MEMBERS PRESENT: Bruce Burdick, Deborah Hoile, Teri Luce, Heather Plumb, and Diana Weber

MEMBERS ABSENT: Bob Brooks, Mariana Glover, Tammy Lahrman, and Thomas McCann

GUESTS: Rose Costello, Teresa Goodwin, Carolyn Ladd, and Dimples Smith

CALL TO ORDER
Acting Chair Deborah Hoile called the meeting to order at 1:37 p.m.

MINUTES
The minutes from the June 15, 2010 meeting were approved.

GUEST SPEAKERS

New Purdue Vehicle Policy. Carolyn Ladd and Dimples Smith from Human Resources attended the meeting to answer any questions regarding the new Purdue Vehicle Policy. The web site address for this policy is http://www.purdue.edu/policies/pages/facilities_lands/i_2_1.shtml. (See the answer to the Bridge question below.) Human Resources will be happy to explain the new policy to any individual or group. Contact Carolyn Ladd at 481-6680 or Dimples Smith at 481-6681.

BRIDGE QUESTIONS

Q: Regarding the new motor vehicle form that IPFW vehicle drivers are required to sign, I am unsure about signing it because the legal wording sounds like our records will be checked, including credit reports. The wording “without reservation” makes me feel like this would be done anywhere from a few times a year to multiple times in a month. Can I have some clarification on this? I would not like for my credit report to be checked in such a manner that would be detrimental to my credit scores.

A: CSSAC representative Teri Luce contacted Purdue West Lafayette to get some clarification on this matter. For those employees involved, a motor vehicle report will be run once a year, looking at the previous three years on an individual’s driving record. If an individual has an accident or infraction, then the report will be rerun once the university is notified. When a report is run, the individual will be notified via e-mail of the results and if they were approved or denied. Following is the response Teri received from a representative from Risk Management at Purdue West Lafayette which further explains the matter:

“To clarify, the Fair Credit Reporting Act (FCRA) covers a number of different types of consumer reports (including credit reports, motor vehicle reports, check writing history, employment history, insurance claims history, etc.) The language used in the consent form is standard language that is required by the FCRA for any type of consumer report.

There are two important things for employees to note though. First, the form clearly states at the top that this is a consent form for ‘Motor Vehicle Reports.’ A credit reporting agency cannot
accept this form for a credit report because it clearly states the individual is authorizing the University to obtain a motor vehicle report. Second, the first paragraph of the release states that Purdue will be requesting records ‘concerning past activities relating to our driving records.’ Again, the release is limiting the type of information that we can request.”

-- Daniel VanHoosier  
Purdue University Risk Management  
Risk Analyst

Q: Is it required (or when did it become required) to submit insurance information for our dependent spouses to CIGNA? After my husband went to the emergency room, we found that they wouldn’t process the claim until we told them: a) if he had insurance or not, and then, b) if he did have insurance, give them all the info for the other policy. Since he doesn’t have insurance, it didn’t become an issue—they took my word over the phone. Still, I was surprised at the questions and I’m not sure what CIGNA would do if my husband did have insurance (like as in not cover it).

A: In early 2010, CIGNA sent a mailing requesting “other insurance information” on dependents covered under the Purdue medical plans. Although, any time an individual seeks treatment, the provider is going to request all insurance information, CIGNA specifically requested this information to determine the appropriate order of payment under Purdue’s medical plans.

Example: An employee covers her spouse and children on Purdue’s medical plan. Her spouse works for another employer and has insurance through his employer. In this example, her spouse’s employer would be primary and the Purdue medical plan would be secondary. Simply, his employer would pay first and Purdue would pay second.

By employer plans paying only what we owe, we hold down costs. That simple philosophy equates to lower premiums for our employees.

