</p>	<p>Member of the Quarter</p> <ul style="list-style-type: none"> • Nomination for Fred Nesvold was read. Chair Smith presented a certificate of appreciation to Fred. 	
<p>Item #11 District Updates and Bridge Submissions</p>	<p>Bridge Form:</p> <p>District I No updates</p> <p>District II 150th event David Salt. Two days of seminars</p> <p>District III No updates</p> <p>District IV No updates</p> <p>District V No updates</p>	

	<p>Bridge forms</p> <ul style="list-style-type: none"> • Classification appeal process • Amazon – can employees have free amazon kindle and/or music • PTO rumors – leaves and time off benefits policy was updated January this year. no further changes expected • Hospitality contracts get sent to an email for approval. <ul style="list-style-type: none"> ○ It would be nice to get a confirmation or reply stating that it's been received 	
Item #9 Call for Adjournment	With there being no further business, the meeting adjourned at 2:56 p.m.	