CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
September 20, 2011

MEMBERS PRESENT: Bobbi Barnes, Keli Funk, Denise Guingrich, Christi Hall, Justin Mills, Heather Plumb, Clarence Tennis, Deborah Thorpe-Rodda, and James Velez

MEMBERS ABSENT: Bob Brooks, Cindy Firestine, and Debra Marquardt

GUESTS: Rose Costello, Teresa Goodwin, Tina Grady, Diana Jackson, Carolyn Ladd, Teri Luce, and Tina Sullivan

CALL TO ORDER
Clarence Tennis called the meeting to order at 1:34 p.m. in KT 178.

MINUTES
The minutes from the August meeting were approved.

SPECIAL GUESTS

Electronic Approval of Forms. Diana Jackson from the Comptroller’s office and Carolyn Ladd from Human Resources reported on the implementation of the electronic approval of forms. The first form to be converted to the electronic format will be leaves for exempt staff. To request days off, exempt staff will need to log into their ESS account and complete the online form. Then the supervisor will receive an e-mail requesting approval. Supervisors will also have access to the employee’s history to see how many days are available, etc. More and more of our processes are going to be converted to this type of approval. Travel will be next. Notifications on training will be going out soon. Contact either Diana or Carolyn if you have any questions.

CSSAC ORIENTATION
A CSSAC power point presentation was shown to the members explaining the purpose and goals of the committee and their role. The new members received a CSSAC binder.

SPECIAL GUESTS

Benefit Plan Recommendations. Tina Grady and Tina Sullivan from Human Resources updated the group on the latest benefit plan design recommendations that will be going to the Board of Trustees for approval on September 30. Attached to these minutes is an information sheet of recommendations (note that all were not approved). For details on what was approved by the trustees, see the article in Purdue Today at the following link: http://www.purdue.edu/newsroom/faculty/2011/110930BOTBudgetHealthcare.html

Open enrollment will be from October 24 through November 23 and final revisions will be shown at that time. General open enrollment sessions and a voluntary benefits open house are planned.
A question was asked about having lab work done at the IPFW Clinic. Currently, lab work can be done at our clinic, but there is a $7 charge to send it to one of the approved labs. The possibility of having an on-campus pharmacy is being considered.

**BRIDGE QUESTIONS**

**Q:** Are there any plans to increase the pay rate for employees who work short-term assignments as members of the campus temporary pool?

**A:** Pay for temporary pool employees is currently being looked at and an increase in their hourly pay rates is being considered.

-- Carolyn Ladd, Compensation & Classification Administrator

**Q:** Why do salaried employees receive three paid personal days and clerical/service employees receive one personal day per year?

**A:** Salaried employees receive three personal business days while clerical/service staff receive one personal holiday. These are two distinct types of leave.

The personal business days for salaried staff are only to be used for taking care of personal business such as meeting with a lawyer or insurance agent. They are not intended to be used for vacation. The personal holiday has no stipulations and can be taken for a variety of reasons.

The personal holiday is paid out to clerical/service employees leaving the university while personal business days are not.

-- Carolyn Ladd, Compensation & Classification Administrator

**COMMITTEE REPORTS**

**West Lafayette Report.** Teri Luce and Clarence Tennis attended the meeting last week. Concerns over the MVR policy were discussed. Luis Lewin, Vice President for Human Resources, gave a benefits presentation. It was noted that $1 million of unclaimed funds are remaining from the flexible spending accounts. December 31 is the deadline date to spend your funds if you have money remaining in your account.

**Welcome Wagon.** Christi Hall mentioned that the next New Employee Orientation is scheduled for September 28. She asked for a volunteer to speak on CSSAC’s behalf during the orientation. Keli Funk volunteered.

**Grant Fund.** Christi Hall noted that the applications for the grant fund are due on November 30.

**NEW BUSINESS**

**Committee Assignments.** Clarence Tennis went over the committee assignments for the upcoming term. A complete list of members and their assignments can be found on the CSSAC web site at:

http://new.ipfw.edu/committees/cssac/contact-us/

**Areas of Representation.** Clarence Tennis reviewed the Area Representative List which shows the CSSAC representative for the different buildings on campus (list attached).
Group Photo. A photographer will be at the next meeting to take the official committee photo.

Presidential Search Committee. Members were reminded of the meeting for clerical/service and administrative/professional staff with the Presidential Search Committee on September 22 from 9-10 a.m. in Walb Union, Room G21-21A. The committee would like to learn what qualities and goals those at the regional campuses believe the next president of Purdue should possess.

ADJOURNMENT

The meeting was adjourned at 3 p.m.

NEXT MEETING

The next regular meeting is scheduled for Tuesday, October 18, 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 Clarence Tennis (SB 220A) or Deb Marquardt (NF 388). 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