

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES September 10, 2019		
<b>Members Present/Absent</b>	See attached attendance.	
<b>Item #1</b> <b>Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:34 p.m.  A motion to adopt agenda: Seconded	J Wampler  D Montgomery R Celeste
<b>Item #2</b> <b>Approval of Minutes</b>	Jeremy asked for any correction/additions to the August minutes; hearing none, the minutes are approved.	z
<b>Item #3</b> <b>Vote on Name Change</b>	The following names are available for vote: <ol style="list-style-type: none"><li>1. Campus Support Staff Advisory Committee</li><li>2. Clerical Skilled Service Advisory Committee</li></ol> Jeremy explained the voting process while a ballot was handed out. Each eligible member cast their vote. The deciding vote was for #1. Bill Bell explained that the official change will happen along with the policy change via the Executive Policy Review Group.	
<b>Item #4</b> <b>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>• Annual leadership retreat is scheduled for October 18; it's an all-day retreat. A message will be sent to all Dean's and VP's and copies to supervisors. A calendar invitation will be sent to you and will include details about the retreat.</li> <li>• The APSAC/CSSAC employee resource fair is scheduled for September 13, 11-1 in the PMU south ballroom. If you can volunteer time to help, please let Jeremy know.</li> <li>• CSSAC subcommittee chairs should submit their timelines prior to the November meeting. Any questions may be directed to Jeremy.</li> <li>• Carrie introduced Melissa Jasek and talked about her job with HR and that she will be attending meetings to become familiar with the advisory groups</li> </ul>	J Wampler
<b>Item #5</b> <b>University Officers' Reports</b>	Welcome 8,056 freshman welcomed this year; 4,057 are Indiana residents  Census report Came out yesterday at University Senate Very positive news regarding incoming freshman <ul style="list-style-type: none"> <li>• Aimed at 8000 undergraduate freshman 8030 last year</li> </ul>	Gina DelSanto, Chief of Staff

	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> largest freshman class</li> <li>• 55,000 applications</li> <li>• Retention rate of freshman started last year = more than 91% - threshold is 92%</li> <li>• Total undergrad population 33,646</li> <li>• 44,500 students at West Lafayette – record number of students</li> <li>• 7000 are domestic minorities (Hispanic)</li> <li>• 10,000 PNW</li> <li>• 10,200 PFW</li> <li>• Students graduating at a rate of 60.5% in 4 years. 7% graduate in less than 4 years. 6 year rate is 82.2%</li> <li>• Freshman – academic profile continues to increase. Higher SAT and GPA</li> <li>• 51% from Indiana</li> <li>• Just shy of 54% of students overall are from Indiana</li> <li>• Two years will see the first group of students from Purdue Polytech High School</li> </ul> <p>At university senate yesterday; resolution regarding Chic Fil A from faculty and staff opposing the location of an outlet on campus</p> <p>What concerns do you have?</p> <ul style="list-style-type: none"> <li>• Any vendors shall be held to same standards as anyone else on campus regarding inclusion (Purdue's shared values)</li> <li>• Faculty members want a statements as above to be included with their contract because of the original owner's legacy</li> </ul> <p>Gina answered questions from the committee.</p> <p>Benefits 2020</p> <ul style="list-style-type: none"> <li>• Enrollment in 49 days <ul style="list-style-type: none"> <li>○ October 29 through November 12</li> </ul> </li> <li>• Candace gave updates to the University Senate regarding changes to the university medical plans <ul style="list-style-type: none"> <li>○ Some debate around spousal surcharge</li> </ul> </li> <li>• Weekly articles regarding health benefits on Thursday or Friday</li> <li>• Presentations have begun. Only a few people came to first session Schedule online at benefits site</li> <li>• Not printing enrollment guides this year...all online. Can be printed if needed.</li> <li>• Staff will be available to help staff make decisions during 1 on 1 sessions.</li> <li>• Student Life policies – everyone bond by university policies, department procedures vary by department, jobs, etc.</li> </ul>	<p>Bill Bell, Vice President of Human Resources</p>
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	<ul style="list-style-type: none"> <li>• Staff pay bands – launched on Compensation website – thoughts/comments – target is mid-point in pay bands due to merit – mid-point is 100% - helpful – most visited site</li> <li>• Staff / employee engagement survey – Jan-Feb timeline project teams from APSAC / CSSAC – broad base survey (trust of leadership, tools, safety, time off, etc.) – employees invested in work (university)</li> </ul>	
<b>Item #6</b> <b>Standing Committee Written Reports</b>	<p><b>Executive</b></p> <ul style="list-style-type: none"> <li>• Brenda – no additional</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Dave M. – no updates</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Brenda – award - Mykesha</li> </ul> <p><b>PEAP</b></p> <ul style="list-style-type: none"> <li>• Nov 1 - Pacers family night – voucher for Chick-File-A, free hat, flyers to be sent</li> </ul> <p><b>University Relations</b></p> <ul style="list-style-type: none"> <li>• Resource Fair</li> <li>• One request to present, no date</li> </ul> <p>Jeremy – explained how committees work, meet, etc.</p>	
<b>Item #7</b> <b>Regional and University Reports</b>	<p><b>Purdue Northwest</b> No report</p> <p><b>Purdue Fort Wayne</b> No report</p>	
<b>Item #8</b> <b>Unfinished Business</b>		
<b>Item #9</b> <b>New Business</b>		
<b>Item #10</b> <b>District Updates and Bridge Submissions</b>	<p><b>District I</b> Wendy – International Friendship program – will be establishing host training. Contact her regarding this.</p> <p><b>District II</b> No updates</p>	

	<p><b>District III</b>  Jeff Pearson – receiving packages in SAP, not ARIBA, adjust system to add multiple line items</p> <p><b>District IV</b>  Mykesha – Black Caucasus – Natasha Watkins asked Mykesha to present about CSSAC – Renee to work w/Mykesha to present Thursday, 9/12/19.</p> <p><b>District V</b>  No updates</p> <p><b>Bridge Forms</b></p> <ul style="list-style-type: none"> <li>Professional Development team – questions about development grant – more at next meeting</li> </ul>	
<b>Item #11</b> <b>Call for Adjournment</b>	With there being no further business, the meeting adjourned at 3:22p.m.	