

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

**Monthly Meeting Minutes
February 17, 2009**

MEMBERS PRESENT: Bob Brooks, Bruce Burdick, Juanita Derrick, Christine Force, Deborah Hoile, Teri Luce, Louise Misegades, Marcus Tulley, and Diana Weber

MEMBERS ABSENT: Tammy Mattern and Jan-Marie Zimmerman

GUESTS: Rose Costello, Teresa Goodwin, and Dr. William McKinney

CALL TO ORDER Louise Misegades called the meeting to order at 1:30 pm.

GUEST SPEAKER

Dr. William McKinney. Dr. McKinney, Vice Chancellor for Academic Affairs, was welcomed by the group. He believes that all employees at IPFW share a common goal and that is to provide the best possible education to our students. He likes to hear ideas and questions from the campus community. The following topics were discussed at the meeting: student, staff, and faculty surveys; possible new master and doctoral programs; the state mandate on associate degrees; and state budget concerns and what that means to IPFW.

APPROVAL OF MINUTES The minutes from the January meeting were approved with the changes in the Diversity Council report.

BRIDGE QUESTION

Q: An employee from the Grounds Department asks: I would like to know the procedure for changing the “shorts policy” from a date on the calendar to a degree on the thermostat. (For example, we get days in April above 70 degrees.) Thank you in advance for your reply.

A: A request to amend the policy has been forwarded to the Shorts Policy Committee in Physical Plant and will be discussed at their next meeting. Specifically, to change item #8 that reads “Shorts will only be allowed between May 1 and September 30” to read “Shorts may be worn on any day that the temperature reaches 70 degrees and above.” Employees in that area will be informed of any changes in the policy.

*- Bob Brooks
Shorts Policy Committee*

COMMITTEE REPORTS

Affirmative Action. Marcus Tulley reported on the meeting that was held last Friday (February 13). Julie Creek, the Interim Coordinator for the Center for Women and Returning Adults, was introduced. Her goal is to make the Center more available and out in the open. She spoke about Women in Politics and Advertising, March being Women's History Month, and March 31 as Disability Awareness Day. Rose Costello explained the New Employee Orientation sessions that are being conducted every other month to introduce new employees to the campus community. Louise Misegades suggested that this program also include training opportunities that are available across campus. She also asked if the Office Resource Manual that was put together by the PROgram graduates was being updated as it is a very helpful tool to new employees.

Fundraising. Deb Hoile reported that the Book Sale held in February went well. Marcus Tulley suggested that CSSAC look into other fundraising ideas. It was suggested that the committee ask Athletics if they would be interested in contributing funds from concession stand sales to the CSSAC grant fund like it is done at the West Lafayette campus. Deb Hoile and Marcus Tulley will check with Athletics.

PURDUE REPORT

Louise Misegades. Louise reported on the recent CSSAC meeting held at West Lafayette. A list serv for clerical and service staff is being discussed. This semester, 22 dependents and 2 employees were awarded money from the Grant Fund. John Beelke stated that Mercer will be doing a dependent audit on families participating in the health plans. Minnesota Life has been selected as the new life insurance provider for Purdue, and employees will receive communication in the spring for a July 1, 2009 effective date. John Shipley from the Comptroller's office will replace Jim Almond as the finance representative at future meetings. Red flag rules for identity theft were discussed. Bob Morman from Building Services spoke on the recycling program at the West Lafayette campus.

Grant Committee. Louise Misegades reported that the committee is now concentrating on accepting applications for the fall semester.

OLD BUSINESS

New Employee Reception. Juanita Derrick reported that the New Employee Reception is scheduled for Friday, February 27, from 2-4 in the Faculty Lounge in Kettler Hall. Louise Misegades will be sending out the invitations to the new employees. Bruce Burdick volunteered to get the ice for the punch. Diana Weber volunteered to come early to help set up. Louise encouraged all members to attend and to wear their name badges. (Badges will be ordered for new members.)

Summerfest. Marcus Tulley reported that he spoke with Brad Heath, Superintendent of Building Services, about including third shift in the Summerfest activities. Brad suggested that Marcus send out a flyer to show if there was interest. Marcus has sent that out and is waiting to hear back. The committee will discuss the planning progress at their next meeting.

Book Sale. Deb Hoile reported that the book sale went well, and CSSAC would like to say thank you to all the volunteers who helped make the event a success. It was noted that the other side of the stairwell on the ground floor of Kettler works better for the set up. The committee wishes to have more control over the dates of the event in the future.

NEW BUSINESS

Pride Plus Nominations/Recognition Luncheon. Nominations are coming in for the Pride Plus awards which will be presented at the Recognition Luncheon scheduled for April 22. The recognition luncheon for the clerical/service staff will be combined with the luncheon for the administrative staff this year as a trial run. A planning meeting will be held on Friday, February 20, to discuss the details.

Plaques. Bob Brooks continues to search for a home for the plaques that were originally hung in the Faculty Lounge in Kettler Hall. He has a few suggestions and will meet with the Chancellor and Vice Chancellor to discuss.

MOTION TO ADJOURN

The meeting was adjourned at 2:56 pm.

NEXT MEETING

The next meeting will be on Tuesday, March 17, 2009 at 1:30 pm in KT 178.

Respectfully submitted,

Teresa Goodwin
Recording Secretary



If you have earned a degree over the last year, please contact Human Resources and /or complete an Employee Information Form (Form 13FW) available on the Human Resources web site.

Employees who have earned a degree over the past year will be announced at the Employee Recognition Luncheon scheduled for April 22, 2009.

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Jan-Marie Zimmerman, Continuing Studies;
or Louise Misegades, Consumer and Family Sciences.

Find us on the web at www.ipfw.edu/cssac
WL WEB CSSAC home page address: <http://www.purdue.edu/hr/cssac/Welcome.html>