



**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE  
FORT WAYNE CAMPUS**

**Monthly Meeting Minutes  
September 20, 2016  
Opened 1:32pm  
Closed 2:45pm**

**MEMBERS PRESENT:** Josh Bacon, Christine Hall, Brian Johnson, Dunyale Tolliver, Jacqueline Warfield, Diana Weber, Lane Westerfield

**MEMBERS ABSENT:** L. Ambrose

**CALL TO ORDER:** Dunyale Tolliver called the meeting at 1:32pm.

**APPROVAL OF MINUTES:** Corrections of July minutes and approved to send to the public. Agenda requires name adjustments.

**NEW OFFICERS/NEW YEAR:** Individual photos will be taken of officers for INSIGHT. This may be helpful in encouraging people to become a CSSAC member. Handouts distributed of the 2016-17 CSSAC Representative of each area and committees. A CSSAC Open House will be on October 18, 2016 in Rhinehart Center Conference Room 235 at 2:00pm. Email has been sent to supervisor to encourage the staff to participate. The saved document will be stored on the O: for future use.

**TREASURER REPORT:** Updated

**APPROVAL OF TREASURER REPORT:** Approved

**COMMITTEE REPORTS:**

**Communication:** Josh Bacon and Diana Weber will handle Communications.

**Fundraising:** Flower Power Fundraising event is currently going on until October 8, 2016.

**Purdue WL:** Perks, a discount webpage, is in the works. It will be available October 1, 2016. You will access it by your Career Account sign-on. A new VP of Human Resource will start mid-October. In five weeks, people will know if they are hourly or salaried (FLSA). Dunyale Tolliver plans to attend the Leadership Retreat September 30, 2016.

**UNIVERSITY COMMITTEE REPORTS:**

**Traffic Appeals:** Six appeals, all upheld.

**Diversity Council:** Canceled last meeting.

**University Council:** Do not attend.

**URPC:** Dunyale plans to attend meeting September 22, 2016.

**Summerfest Committee:** Check with L. Ambrose to be sure that the date has been set for 2017. It was suggested to form committee and begin planning December or January.

**NEW BUSINESS:**

There are three Bridge Questions:

Question 1: A representative of Center for Healthy Living would like to visit the committee.

Answer: November meeting will work.

Question 2: "A" Parking permit holders are having difficulties finding a parking space in Lot 11.

Answer: There are no plans for expanding parking. Question sent to Jay Harris and will also be sent to Dawn Barnes.

Question 3: USAP Report. CSSAC was asked by upper administration to provide a response to USAP and Action Plan 41. However, after administration went forward with restructuring ahead of schedule, and stated that any response must include cuts comparable to the cuts being made, the CSSAC response was tabled.

Question 4: IT has been asked for the administration's reasoning behind the decision to offer staff 50% less base salary than faculty for the Early Retirement Incentive Program.

Response from Tamarah Brownlee: The Early Retirement Incentive Program has been designed to meet the business needs of the university.

Since 2011, the number of credit hours taught has fallen by more than 30%, resulting in a substantial drop in student fee income. In light of this, the university must cut costs. Salaries and wages, and benefits, are by far the largest expense for the university.

There are a number of business responses that the organization could take to respond to the budget shortfall that include the elimination of positions. However, executive leadership chooses to offer an early retirement incentive as an alternative approach to reduce expenses such as salary costs through attrition.

Faculty have been offered an enhanced incentive to take advantage of the early retirement program as almost all of the faculty eligible for the early retirement incentive have tenure, which provides them with a heightened degree of job security that staff do not have. On the other hand, most staff are employed "at-will" which means that their employment may be separated by them or by their employer for any reason or for no reason at all. The incentives were structured to take into account this very important difference in employment terms and to try to find a structure that would provide an attractive incentive to all classes of employees.

**ADJOURNMENT:**

Meeting adjourned at 2:45 by a motion from Josh Bacon and second by Lane.

Respectfully submitted,  
Jacqueline Warfield

**OLD BUSINESS:**

**CSSAC**  
**“THE BRIDGE”**

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

0Send BRIDGE questions to Christi Hall KT G02 1-0694, Donyale Tolliver NF130 1-6424. An electronic version of this form is available on the CSSAC web site at:

<http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html>

IPFW CSSAC home page address:

<http://www.ipfw.edu/committees/cssac/>

West Lafayette CSSAC home page address: <http://www.purdue.edu/hr/cssac/Welcome.html>