-- Tina Grady  
Benefits Administrator

COMMITTEE REPORTS

West Lafayette Report. Teri Luce reported on her attendance at the last meeting at West Lafayette. Luis Lewin from Human Resource Services spoke on the retirement incentive and on the changes that are being considered in health benefits for next year. Right now nothing is definite and facts change from day to day. The Board of Trustees will vote to approve the changes at the end of August. If a retirement incentive package is approved, information sessions will be conducted at all campuses. Modified insurance plans are being considered for next year with a possible merging of the current co-pay and incentive plans. Multiple tiers by income may be used to determine the employees’ cost. An incentive to stay healthy is also being considered. All enrollment in next year’s plans will need to be done online or over the phone. Human Resource Services at West Lafayette is going through a self analysis and is being reorganized (no changes to take place at IPFW). Their web site is being simplified to make it easier to navigate. The AA/EEO office at West Lafayette is conducting training meetings.

Fundraising Committee. Deborah Hoile passed a sign-up sheet for volunteers for the next book sale which is July 21 and 22. She will send out an e-mail to get more people to sign up. The balance of CSSAC’s IPFW Foundation Account as of June 30, 2010 is $2,143.20.

OLD BUSINESS

Special Committee Meeting. A special CSSAC meeting was held on June 30, 2010 at 1:30 p.m. in LA 160. The purpose of the meeting was to vote on official committee business with a quorum of members present. Members in attendance were Bruce Burdick, Deborah Hoile, Deborah Kelley, Tammy Lahrman, Thomas McCann, Heather Plumb, and Diana Weber. Members absent were Bob Brooks (proxy vote) and Mariana Glover.

The following three statements were voted upon by secret ballot and approved. They will be added to the CSSAC bylaws:
1. A quorum shall consist of a majority of the filled positions.
2. After an issue has been discussed either at a meeting or via conference call, members can vote in person at a meeting, via e-mail, or conference call.
3. The meeting time will be reduced to one hour with the option to extend if necessary to finish business.

Voting for the chair and vice-chair positions was also on the ballot. Bruce Burdick was voted in as chair and Teri Luce as vice chair for the one-year terms beginning September 1, 2010.

Deborah Kelley resigned from her position as chair due to personal reasons. Vice chair Deborah Hoile agreed to assume her duties until the end of the term (August 31, 2010).

NEW BUSINESS

Committee Assignments for Next Term. Deborah Hoile asked if any of the current members would like to fill any committee vacancies for the next term. Teri Luce said she would like to be on the Calendar Committee, and Bruce Burdick stated he would like to be on the Safety Committee.

New Employee Orientation. Bruce Burdick and Deborah Hoile will be present at the next New Employee Orientation scheduled for July 28 to greet our new clerical and service employees. Possible hand-outs were discussed.

Introductory Luncheon. CSSAC has a carry-in luncheon to greet the new members for the upcoming term and to say goodbye and thank you to those leaving at the last meeting of the term. Deborah Hoile will send out an e-mail to inform all those involved about the next meeting scheduled for August 17.

Bylaws. Bruce Burdick will head up a committee to update the CSSAC Bylaws.

Orientation for CSSAC Members. At the regular meeting in September, an orientation will be held by Human Resources and the new chair/vice chair.

ADJOURNMENT

The meeting was adjourned at 2:35 p.m.

NEXT MEETING

The next meeting will be on Tuesday, August 17, 2010. Deborah Hoile will e-mail details of the luncheon/meeting to all current and new members.

Respectfully submitted,

Teresa Goodwin
Recording Secretary
| **CSSAC**  
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| **Question/Suggestion:**  
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| **Name (Optional):**  
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| **Campus Address (Optional):**  
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Send BRIDGE questions to Deborah Hoile, Philosophy, CM 23. An electronic version of this form is available on the CSSAC web site at [www.ipfw.edu/cssac](http://www.ipfw.edu/cssac).

West Lafayette WEB CSSAC home page address: [http://www.purdue.edu/hr/cssac/Welcome.html](http://www.purdue.edu/hr/cssac/Welcome.html)