



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

**Monthly Meeting Minutes  
August 18, 2017  
Opened 10:06am  
Closed 11:01pm**

**MEMBERS PRESENT:** L. Ambrose, J. Bacon, T. Clark, J. Martinez, S. Osmanovic, J. Warfield

**ABSENT:** L. Dutrieux, C. Hall, F. Rosales

**CALL TO ORDER:** Josh Bacon called the meeting at 10:06am.

**APPROVAL OF MINUTES:** Approval of July 18, 2017 minutes; all in favor.

**TREASURER'S REPORT:** Review of treasury report.

**COMMITTEE REPORTS:**

**Communication:** All minutes are now posted.

**Purdue WL:** Carrie Hanson, Purdue CSSAC Advisor, was in a car accident and requires time to heal. Purdue WL is planning the Camp Tecumseh Leadership Retreat September 22, 2017. It is important that we have a presence at West Lafayette the second Tuesday of each month. Looking in the future to send representatives from Fort Wayne.

**UNIVERSITY COMMITTEE REPORTS:**

**HR Director Search Committee:** Sent recommendations to D. Wesse

**NEW BUSINESS:**

- **Bridge Question:** "I recently noticed that the IPFW web page (under HR-OIE and under Rewards and Compensation) is displaying an IPFW Nonexempt Staff Pay Scale for the fiscal year 2016-17. Could we please get information about what the Starting Rate Range, Midpoint and Maximum pay mean for the Clerical/Service section? Thanks you."

My response:

The Starting Rate is the rate at which a department can hire a new employee without having to seek an exception. The top of the Starting Rate Range is 110% of the bottom of the range.

The Maximum Rate is 175% of the bottom of the Starting Rate Range.

The Midpoint is the rate that is halfway between the bottom of the Starting Rate Range and the Maximum Rate.

Under extraordinary circumstances (i.e., a new hire with a large amount of relevant prior experience), the department can ask to hire at a rate up to the Midpoint but would have to request an exception and provide justification for doing so.

The pay scale is a guide for where we want to be. For example, we would like to see experienced employees somewhere near the midpoint. For those employees above the Maximum, we would like to see one-time payments given at budget time, rather than raises, until the hourly rate falls within the pay scale again.

Because of the budget shortfalls, we haven't been able to make the progress we would like. With the new job structure that is being implemented late Fall, we will have more classifications of employees and a pay structure that makes more sense.

Kirk

- **Results of the CSSAC Elections:**  
Chair – Josh Bacon  
Vice Chair – Tanner Clark  
Treasurer – Selma Osmanovic  
Secretary – Jackie Warfield
- **Welcome Luncheon: September 19, 2017 at 12:30, RC235**

<b>CSSAC “THE BRIDGE”</b>
Question/Suggestion:          
Name (Optional):  
Campus Address (Optional):  

Send BRIDGE questions to Christi Hall KT G02 1-0694, Josh Bacon LA 153 1-6019. 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>