

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

**Monthly Meeting Minutes  
November 20, 2007**

**MEMBERS PRESENT:** Bob Brooks, Cornelius Grant, Louise Misegades, Christina Rockwell, and Dennis Shadle

**MEMBERS ABSENT:** Joleen Downs, Deb Hoile, Susan Lehman, and Jan-Marie Zimmerman

**GUESTS:** Jim Ferguson, Teresa Goodwin, and Ashley McArdle

---

**CALL TO ORDER** Louise Misegades called the meeting to order at 1:37 p.m.

**WEST LAFAYETTE MEETING**

**Louise Misegades.** Louise attended the last meeting and reported on the following items:

- Frequently and previously asked Bridge questions will soon appear on the West Lafayette CSSAC web site.
- West Lafayette will begin to use students with official T-shirt uniforms as safety escorts for students. The escorts will be trained by West Lafayette Police and Safety.
- Members of CSSAC and APSAC will be represented during interviews for the new provost and vice president. Both groups will also be represented on the search committees for the new graduate school dean.
- CSSAC will participate on the Strategic Plan Committee in four different areas. (If you have any suggestions, please let Louise know.)
- Calumet is exploring whether clerical and service staff can have more personal days.
- A power point presentation about the CSSAC committee was shown. Louise suggested that something like this could be presented at our recognition luncheon in April.
- Jim Almond spoke about the Board of Trustees meeting at the IUPUI campus. The master campus plan was discussed.
- OnePurdue was down for maintenance and everything went well. It will be shut down a couple of times a year for maintenance.
- John Beelke talked about new membership cards for the healthcare plan. Fiserv has been purchased by UnitedHealthcare.
- Julie Huetteman from the Worklife Program spoke about the Healthy Purdue Results. Information sheets were passed around the table.

## COMMITTEE REPORTS

**Campus Traffic Appeals.** Dennis Shadle reported on his attendance at the last meeting. There were 61 appeals reviewed, with 12 dismissed and 49 upheld. Most of those dismissed were for poorly marked construction parking lot lines. That has now been corrected with the completion of the Music Building. Hopefully, the Medical Building construction will not provide the same confusion.

**Diversity Council.** Cornelius Grant reported on their last meeting. A recent article regarding gays in the student newspaper *The Communicator* was discussed. Staff from the newspaper and Melissa McIntosh from Affirmative Action also attended the meeting and discussed how the cover page was viewed by readers. The committee also announced that they now have the funds to award two \$1,500 grants.

**University Council.** Louise read the following report from Susan Lehman:

The Chancellor gave a campus update. Major searches are currently being conducted for various positions such as the Vice Chancellor of Academic Affairs, Business Dean, and Library Director.

Susan Hannah gave a report stressing the need to have enrollment growth in the next few years to 15,000 students (3,000 more).

Walt Branson updated the group on the building projects around campus:

- The Music Building is open with just a few minor problems to be resolved such as sunlight problems in the east side practice rooms and some small sound problems.
- The Fort Wayne Philharmonic will move into the Ginsburg Building (State Developmental Center) offices for the moment.
- The new hotel is progressing and will be finished in about a year. Construction on the new bridge should start next July.
- The new Medical Education building had its groundbreaking ceremony and the basement is started. Completion should be in the next 18 months.
- The Student Services addition is in the planning stages.
- Remodeling has started on the State Developmental Center. The Northeast Innovation Center is expanding as well.
- A new parking garage is needed as we are currently 150 spots short. It looks to be located on the north side of the campus.
- The Child Care Center will be relocated in a remodeled area of the State Developmental Center.
- Future areas under review are the McKay Farm and the triangle area north of housing for student services.
- The Center for Pension Plan Management will open soon in Neff Hall. This will be the first of its kind in the country. The American Association of Pension Planners already contacted us about using the new hotel for its national convention.

The First Year Council was discussed. Its purpose is to assure success of first year undergraduate students and increase retention.

Susan Hannah stressed that the posters on the Baccalaureate Framework Survey that were passed around were well received, and she would like to see these framed.

**Grant Committee.** Louise reported that the committee is beginning to review the applications. We had a good response from the flyer that was sent out. Louise asked for another member to help her and Christina Rockwell process the applications. Dennis Shadle volunteered.

**Fundraising Committee.** Christina Rockwell reported that CSSAC made a profit of \$103 (45 percent of sales) from the Breck's Nursery fundraiser. Members agreed to do it again in the spring. Christina will provide details at the next meeting. She will also look into the dish cloths fundraiser. The book sale will be held on November 26 and 27. A few spots are still open for volunteers.

## **BRIDGE QUESTION**

See attached sheet.

## **OLD BUSINESS**

**Summerfest Date.** Jim Ferguson reported on his findings from the questionnaire on the best dates for Summerfest. The four main comments he received were:

1. Not on SOAR dates
2. Not on Monday, Tuesday or Thursday (class days)
3. Not on the first or last week of either summer session
4. Not during the last week of June or the first week of July

It was determined that July 16, 2008 (the third Wednesday of July) will be the date of the next Summerfest. It was recommended that the guidelines listed above be followed every year.

## **GUEST SPEAKER**

**Ashley McArdle.** Ashley McArdle, Assistant Director of Career Services for the MAC (Mastodon Advising Center), explained the services and events that are being offered to students and alumni. New among the list of services is the Don't Cancel Class service. In the event an instructor needs to be away from one of their class sessions, a career services staff member will "substitute" for the day by presenting one of their workshops. Career Services has a resource library with over 200 books that include information on many career paths.

## **NEXT MEETING**

It was decided that the group will meet at their own expense for a holiday lunch on December 18. Louise Misegades will make the arrangements and e-mail members.

## **MOTION TO ADJOURN**

The meeting was adjourned at 2:35 p.m.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

Attachment (Bridge Question)

**CSSAC**  
**“THE BRIDGE”**

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Susan Lehman, Financial Aid;  
or Louise Misegades, Consumer and Family Sciences.

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

