

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE  
FORT WAYNE CAMPUS**

**Monthly Meeting Minutes  
July 17, 2007**

**MEMBERS PRESENT:** Barbara Biedermann, Bob Brooks, Joleen Downs, Cornelius Grant, Susan Humphrey, Susan Lehman, Kelly Klinker, Christina Rockwell, and Jan-Marie Zimmerman

**MEMBERS ABSENT:** Louise Misegades and Dennis Shadle

**GUESTS PRESENT:** Jim Ferguson and Teresa Goodwin

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**CALL TO ORDER**                   The meeting was called to order at 1:37 pm.

**WEST LAFAYETTE MEETING**

**Louise Misegades.** Louise forwarded the following report to the committee:

John Beelke, Director of Human Resource Services at West Lafayette, stated that 9,520 screenings for Healthy Purdue were done, which was over 500 more than last year. The number of employees participating was 6,725 and over 2,000 spouses took part. Weight was the number one request, with stress at number two and wellbeing at number three. The number who participated in the phone or mail based coaching was 626.

Jim Almond, Vice President of Business Services at West Lafayette, stated that the board of trustees met July 2 and announced that Calumet was expanding their student housing. The West Lafayette campus is getting a new boiler. The old boiler is over 500,000 square feet behind capacity.

Dental coverage will not be included in the 2008 insurance package due to pricing and funding time limits. It should be considered for the 2009 medical plan.

The CSSAC committee is reviewing the **Protocol and Procedures**, and the three campus representatives have been specifically asked for their input.

**COMMITTEE REPORTS**

**Grant Committee.** Christina Rockwell presented a new proposal on the grant fund to the committee along with questions that need to be addressed. The members were asked to review the proposal and be prepared to vote at an upcoming meeting.

Five applications for the Grant Fund were received for the fall semester, and \$200 was awarded to each. They were all employees, no dependents or spouses.

**Fundraising Committee.** Christina Rockwell reported that \$222 was made at the summer Book Fair. The next one will be held in the fall. Other fundraising ideas were discussed and members will be gathering more information.

The dessert sales from Summerfest totaled \$214 which will be added to the Grant Fund account.

## **BRIDGE QUESTIONS**

**Q:** Susan Lehman brought to the attention of the committee the fact that this year there was an issue with a department regarding attendance at Summerfest. Not all the members of this department were able to attend due to the work load in the office. Is it possible to have the same date each year set aside for the event, or should we start with a survey?

*-- Susan Lehman  
CSSAC Chair*

**A:** The committee voted to contact ASC for their input on conducting a survey to deans, chairs, and directors to see what time is best for Summerfest in the future.

**Q:** Some years ago, the university discussed the option of giving your sick time hours to an employee whose sick time has been depleted due to illness. For whatever reason, the plan was not approved. The US Government, other colleges, and many businesses already have a plan of this type. Will the university debate this issue again in the near future? If not, then why not? What is the dilemma in this issue?

**A:** Over the years, Purdue has looked at paid time off (PTO) and sick leave banks at least three times. The last study was in 2005. It included an actuary from a consulting firm as part of the study.

The conclusion is that it would be very expensive to pay out all sick leave granted under Purdue's current sick leave plan as (PTO). Sick leave banks would also increase sick leave expenses. Purdue does offer short-term disability for such situations and has chosen to put scarce resources on merit raises, maintaining medical benefits in an environment where costs escalate much higher than inflation, and providing wellness benefits.

*-- Jim Ferguson  
Director of Human Resources*

## **OLD BUSINESS**

**Statement on Civility.** After discussion, the committee agreed to table this issue until the fall.

**New Members.** Jim Ferguson sent a recruitment letter to all clerical and service employees, and he is still waiting to receive supervisor approval. A letter will be sent out once all the approvals have been received. The new members will be invited to the August 21 luncheon meeting.

**Summerfest.** Barbara Biedermann reported the total cost of Summerfest this year at \$3,746.41 which is right in line with past years.

**NEW BUSINESS**

**Blood Drive.** Susan Humphrey reported that the next Blood Drive is scheduled for September 26. Joleen Downs will be taking over chairing this committee for the next term.

**MOTION TO ADJOURN**

The meeting was adjourned at 2:13 pm.

**NEXT MEETING**

The next meeting will be a carry-in luncheon to thank the outgoing members for their service and to welcome the new members for the upcoming term. It will be held in SB 176 at noon on August 21, 2007.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

<b>CSSAC</b> <b>“THE BRIDGE”</b>
Question/Suggestion:
Name (Optional):
Campus Address (Optional):

Send BRIDGE questions to Susan Humphrey, Admissions; or  
Susan Lehman, Financial Aid.

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WL WEB CSSAC home page address: <http://www.purdue.edu/hr/cssac/Welcome.html>

