

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

**Monthly Meeting Minutes
November 16, 2010**

MEMBERS PRESENT: Bob Brooks, Bruce Burdick, Cindy Firestine, Mariana Glover, Christi Hall, Susan Kirkpatrick, Teri Luce, Debra Marquardt, and Clarence Tennis

MEMBER ABSENT: Heather Plumb

GUESTS PRESENT: Rose Costello and Teresa Goodwin

CALL TO ORDER The meeting was called to order at 1:32 p.m. by Bruce Burdick.

APPROVAL OF MINUTES The minutes from the last meeting were approved.

COMMITTEE REPORTS

Affirmative Action. Cindy Firestine will be meeting soon with Ken Christmon to discuss her role on this committee.

Diversity Council. This committee is in the process of restructuring. Rose Costello will contact Susan Kirkpatrick once she knows when a meeting will be held.

Book Fair. Teri Luce read the following report from Deborah Hoile: Sales activity from the book fair held on November 10 and 11 totaled \$1,873.14. CSSAC will receive 10 percent of this amount. Sales were a bit better than expected in light of the economy. Thanks for everyone who assisted and purchased items at this event.

Grant Committee. Christi Hall reported on the following:

- A dependent's application was missed in the fall. Christi contacted Vicki Dahl in Financial Aid and was able to have the money released to the student account.
- The available balance in the grant fund effective November 2 is \$3,822.27.
- Bruce Burdick and Christi Hall will be meeting with Walter Branson to ask for additional money for the grant fund.
- Currently for the spring semester, three dependents and four employees have applied for the grant.
- Christi spoke with Marcus Tulley (past chair of this committee) for guidelines on how the fund is distributed. She has updated the file box and created an organized system.

- Christi asked for the chair and two other volunteers to assist her with evaluating the applications for the spring semester after the November 30 deadline. Susan Kirkpatrick, Debra Marquardt, and chair Bruce Burdick volunteered. A report will be presented at the December meeting for final approval.

Purdue West Lafayette Report. Teri reported on her attendance at the West Lafayette CSSAC meeting held last Tuesday:

- Lewis Lewin discussed the recent retirement offers, insurance enrollment, and changes to overtime pay. The retirement deadline was extended to October 29. Purdue had 509 applicants in total with no one being denied. Two-thirds of those positions (at West Lafayette) will be filled.
- Insurance open enrollment is going well, with over 3,000 employees who have already enrolled. Enrollment has been extended until the day before Thanksgiving.
- Mr. Lewin discussed the Purdue Human Resources re-organization for the West Lafayette campus only. These changes will be effective January 1, 2011; and notices of these changes will be sent out. One big change of note discussed was the separating of HR and Payroll. Payroll will be made into its own department at Purdue West Lafayette. They will also be creating an HR Center for “one-stop shopping” so that individuals will contact one place instead of several places.
- Mr. Lewin also discussed the changes to the overtime and callback policy.

Human Resources Update. Rose Costello provided the following information that applies to the IPFW campus:

- A total of 28 employees have signed up for the retirement incentive package, and all of those positions will be filled.
- If anyone has any questions or needs assistance completing healthcare benefit enrollment, they can contact Tina Sullivan or Tina Grady in HR. If employees do nothing, they will be defaulted to the plan the employee selected last year; however, flexible spending accounts will need to be re-established. The deadline has been extended here as well to November 24.
- Changes to Purdue’s overtime and callback pay policy go into effect January 3. Under the policy change, non-exempt employees will be paid overtime for all hours in paid status in excess of 40 hours in any single workweek. Overtime will no longer apply to hours in paid status in excess of eight hours a day. Callback pay will equal two hours of the employee’s regular pay. The Web site address for this policy is: http://www.purdue.edu/policies/pages/human_resources/IV_5_8.html

Safety Committee. CSSAC would like to have a representative on this committee (Bob Brooks). Bruce Burdick will contact Stephanie Flinn about this. The after dark walk-thru was very beneficial in the past, and the committee would like to see this continued and be a part of it.

Traffic Appeals Committee. Teri Luce read Deborah Hoile’s report: At the last meeting, 87 appeals were reviewed; 4 were dismissed and 83 upheld.

