



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

**Monthly Meeting Minutes  
March 19, 2019  
Opened 1:31 pm  
Closed 2:29 pm**

**MEMBERS PRESENT:** T. Clarke, L. Dutrieux, C. Hall, M. Helmsing, B. Igusky, S. King, J. Miller, S. Osmanovic, J. Warfield

**ABSENT:** J. Bacon, J. Miller

**CALL TO ORDER:** T. Clarke called the meeting at 1:31 pm.

**APPROVAL OF MINUTES:** Approval February 19, 2019 minutes; Motion made by B. Igusky and second C. Hall. All in favor.

**CSSAC ADVISOR'S NOTES:** Success Factors – Meeting with business managers. More performance workshops available.

**NEW BUSINESS:**

- A. Staff Recognition – The event will be held April 24, 2019. “Save the Date” invitations went out. There have been some confusion between two events; Faculty & Staff Reception March 22 and Employee Recognition Reception April 24, 2019.
- B. Summerfest – No theme. Overview and how to handle logistics.
- C. HR Open Forum – Is this beneficial? Have an open forum every quarter. Perhaps have one after May yet before July. (Pay brackets will eventually be released.)
- D. Strategic Planning Presentation – Do we want Jeff Malanson to review strategic plan draft. Should we have him put a presentation together?
- E. Pride Plus Voting – The Pride Plus winners were voted today.

**TREASURER'S REPORT:** Scholarship balance is \$12,491.51 and General fund is \$513.40.

**COMMITTEE REPORTS:**

**Fundraising:** Discussion of the fundraising event.

**Grants:** Applications will be received for a few more weeks. Purdue Fort Wayne fully benefitted employees and their dependents/Spouses are eligible for grants.

**Pride Plus:** In process.

**Purdue WL:** APSAC/CCSAC combined meeting on March 12, 2019. Provost Jay Akridge spoke. Talked about the future of Purdue, record enrollment, no tuition increases in 8 years, changing demographics. They turned away 500 students last year. VP for Human Resources Bill Bell spoke. WL – Job Classification appeals 513 (6% of total positions) Results – 75% changed (68% up 1 level, 6% up 2 levels, 2% - 1 level; 6% changed career streams) did not have numbers for FW or NW appeals. SS will show the job class in the career stream in the future. WL staff will be receiving a \$500 Performance

Appreciation bonus with surplus HR funds. Compensation Bands are due to be out with the Performance Mgt beginning around May 1, 2019. Director of Leadership & Organizational Development Adedayo Adeniyi spoke. Went through the Performance Management Self Evaluation form, reiterated the website to view videos: [www.purdue.edu/LOD](http://www.purdue.edu/LOD)

## UNIVERSITY COMMITTEE REPORTS

**Traffic Appeals** – 15, upheld 14. Waived one for high school student

**Food Service Advisory Committee** – Aramark’s contract will be done 2020.

**Welcome Wagon** – It is going well; sending out postcards.

**Faculty Senate** – Senate discussed Job Family Structure review process. Human Resources provided documentation regarding this process, which can be found in the Senate minutes (<https://www.pfw.edu/committees/senate/meetings/agenda.html>). A resolution was passed for Human Resources to disclose pay scales for the campus community.

Respectfully Submitted,  
Jacqueline Warfield

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

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/>