

CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

January 14, 2019

Members Present/Absent	See attached attendance.	
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:37 p.m. A motion to adopt agenda: Seconded	J Wampler R Haite R Celeste
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the December 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 Carrie by noon Thursday prior to the full meeting so that they may be included with the agenda. • 	J Wampler
Item #4 University Officers' Reports	<p>Benefits</p> <ul style="list-style-type: none"> • Open Enrollment survey is open through Friday January 24 • Only 609 responses as of January 7 <ul style="list-style-type: none"> ○ 429 provided contact information to receive incentive ○ 2019 = 1553 responses • Need increased participation and feedback in order to be meaningful <ul style="list-style-type: none"> ○ Need APSAC and CSSAC to help drive participation <p>Staff Employee Engagement Survey</p> <ul style="list-style-type: none"> • Vendor is Emplify • Preliminary vendor meeting is complete as of November 8 • An internal project team has been formed; CSSAC reps are Brenda Breece and Sara Mellady • Teaser email sent just prior to winter recess on Dec 17 • Launch date for survey is Jan 29 <ul style="list-style-type: none"> ○ Need APSAC and CSSAC to help drive participation <p>Staff Promotion Process</p> <ul style="list-style-type: none"> • Completed 1st cycle under new/consistent guidelines • Next cycle will occur with effective date of July 1 <p>Total Rewards Statement</p> <ul style="list-style-type: none"> • Goal to provide each employee with an end of year statement detailing total rewards <ul style="list-style-type: none"> ○ Project team continues to meet ○ Engaged with communications vendor to assist in statement format development and distribution 	Bill Bell VP for Human Resources

	District III No updates District IV No updates District V No updates	
Item #11 Call for Adjournment	With there being no further business, the meeting adjourned at 3:28 p.m.	