

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

**Monthly Meeting Minutes  
September 18, 2007**

**MEMBERS PRESENT:** Bob Brooks, Joleen Downs, Cornelius Grant, Deb Hoile, Susan Lehman, Louise Misegades, Christina Rockwell, and Dennis Shadle

**MEMBERS ABSENT:** Jan-Marie Zimmerman

**GUESTS:** Jim Ferguson, Teresa Goodwin, and Dimples Smith

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**CALL TO ORDER** The meeting was called to order at 1:35 pm in ET 206.

**WEST LAFAYETTE MEETING**

**Louise Misegades.** Louise reported on her attendance at the last meeting:

A report was given from the Health Plan Advisory Committee. Dental coverage will be considered for 2009. The committee also recommended that our health plan include nutrition/weight loss, cessation for smoking, and wigs for cancer patients. Open enrollment is scheduled for the first week in November and will remain paper based for now. Also under review is the rolling over of funds from year to year with health saving accounts. The possibility of on-line timekeeping was also discussed.

A convocation for clerical and service employees was held at the Calumet campus and included a breakfast, power point presentation, and a drive for CSSAC members. The North Central campus will host the June meeting this year. Jim Almond read the enrollment figures for West Lafayette and Louise Misegades mentioned IPFW's numbers.

**COMMITTEE REPORTS**

**University Council.** At the last meeting, President Frances A. Cordova spoke and answered questions. Topics discussed included the low graduation rate vs. other campuses. A transition program may help the situation. Also discussed was the possibility of a PHD program here at this campus.

**Calendar Sub-committee.** Deb Hoile has been added to this committee as the CSSAC representative.

**Grant Committee.** Louise Misegades will be chair of the Grant Committee.

**Fundraising Committee.** Christina Rockwell has agreed to remain chair of the Fundraising Committee. The date of the next book sale will be November 26 and 27. Ideas were discussed including Pampered Chef, Halloween treats, and a bake sale. Susan Lehman asked members to think of ideas for the next meeting.

**Diversity Council.** Cornelius Grant volunteered to be the CSSAC representative on this committee.

## **BRIDGE QUESTION**

**Q:** What is the Civility Statement referred to in the August 2007 minutes?

**A:** In response to the fearful atmosphere of the country after the 9-11-2001 terrorist attack, the Affirmative Action Committee and IPFW members, constructed a statement to govern the way in which we, as a university, should conduct ourselves. As a community it is a standard, for the common good, to expect that tolerance and ethical behavior be held by those members.

The statement is not legally binding for members of the university, but is to qualify as a guideline for the behavior of the academic community and its guests. In other words, violence is not tolerated. Respect for all individuals is.

When the Civility Statement was written it was never officially adopted by the university. It has recently been requested that each group (i.e., ASC, CSSAC, the Student Government, the Faculty Senate, etc.) review the statement and more or less sign-off on the statement. It is currently under review.

When completed, CSSAC will place the official document in the newsletter for all to read.

I hope this answers your question in general.

*-- Susan Lehman  
Chair of CSSAC*

## **NEW BUSINESS**

**Blood Drive.** Joleen Downs passed out flyers for the September 26th Red Cross Blood Drive and asked members to display in their areas. The bloodmobile will be located outside the Science Building from 9 am – 3 pm. All presenting donors will receive a free t-shirt.

## **NEW EMPLOYMENT SYSTEM**

Dimples Smith, Employment Administrator from Human Resources, spoke to the group about the new employment system coming in October. Taleo is an interactive and intuitive recruitment system that offers many benefits to both hiring managers and job seekers. Please see the flyer attached for more details.

## MOTION TO ADJOURN

The meeting was adjourned at 2:25 p.m.

## NEXT MEETING

Stuart Blythe has asked for time to speak at our next meeting on October 16, 2007 in ET 206. Also, the official committee photograph will be taken. Susan Lehman has asked that the meeting start early at 1:15 pm so we can get everything done.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

Attachment (*Employment News*)

<b>CSSAC</b> <b>“THE BRIDGE”</b>
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>