University Council. Bruce Burdick reported on his attendance at the last meeting. The subject of raises was the main topic discussed. Purdue has been given funds for retention money. Supervisors have been given procedures to follow in determining who gets the increases. Increases will be on the December 15 (hourly) or December 31 (salaried) paychecks. One-time special merit bonuses will be given out as well.

University Resource Policy Committee. Teri Luce reported on the last meeting:

The following building update was given:

- Medical Education has been occupied nearly a year.

- Student Housing is now complete and they have four schedulable classrooms in the clubhouse (Registrar's office handles scheduling).
- The Student Services Library Commons is scheduled to be complete in November but may be done early.
- Construction of Parking Garage #3 is on schedule and is intended to be usable by the beginning of the Fall 2011 semester and will add 1000 spots for a total of 5400.
- The third floor of Liberal Arts has gone mainly to Nursing with Biology and Engineering having small space. The space in Neff Hall vacated by Nursing is being used by Radiography.
- In Kettler Hall, room 120 will be subdivided to create a couple of Physics labs. Once it's complete, some equipment will be moved from G39 into 120 and Human Resources will utilize G39.
- KT 132 (Physics lecture hall) will be renovated next summer to be tiered with tables.
- Student Life and the Dean of Students office will be moving to the second floor of Walb over the holidays.
- Alumni will vacate Walb Union in the spring and Physical Plant wants the space for Campus Safety and Special Events.
- The Alumni Center will open in the spring and will have a couple of rooms that could be used for events.
- In Gates, 104 is a tiered classroom and 150 and 150a are offices and will be converted to MAP space and the goal is to have it available in the fall.
- Following the completion of the Student Services complex, the bookstore space in Kettler will be available. The university is open to suggestions on how this space can be used. Proposals are being accepted.
- No major capital projects are planned at this time. There is a request in for Library renovations. The university is also looking into getting money for Kettler upgrades, HVAC, etc. In the distant future, there are hopes for another academic building. We continue to work on trying to get the GTE building. There are no plans for expanding the ET building (which was discussed years ago but nothing concrete). It's on the list as a possible future growth site.

The committee had an impromptu discussion that there are many schedulable outdoor spaces on campus that don't have official (or published) names which leads to confusion.

Also discussed at the URPC meeting included a proposed Budgetary Affairs Subcommittee resolution on average faculty salaries by rank and changes in the Academic Computing Policy to make the policy include faculty, staff, students, and anyone using any of the university's technology resources.

Summerfest Committee. Bruce Burdick mentioned that Heather Plumb is formulating plans for this event. The committee has agreed on a theme.

S.P.A.R.C. Bruce Burdick attended this meeting until a representative is appointed. Retention figures were discussed.

Enrollment Management. Clarence Tennis contacted Mark Franke about being on this committee and was told that this council was disbanded several years ago since its membership overlapped with the University Council.

HR Web Site. Clarence Tennis has volunteered to update the CSSAC Web site and will be contacting Pam Zepp.

OLD BUSINESS

CSSAC Membership. Mariana Glover announced that she has accepted another position and will no longer be a CSSAC member. The committee thanked her for her service to the university and wished her well in her new position. Bruce Burdick asked members to spread the word that CSSAC needs three more members.

New Employee Reception. A meeting will be set between CSSAC, APSAC, and Human Resources to discuss possible changes in the sponsorship of this event. Teresa Goodwin will make arrangements and notify those involved.

NEW BUSINESS

Moving Vehicle Policy. The committee discussed a recent incident in which a service employee was given notice that he was in violation of the university's new moving vehicle policy. It was decided that the policy and other information regarding it will be e-mailed to all the CSSAC members, and members should be prepared to discuss the subject at the December meeting. A statement from CSSAC with key points of concern will be composed.

ADJOURNMENT

The meeting was adjourned at 2:50 p.m.

NEXT MEETING

Bob Brooks suggested that the December meeting be held at a local restaurant (at members' own expense) as done in the past. Triangle Park was suggested. Bruce Burdick will make arrangements and notify members. The date of the next meeting is currently scheduled for Tuesday, December 21, 2010.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Bruce Burdick at GB 103 or Teri Luce at LA 145. An electronic version of this form is available on the CSSAC web site at www.ipfw.edu/cssac.

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