

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

**Monthly Meeting Minutes  
March 18, 2008**

**MEMBERS PRESENT:** Bob Brooks, Louise Misegades, Dennis Shadle, Joleen Downs,  
Susan Lehman, and Jan-Marie Zimmerman

**MEMBERS ABSENT:** Cornelius Grant, Deb Hoile, and Christina Rockwell

**GUESTS:** Jim Ferguson and Teresa Goodwin

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**CALL TO ORDER** The meeting was called to order by Susan Lehman at 1:40 pm.

**WEST LAFAYETTE MEETING**

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

- Guest speaker Mark Pagano, Dean of Continuing Education, updated the group on the accreditation project which is done every ten years.
- Election of the CSSAC's vice chair will take place during the May meeting.
- CSSAC will have a non-voting representative on the University Senate beginning in August and will also represent APSAC on the committee for one year.
- President France A. Cordova will speak at the July CSSAC meeting in West Lafayette. Her inauguration is scheduled for April 11.
- Open forums will be held March 17-19 for the three finalists for the position of provost.
- John Beelke explained the new IRS law allowing employers to take money automatically out of employee's paychecks for retirement savings accounts. Purdue has not yet decided what they plan to do.
- The Parental Leave Policy and the Amorous Relationship Policy are being reviewed. Copies were distributed to members for their input.

**COMMITTEE REPORTS**

**Campus Traffic Appeals Committee.** Dennis Shadle reported that at the March 17 meeting, 27 appeals were reviewed; 22 were upheld, 3 dismissed, and 2 held over to the next meeting.

**University Council.** Susan Lehman reported on the January 17 meeting. The Chancellor updated the group on funding from the state legislature, phase three of student housing, legislation concerning guns on campus, and discussion on an exit survey for students. Also discussed was the partnering of students with

staff for first generation students. Susan Hannah has some of the Baccalaureate posters available. The strategic planning committee is working on their mission statement and passed around a sketch of the plan.

**Fundraising Committee.** Louise Misegades reported on behalf of Christina Rockwell that a check has been received from Books R Fun from the last book sale.

**Pride Plus Committee.** Louise reported that two recipients have been selected for the Pride Plus Awards which will be presented at the Clerical and Service Staff Recognition Luncheon on March 27.

## **BRIDGE QUESTION**

**Q:** Gender bias in system. Why is a woman who gets married not able to change her name on the e-mail address?

**A:** She can do this with some limitations. In this situation, a new e-mail account would be issued in the new name; however, files along with old and new mail will not be automatically transferred to the new account. For more information, contact Jan Nichols in IT Services.

*- Jim Ferguson  
Director of Human Resources*

## **NEW BUSINESS**

**Summer Lunch Bunch.** Jan-Marie Zimmerman has been working on ways to bring clerical and service employees together. She has put together information on summer lunch bunch groups. Five to eight employees would meet several times throughout the summer for lunch. Contact Jan-Marie if you are interested in this project.

**Policies Under Review.** Jim Ferguson requested that members review the Policy on Amorous Relationships and the Parental Leave Policy. Comments should be sent to Jim or Louise for the Amorous Relationship Policy, and to Jim regarding the Parental Leave Policy. Jim will present the proposed policies to Susan Hannah and the dean's group.

## **MOTION TO ADJOURN**

The meeting was adjourned at 2:33 pm.

**NEXT MEETING**

The next meeting will be on Tuesday, April 15, at 1:30 pm in KT 178.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

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| <b>CSSAC</b><br><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.

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WL WEB CSSAC home page address: <http://www.purdue.edu/hr/cssac/Welcome.html>

