CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES January 14, 2019			
Members Present/Absent	See attached attendance.		
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:37 p.m. A motion to adopt agenda:	J Wampler R Haite	
0 1	Seconded	R Celeste	
		T GETESTE	
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the December minutes. Hearing no corrections, the minutes are approved.	J Wampler	
Item #3 Announcements	 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 Carrie by noon Thursday prior to the full meeting so that they may be included with the agenda. 	J Wampler	
Item #4 University Officers' Reports	 Benefits Open Enrollment survey is open through Friday January 24 Only 609 responses as of January 7 429 provided contact information to receive incentive 2019 = 1553 responses Need increased participation and feedback in order to be meaningful Need APSAC and CSSAC to help drive participation Staff Employee Engagement Survey Vendor is Emplify Preliminary vendor meeting is complete as of November 8 An internal project team has been formed; CSSAC reps are Brenda Breece and Sara Mellady Teaser email sent just prior to winter recess on Dec 17 Launch date for survey is Jan 29 Need APSAC and CSSAC to help drive participation Staff Promotion Process Completed 1st cycle under new/consistent guidelines Next cycle will occur with effective date of July 1 Total Rewards Statement Goal to provide each employee with an end of year statement detailing total rewards Project team continues to meet Engaged with communications vendor to assist in 	Bill Bell VP for Human Resources	

Item #5	Executive	J Wampler
Standing Committee Written Reports	 Received an interest in membership inquiry from an employee who attended a CSSAC presentation. Will interview candidate for membership 	
	Communication	
	No questions regarding written report	
	Professional Development	
	See written report	
	PEAP	A Stevens
	Working on new activities	
	University Relations	B Turner
	Pursuing neighborhoods for presentations	
Item #7	No reports	
Regional and	No reports	
University Reports		
Item #8	None	
Unfinished Business		
Item #9	Lactation rooms	J Prather
New Business		
	Clerical and Service staff pay. Staff who have been here for a long	J Wampler
	amount of time and only make \$11/hour. He feels that it is not fair.	
	Employee morale – asking for ideas in regards to meeting with Bill	
	Bell about issues. Asking for problems ALONG with solutions for	
	those problems. Jeremy has meeting with Bill next week.	
	 Outsourcing – moratorium on outsourcing for a period of time? University Senate? 	
	Building services – Purdue competitive per square foot price but can be done cheaper, faculty and staff concerned with outside people	
	Concerns regarding university staff doing more work due to limited staff	
	Identify anonymously waste of university resources?	
	Advertise jobs on employment websites to bring in applicants?	
	\$ amount given based on years of service?	
Item #10	District I	
District Updates and	No updates	A Props
Bridge Submissions		
	District II	
	No updates	

	District III No updates District IV No updates District V No updates	
Item #11 Call for Adjournment	With there being no further business, the meeting adjourned at 3:28 p.m.	