CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES February 11, 2020			
Members Present/Absent	See attached attendance.		
Item #1 Meeting Called to	Meeting called to order at 1:32 p.m.	J Wampler	
Order & Adoption of Agenda	A motion to adopt agenda: Seconded:	S Mellady F Nesvold	
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the January minutes. Hearing no corrections, the minutes are approved.	J Wampler	
Item #3 Announcements	<ul> <li>Reminder that if you are a subcommittee chair, or if you serve on a University committee, you are responsible for submitting a written report to Melissa by noon Thursday prior to the full meeting so that they may be included with the agenda.</li> <li>New member Jason Shepherd introduced</li> <li>Member of the Quarter – Brock Turner / Alyssa Stevens</li> </ul>	J Wampler	
Item #4 University Officers' Reports	<ul> <li>Benefits Open enrollment survey</li> <li>1581 responses – slightly more than last year</li> <li>13.5% of those eligible to respond</li> <li>Data used for building benefit plans</li> <li>Benefits ambassadors – scrap program or move forward Mental health – needs to be addressed</li> <li>Engagement survey</li> <li>67% response rate of all eligible staff across all three campuses.</li> <li>Of those eligible staff - 69% females, 61% male, 61% salaried, 62% hourly.</li> <li>Labs not utilized as expected.</li> <li>Feedback questions – 50% provided information – a few words to paragraphs.</li> <li>Results will provide good information for review.</li> <li>Timelines for info back = few weeks. Hopes to have some information for March meeting</li> <li>Requested feedback; they are: questions not useless to provide information, email from non-Purdue entity - ITaP contacted about whether it was spam, concerns about whether truly anonymous, appreciated email to supervisors about providing time for employees to take survey, time it took was appropriate, questions confusing about who each section applied to.</li> <li>Performance management</li> </ul>	Bill Bell VP for Human Resources	
	<ul> <li>Self- assessment – Mid-March begin</li> <li>Manager – Mid April</li> </ul>		

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	Department Leadership - End of May	
	May – merit	
	Mental Health Awareness – reminder MHA week next week	
Itana #F	Executive	L M/o mo m lo m
Item #5		J Wampler
Standing Committee	Discussed regional visit in June	
Written Reports	Brenda will handle swag, members asked to provide swag if	
	departments have it	
	Ideas for things to do - email Jeremy with suggestions	
	Communication	
	None	
	Professional Development	
	None	
	PEAP	
	• None	
	University Relations	
	No publications or presentations	
Item #7	Purdue University Fort Wayne	J Miller
Regional and	Met with Chancellor regarding diversity and inclusion director	
<b>University Reports</b>	<ul> <li>Nationwide search</li> </ul>	
	<ul> <li>Open forums for search</li> </ul>	
Item #8	Malissa Ayala (unable to attend and do presentation)	B Turner
Unfinished Business	o Family Resource Fair – April 16	
	o PMU North ballroom from 11 a.m. – 1 p.m.	
	Requesting resource information - send to Brock	
	Make it annual	
		I Wampler
	Name change – requested information on status	J Wampler
11 110		
Item #9	• None	
New Business		
Itom #10	District	
Item #10	District I	
District Updates and	No updates	
Bridge Submissions		
	District II	
	No updates	
	District III	
	Hiring issues he has heard	J Shepherd
	o 65 people in "the hole"	
	<ul> <li>people working multiple jobs</li> </ul>	
	<ul> <li>vacations not taken because of shortage</li> </ul>	
	District IV	
	No updates	

	District V No updates	
Item #11 Call for Adjournment	With there being no further business, the meeting adjourned at 3:22 p.m.	S Mellady B Breece