CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
March 17, 2015

MEMBERS PRESENT: Patty Bodinka, Sarah Didier, J. J. Garcia, Christi Hall, Brian Johnson, Teri Luce, Deborah Thorpe, Marcus Tulley, and Jacqueline Warfield

MEMBERS ABSENT: Liane Ambrose, Bob Brooks, Bruce Burdick

GUESTS: Teresa Goodwin and Justin Mills

CALL TO ORDER: The meeting was called to order at 1:32 p.m. by Deborah Thorpe in LB 275.

APPROVAL OF MINUTES: The February 2015 minutes were approved.

BRIDGE QUESTION

Q: With the recent change in policy regarding overtime pay (having to physically be at work for 40 hours before any overtime “kicks in,” instead of simply being in “pay status”), if an employee is sick or on vacation for a day or two, returns to work and discovers they are now being told it is MANDATORY for them to come in to work on a Saturday and/or Sunday, shouldn’t they be paid at the overtime rate? Volunteering to work the extra day is one thing, but if it’s mandatory, it would seem overtime should be paid. Please clarify.

A: Purdue adopted a new overtime policy in January of 2015 to count only hours worked, and holiday hours, when determining whether overtime should be paid. This is consistent with most employers’ practice, although not all employers will consider holidays in the overtime calculation.

Due to the nature of the work, there are some jobs on campus that are “essential” to keep the campus operating at a minimal level, even when weather or other conditions close the campus. An essential employee who is called in to work will receive two hours of callback pay plus pay for the actual time worked (at the overtime rate for any hours worked in the week over 40). An essential employee who is called in to work when the campus has been closed will be paid for a normal shift (as are all regular employees); plus time-and-a-half for all hours worked, regardless of the number of hours worked that week; plus two hours of callback pay.

Kirk Tolliver
Interim Director of Human Resources
TREASURER’S REPORT

Patty Bodinka reported the balances of the CSSAC accounts as follows:

- Scholarship Account - $10,657.22
- General Fund - $1,120.52

COMMITTEE REPORTS

Communication. Sarah Didier has re-directed the link to the online Bridge Question and has added the February minutes.

Deborah Thorpe discussed with members the best process to follow and communicate with the clerical/service staff when matters arise in between the committee’s regular meetings.

Fundraising. Patty Bodinka has not yet received the sales totals for the March book sale. Teri Luce asked if we were going to have the Flower Sale again this spring. Jackie Warfield said she will check with Denise Guingrich for information. Deborah Thorpe said she may have some back-up information if needed.

Pride Plus. Marcus Tulley and Bob Brooks have reviewed the nominations for the Pride Plus Awards. Deborah Thorpe asked Marcus to send or mail copies of the nomination forms to each of the members for their review, and asked members to reply back to Marcus with their top choices by Monday, March 23.

UNIVERSITY COMMITTEE REPORTS

Traffic Appeals. Teri Luce reported that 12 appeals were reviewed by the committee and all were upheld.

Diversity Council. Brian Johnson met with Ken Christmon today. Updates are expected later this week.

Campus Food Contracts. J. J. Garcia reported that this committee was deadlocked on their recommendation for the new food vendor contract, and asked for some slight changes in the bids. The committee then submitted their proposal to Vice Chancellor Wesse. An announcement will be forthcoming. Questions were asked as to when the new contract begins as committees/departments plan future events requiring catering.

University Safety. Marcus Tulley reported on several items discussed at the recent meeting of this committee. There is a problem with contractors parking in docking areas. Fire safety training is being conducted online and on DVD and being passed around the departments. On May 11, driving on campus will be restricted due to construction of the new pedestrian bridge. Physical Plant Administration will be sending out information in April and May. The campus will be divided in half as Broyles Boulevard will be closed for traffic between the roundabout and parking garage #1.

Summerfest. Brian Johnson presented three different themes to the committee for consideration for this year’s Summerfest. It was decided to go with the garden theme. Various ideas were mentioned including possible presenters. Brian was encouraged to check with Cyndy Elick about catering. Deborah Thorpe encouraged members to assist Brian by signing up to help plan the various events and details. Brian will be sending out an email soon with information, and members were asked to email him if they have any suggestions.

NEW BUSINESS

Director of Human Resources & Institutional Equity Search. Deborah Thorpe updated the committee on the group session with the first candidate for the Director of HR and Institutional Equity. The session was well attended by CSSAC. Members are encouraged to attend sessions with the three remaining candidates and were asked to let
Deborah know if they would like to attend. Patty Bodinka asked that members let Deborah or her know if they have any questions that they would like asked to the candidates.

**Call to Membership and Selection of Officers.** Teresa Goodwin provided Deborah Thorpe with a timetable of upcoming mailings regarding the annual Call to Membership. Deborah asked members to be aware as they may be asked questions, etc. Four vacancies will need to be filled for the next term. Sarah Didier said she would be interested in seeing the percentages of clerical and service employees, so the committee can see if it is well represented across the board. At the May meeting, nominations will be accepted for the chair/co-chairs and vice chair positions.

**OLD BUSINESS**

**Bylaws.** Brian Johnson and Marcus Tulley have been working on editing the current bylaws. He will send out the rough draft within the next several days to the members. Deborah Thorpe asked that members look them over and send revisions to Brian and Marcus by 5:00 p.m. on April 14.

**PTO Policy Update.** Deborah Thorpe, Marcus Tulley, and Bruce Burdick represented CSSAC at the March 11 focus group conducted by Bill Sullivan from Purdue West Lafayette. At this point, the PTO policy is dead until 2016. Bill did announce, however, that he is recommending to the Executive Policy Review Group two components of the proposed program take effect as of July 1, 2015. Bereavement leave would be extended to five days, and all parents across all categories would be provided six weeks of parental leave. More information can be found at: http://www.purdue.edu/newsroom/releases/2015/Q1/purdue-to-keep-current-leave-program-in-place-for-additional-year-recommend-enhancements-to-bereavement,-parental-leave-now.html

If anyone has any thoughts on any subject that will improve our campus, please send them to Deborah and she will communicate the information to Bill.

**ADJOURNMENT**

The meeting was adjourned at 2:45 p.m. by Deborah Thorpe.

**NEXT MEETING**

The next meeting of this committee will be held on Tuesday, April 21, 2015 in Helmke Library Room 275.

Respectfully submitted,

*Teresa Goodwin, Recording Secretary*
CSSAC  
“The Bridge”

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Send BRIDGE questions to Deborah Thorpe at KT 145 or Bruce Burdick at VA IU04. An electronic version of this form is available on the CSSAC web site at:  
http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html

IPFW CSSAC home page address: http://www.ipfw.edu/committees/cssac/  
West Lafayette CSSAC home page address: http://www.purdue.edu/hr/cssac/Welcome.html