



CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
December 18, 2018
Opened 1:33 pm
Closed 1:55 pm

MEMBERS PRESENT: T. Clarke, M. Helmsing, B. Igusky, S. King, J. Martinez, J. Miller, S. Osmanovic, J. Warfield

ABSENT: J. Bacon, L. Dutrieux, C. Hall

CALL TO ORDER: T. Clarke called the meeting at 1:33pm.

APPROVAL OF MINUTES: Approval of November 20, 2018 minutes; Motion made by J. Martinez and second B. Igusky. All in favor.

CSSAC ADVISOR'S NOTES: Success Factors training is going on now and will continue in the new year.

NEW BUSINESS:

- **Bridge Question:** I have been told by my supervisor that there are only S1-S3 positions, I looked on the Purdue HR site and can clearly see that there are S1-S4 positions. This was published on September 12th. What is the difference between an S4 and S5? How do I make the argument that I am an S4 and not an S3? Are all APSAC P1-P6?

Bridge Answer: Under the new Job Family Structure, there are five career streams for benefitted staff – Executive, with 3 levels (E1-E3); Management with 6 levels (M1-M6); Professional with 6 levels (P1-P6), Administrative & Operational Support with four levels (S1-S4); and Skilled Trades with four levels (SK1-SK2). Our exempt (salaried) positions are found in the Executive, Management and Professional career streams; while our nonexempt (hourly-paid) positions are found in the Administrative and Operational Support, and Skilled Trades, career streams.

CSSAC represents benefitted staff in the Administration & Operational Support and Skilled Trades career streams. APSAC represents staff in the Management and Professional career streams.

Employees should discuss any concerns they have about the job family structure with their supervisors. Supervisors have been given information on how to request a review of the assigned career stream, level and/or job title. Any requests for review should be submitted to the HR/OIE office no later than January 11, 2019.

- **Job Structure** – Open forum will be held Thursday, December 20, 2018 if desired to attend.

TREASURER’S REPORT: There were three transactions in general account; balance is \$553.59. The balance of the scholarship fund is \$12,184.51.

COMMITTEE REPORTS:

Communication: Nothing to Report this month.

UNIVERSITY COMMITTEE REPORTS

Faculty Senate – Faculty Senate discussed vandalism of Women’s Studies materials and passed a resolution aimed at protecting Women’s Studies from future attacks.

University Budget Committee – Facilities Management gave a presentation on their budget. The campus space has expanded by 40% over the last few years, so they are devising ways to take care of that extra space.

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

Send BRIDGE questions to Tanner Clarke, KT 145 1-5706, Jacqueline Warfield VA 117 1-6709. An electronic version of this form is available on the CSSAC web site at:

<https://www.pfw.edu/committees/cssac/contact-us/>

PFW CSSAC home page address:

<https://www.pfw.edu/committees/cssac/index.html>

West Lafayette CSSAC home page address: <https://www.purdue.edu/cssac/>