

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

February 11, 2020

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 S Mellady F Nesvold
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the January minutes. Hearing no corrections, the minutes are approved.	J Wampler
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 Melissa by noon Thursday prior to the full meeting so that they may be included with the agenda. • New member Jason Shepherd introduced • Member of the Quarter – Brock Turner / Alyssa Stevens 	J Wampler
Item #4 University Officers' Reports	<p>Benefits Open enrollment survey</p> <ul style="list-style-type: none"> • 1581 responses – slightly more than last year • 13.5% of those eligible to respond • Data used for building benefit plans • Benefits ambassadors – scrap program or move forward • Mental health – needs to be addressed <p>Engagement survey</p> <ul style="list-style-type: none"> • 67% response rate of all eligible staff across all three campuses. • Of those eligible staff - 69% females, 61% male, 61% salaried, 62% hourly. • Labs not utilized as expected. • Feedback questions – 50% provided information – a few words to paragraphs. • Results will provide good information for review. • Timelines for info back = few weeks. Hopes to have some information for March meeting • Requested feedback; they are: questions not useless to provide information, email from non-Purdue entity - ITaP contacted about whether it was spam, concerns about whether truly anonymous, appreciated email to supervisors about providing time for employees to take survey, time it took was appropriate, questions confusing about who each section applied to. <p>Performance management</p> <ul style="list-style-type: none"> • Self- assessment – Mid-March begin • Manager – Mid April 	Bill Bell VP for Human Resources

	District V No updates	
Item #11 Call for Adjournment	With there being no further business, the meeting adjourned at 3:22 p.m.	S Mellady B Breece