

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

September 10, 2019

Members Present/Absent	See attached attendance.	
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:34 p.m. A motion to adopt agenda: Seconded	J Wampler D Montgomery R Celeste
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the August minutes; hearing none, the minutes are approved.	z
Item #3 Vote on Name Change	The following names are available for vote: <ol style="list-style-type: none"> 1. Campus Support Staff Advisory Committee 2. Clerical Skilled Service Advisory Committee 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.	
Item #4 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 • 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. • 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. • CSSAC subcommittee chairs should submit their timelines prior to the November meeting. Any questions may be directed to Jeremy. • 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 	J Wampler
Item #5 University Officers' Reports	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"> • Aimed at 8000 undergraduate freshman 8030 last year 	Gina DelSanto, Chief of Staff

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

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