



## CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE FORT WAYNE CAMPUS

Monthly Meeting Minutes  
June 19, 2018  
Opened 1:34 pm  
Closed 2:36 pm

**MEMBERS PRESENT:** J. Bacon, T. Clark, L. Dutrieux, C. Hall, S. King, M. Helmsing, T. Luce, J. Miller, S. Osmanovic, J. Warfield

**ABSENT:** L. Ambrose, R. Boyd, J. Martinez, F. Rosales

**CALL TO ORDER:** J. Bacon called the meeting at 1:34pm.

**APPROVAL OF MINUTES:** Approval of May 15, 2018 minutes; all in favor.

**CSSAC ADVISOR'S NOTES:** Melissa Helmsing gave an update on a Bridge question regarding where custodial staff take their breaks. The reason why everyone takes a break at the same time is because of perception of the public and also so that the supervisor can find employee if needed. Supervisors have received complaints in the past. The rules will be loosened. Sent communication out to all supervisors. Breaks can be taken outside.

Handout: Budget Recommendations for APSAC & CSSAC. Discussion of accounts.

### NEW BUSINESS:

- **Bridge Question 1:** "At one time, we heard HR was reviewing Clerical job descriptions in order to adjust pay scales to competitive rates commensurate with employee experience. When will this review be complete?"  
**Answer:** A job family structure, including a review of classification alignment and compensation pay structures, is still underway in preparation for the SuccessFactors HR system launch in January 2019 – Melissa Helmsing, Human Resources
- **Bridge Question 2:** "And, how have some Level 4 secretary positions been advanced to Level 5 without supervisory responsibility ie. the posted Anthropology and Sociology position?"  
**Answer:** A Level 5 position does not require supervisory responsibility in order to be designated as a Level 5 position. Factors determining the classification level include the scope of the work, the type of responsibilities, and the degree to which independent judgement and decision making is exercised.
- **Bridge Question 3:** "Looking at salaries in Journal Gazette of C/S staff; very very low; I don't know how some employees make it. Any way we can challenge the pay scale? I'm a level 4 secretary; range is \$10.50 - \$11.68 or something like that per hour. I make \$12.50 and have been here 9 years? Mid-range for that position is \$15-16 and max is \$20 something. What do you have to do to get up to at least the mid-range? I think this needs looked in to. When they give us a 1% increase, it's a slap in the face. I would rather be given an extra week's vacation than that."

**Answer:** A number of market-driven factors, including employee performance, overall organization profitability and region play a role in employee pay scales, and these differences would likely will have a different pay scale. We have made special efforts for nonexempt staff on 1/1/15, and an increase for all staff making less than \$12/hour on 1/1/16. This was in addition to the regular budgeted increases all received in July of 2015 and 2016, and the bonus-type payment in 2016 and 2017.

- Senate Committees – Suzi King will be the CSSAC affiliate to the Faculty Senate for 2018-19. Selma Osmanovic will represent CSSAC on the Budgetary Affairs Subcommittee for 2018-19. Christi Hall will represent CSSAC on the Revenue Subcommittee 2018-19. Tanner Clarke will represent CSSAC on the University Resources Policy Committee 2018-19.

#### TREASURE'S REPORT

S. Osmanovic gave balance of accounts.

#### COMMITTEE REPORTS:

**Fundraising:** The next Flower Power Fundraising event will be September 10 through September 30, 2018.

**Grants:** Verbiage corrections are required on website. Will work with J. Martinez

**Purdue WL:** Questions were raised on if Purdue University Global is taxable. Carrie Hanson will check and let the committee know. Employees do need to pay for books for Purdue University Global.

West Lafayette is setting up an Accomplished Clerical Excellence program. Fort Wayne is also trying to bring this program to the Fort Wayne campus.

Purdue Perks Discount Program; Here is the link  
[https://www.purdue.edu/cssac/Employee\\_Discounts/index.html](https://www.purdue.edu/cssac/Employee_Discounts/index.html)

#### UNIVERSITY COMMITTEE REPORTS:

**Summerfest:** CSSAC should be making \$180 from sales of Summerfest t-shirts.

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| <p><b>CSSAC</b><br/><b>“THE BRIDGE”</b></p> |
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Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Tanner Clarke, KT 145 1-5706, 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>