CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE  
FORT WAYNE CAMPUS  

Monthly Meeting Minutes  
August 16, 2011

MEMBERS PRESENT: Bruce Burdick, Christi Hall, Teri Luce, Debra Marquardt, and Clarence Tennis

MEMBERS ABSENT: Bob Brooks, Cindy Firestine, Susan Kirkpatrick, and Heather Plumb

CALL TO ORDER  
Bruce Burdick called the meeting to order at 1:38 p.m. in KT 178.

MINUTES  
The minutes from the July meeting were approved.

BRIDGE QUESTION

Q: An announcement encouraging faculty and staff to participate in this year’s United Way Day of Caring specified different requirements for participation, depending on staff group. Faculty and administrative staff (salaried) could volunteer; however, hourly employees were required to use vacation time. Why the difference?

A: The difference in participation requirements for Day of Caring hinges on the issues of the recording of time and of taxpayer accountability. According to Federal Wage and Hour regulations, exempt (salaried) employees do not report their hours and they do not receive overtime for time worked over 40 hours in a week. Faculty and administrative staff are paid a set salary for performing a job rather than being paid for the number of hours spent performing the job. The salary paid to an exempt employee is the same whether or not that employee volunteers for the Day of Caring.

However, hourly employees (non-exempt staff) are required to report their time and are eligible for overtime under Federal Wage and Hour regulations. Because the university is accountable to Indiana taxpayers, time can’t be reported, or wages paid, for non-university activities. For this reason, hourly employees can’t be paid for hours worked for a non-university organization.

-- Carolyn Ladd  
Compensation & Classification Administrator
COMMITTEE REPORTS

West Lafayette Report. Teri Luce introduced Clarence Tennis as the new IPFW representative at the West Lafayette CSSAC meeting held on August 9. Vice President of Human Resources Luis Lewis gave a presentation on medical benefits for the upcoming year. (Tina Grady will give a presentation on this subject at IPFW at the September meeting and details will follow.)

Grant Committee. Christi Hall reported that this committee approved all grant applications that were received (three dependent and one employee). She checked with Vickie Dahl in Financial Aid and over $3,000 is in the account.

University Council. The Chancellor’s Retreat is scheduled for August 18. Debra Marquardt will be the CSSAC representative for this committee.

OLD BUSINESS

September Carry-In. The committee tentatively set September 15 from noon until 1:15 p.m. for the annual carry-in to welcome new members and say goodbye and thank you to those leaving. Bruce will find a room. The regular September meeting/orientation will be held on September 20.

Welcome Wagon. Christi Hall reported that the CSSAC pads and pens handed out at the New Employee Orientation in July were well received. A welcome card is now being sent to new employees within a week or two after their start date. CSSAC would like to include an insert in the card with contact information of all the members.

NEW BUSINESS

Committee Membership. Clarence Tennis will be taking over as chair. Members leaving the committee are Bruce Burdick and Susan Kirkpatrick. Teri Luce’s term also has expired; however, she will be staying on in an emeritus role. These six new members will begin their terms on CSSAC beginning in September: Bobbi Barnes, Keli Fink, Denise Guingrich, Justin Mills, Deborah Thorpe-Rodda, and James Velez

ADJOURNMENT

The meeting was adjourned at 2:29 p.m.

NEXT MEETING

The next regular meeting is scheduled for Tuesday, September 20, 2011 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

Teri Luce
CSSAC Co-Chair
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