

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

**Monthly Meeting Minutes
June 21, 2011**

MEMBERS PRESENT: Bob Brooks, Bruce Burdick, Christi Hall, Teri Luce, Debra Marquardt, Heather Plumb, and Clarence Tennis

MEMBERS ABSENT: Cindy Firestine and Susan Kirkpatrick

GUEST: Teresa Goodwin

CALL TO ORDER Bruce Burdick called the meeting to order at 1:35 p.m. in RC 235.

MINUTES The minutes from the May meeting were approved with the correction in the West Lafayette report. (Central time is one hour *behind* not ahead of Fort Wayne time.)

BRIDGE QUESTION

Q: I have a question about the Purdue Handbook. The last printed copy that I have is 2008-2009. Is there a more up to date handbook? Did they stop printing/distributing them?

A: The 2008-2009 handbook is the last version printed. The online version of the handbook can be found at: http://www.purdue.edu/faculty_staff_handbook/

*-- Teresa Goodwin
Human Resources Assistant
Human Resources*

Q: Due to the combination of wage freezes in recent years, while still making an effort to competitively attract new personnel, a situation has come up where existing employees are actually earning less than those coming in new at the same service/clerical level...within the same department(s). In some cases, these existing employees will be partially responsible for training the new ones. Isn't there some sort of funding available or that can be found to modify the existing employee's salary to at least the level of the new employee?

A: One of the fundamental goals of wage administration for members of the clerical and service staff is to provide fair and equitable pay within the university. This is known as internal equity.

A long-standing wage administration policy is in place to ensure that internal equity is maintained when a new employee is hired into a department. This policy states that “The hiring rate for employees new to the university may not exceed the current rate paid to a non-provisional employee in the same department with the same classification and pay level, who has been employed within the same department at least one year and whose work has been rated as satisfactory.”

It is also the practice of Human Resources to review pay rates of current employees to identify and discuss pay problems with hiring supervisors. On a number of occasions, pay rates for current employees have been increased to allow departments to hire an individual at a more competitive rate.

Both in policy and practice, maintaining fair and equitable pay continues to be a fundamental goal of the wage administration program for clerical and service employees.

-- *Carolyn Ladd*
Compensation and Classification Administrator
Human Resources

COMMITTEE REPORTS

Fundraising. Teri Luce said that the final figures are not quite in yet but it looks like CSSAC made around \$100 from the summer book sale. The event was held during SOAR time which worked well for sales.

Grant Fund. Christi Hall stated the this committee will be meeting after the June 24 deadline to review applications.

West Lafayette Report. The last meeting was held at Purdue North Central and was the annual regional meeting with all CSSAC groups from the different campuses. Seven CSSAC members from IPFW attended. Stephen Turner, Vice Chancellor of Administration, and Fred McNulty, Executive Director of Engagement, Advancement and Community Relations, each spoke about Purdue North Central, its history and their future building plans for the campus. In addition to the meeting, the group went on a tour of their sculptures around the campus and had lunch.

Purdue Calumet has negotiated a couple of discounts that are available to all Purdue employees. They currently have a 40% discount off Six Flags tickets and a 25% discount to Cirque du Soleil – Ovo in Chicago. For more information please visit their web site: <http://webs.purduecal.edu/cssac/discounts/>.

CSSAC at West Lafayette is currently doing their membership drive and have eleven applicants that they will be interviewing soon. They are currently reviewing applications for the Community Spirit Award.

Traffic Appeals. Bruce Burdick spoke to Jeff Davis about CSSAC’s involvement on this committee.

SummerFest Report. Clarence Tennis reported that over 500 lunch reservations were received thus far for SummerFest on June 29. He will e-mail the registration spreadsheet results to the different areas of

the committee. The last planning meeting will be Thursday, June 23. Teri Luce reminded members that set up for this event begins the afternoon before and encouraged their participation.

OLD BUSINESS

Call to Membership. Teri Luce presented the volunteer sheets that were turned into her for membership for the next term. All names were accepted by the committee, and Bruce Burdick said he would contact those who volunteered to go over the list of vacancies. Teri Luce's term expires at the end of August but she has offered to remain part of the committee as an emeritus. Teresa Goodwin will prepare the formal memo to add the names to the membership.

Nominations for Chair and Vice Chair. Clarence Tennis was the only member nominated for the office of chair for the next term, and he accepted the nomination. Heather Plumb and Debra Marquardt were both nominated for the vice chair position. After a very close vote, Debra was voted in and accepted the position.

NEW BUSINESS

Kick Off for New Term. The members decided to have the annual kick-off luncheon to welcome the new members and to say goodbye and thank you to those whose terms are ending in September.

ADJOURNMENT

The meeting was adjourned at 2:15 p.m.

NEXT MEETING

The next meeting is scheduled for Tuesday, July 19, 2011 in KT 178 beginning at 1:30 p.m.

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>