

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

November 12, 2019

Members Present/Absent	See attached attendance.	
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:32 p.m. A motion to adopt agenda: Seconded	J Wampler R Celeste S Ostheimer
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the October minutes; correction to name for Starship Bots report given by Brenda Breece. The name should reflect as Judy Sharkey. Hearing no other corrections, 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. Jeremy added that all members should be submitting a report in advance of the meeting. He added that if you are assigned to a committee and have not heard from anyone about meetings, please let him know right away. • The Clerical and Service Staff Recognition Luncheon is scheduled for December 12. You have all received an invitation to attend with rsvp instructions 	J Wampler
Item #4 University Officers' Reports	<p>Benefits 2020</p> <ul style="list-style-type: none"> • Open enrollment ends today at 6pm • More than 10,000 – closer to 12,000 enrolled • Opinion survey to go out next week • Email regarding if you enrolled early – go check to be sure your comp statement has correct rates <p>Staff employee engagement survey</p> <ul style="list-style-type: none"> • Emplify contract in place • Prelim vendor meeting last Friday – project plan • Execute late January early February • Building now for Jan 29 implementation • Internal project team, will be looking for APSAC and CSSAC representation. <p>Staff promotion process</p> <ul style="list-style-type: none"> • Elist 39 announcement sent 11/11 • Manager/supervisor communication sent 11/12 <ul style="list-style-type: none"> ○ Link will take you to guidelines • Promotions in place. Submit nominations by December 2 effective January 1 • Other one effective July 1 	Bill Bell, Vice President of Human Resources

	<p>Total rewards statement</p> <ul style="list-style-type: none"> • Project team working to produce a year end statement detailing total rewards. Working with a vendor for communications/presentation materials • Great reminder of the array of benefits offered to Purdue staff <p>Relative to Purdue Global; Bill charged Jeremy with having a subcommittee collect feedback regarding issues/concerns/etc</p>	
Item #5 Guests	<p>Parking and Mobility on campus</p> <ul style="list-style-type: none"> • Ben provided an overview of current parking status and discussed feedback sessions coming up 	Mr. Ben Dispennett Director of Parking & Transportation
Item #6 Standing Committee Written Reports	<p>Executive</p> <ul style="list-style-type: none"> • Conference call with Big 10 collaboration <ul style="list-style-type: none"> ○ Discussed what each committee does on their respective campuses • Next month's CSSAC meeting; anyone interested in meeting for lunch prior to the meeting? <ul style="list-style-type: none"> ○ Jeremy will send out an email and make arrangements to meet in a different location • Cathy Jenkins – vacancy <ul style="list-style-type: none"> ○ Call for members to recruit members ○ Would like to fill the position soon <p>Communication</p> <ul style="list-style-type: none"> • Looking for Spotlight suggestions • cssaccomm@purdue.edu <p>Professional Development</p> <ul style="list-style-type: none"> • <p>PEAP</p> <ul style="list-style-type: none"> • Pacers game had about 50 <ul style="list-style-type: none"> ○ Next game is in February Gene Keady being honored • Will send posters for Chicago trip <p>University Relations</p> <ul style="list-style-type: none"> • Will be presenting to 2 shifts about CSSAC 	<p>J Wampler</p> <p>J Scruggs</p> <p>W Medbourn</p> <p>R Celeste</p>
Item #7 Regional and University Reports	<p>Purdue Northwest No report</p> <p>Purdue Fort Wayne No report</p> <p>University Committees</p>	

Item #8 Unfinished Business	none	
Item #9 New Business	none	
Item #10 District Updates and Bridge Submissions	<p>District I Monday, LGBTQ will have panels for AIDS quilt at BCC.</p> <p>District II</p> <p>District III Q: Campus mail to students; can we get these mailings stopped? A: Individual departments may use their budgeted monies how they deem appropriate.</p> <p>District IV</p> <p>District V</p> <p>Bridge Forms</p> <ul style="list-style-type: none"> • Are there roles assigned in Success Factors that allow a person in a position of authority to view all subordinate employees job applications? If so, isn't this a breach of privacy that could be used against an employee? Is this legal and ethical? What policies and procedures does Purdue have intact to guard against this practice? If this is occurring, what recourse would an employee have who has been kept from promotion? 	<p>L Schwope</p> <p>J Wampler</p>
Item #11 Call for Adjournment	With there being no further business, the meeting adjourned at 3:23p.m.	