

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

**Monthly Meeting Minutes  
April 21, 2009**

**MEMBERS PRESENT:** Bob Brooks, Bruce Burdick, Juanita Derrick, Christine Force, Deborah Kelley, Teri Luce, Tammy Mattern, Louise Misegades, Marcus Tulley, and Jan-Marie Zimmerman

**MEMBERS ABSENT:** Deborah Hoile and Diana Weber

**GUESTS:** Teresa Goodwin and Mandi Witkovsky

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**CALL TO ORDER** The meeting was called to order by Jan-Marie Zimmerman at 1:32 pm.

**APPROVAL OF MINUTES** The minutes from the March meeting were approved as reviewed.

**WELCOME** Jan-Marie Zimmerman extended a warm welcome to new member Deborah Kelley.

**BRIDGE QUESTIONS**

There were no new Bridge Questions. Jan-Marie brought up the idea that Christine Force would be receiving the Bridge Questions when they are submitted. Christine Force added that Marcus Tulley had a great idea that a section be added to the CSSAC web site with past Bridge Questions. It was then discussed that a FAQ section for Bridge questions be added to the site. Christine Force said she would be able to do that.

**COMMITTEE REPORTS**

**Diversity Council.** Christine Force reported on the March 27 and April 10 Climate Subcommittee meetings of the Diversity Council. This year the group has been busy brainstorming ways to advance the diversity goals of the university. The next meeting is scheduled for April 22.

**Traffic Appeals.** Louise Misegades reported that the committee has met two times recently to address appeals. Many of the appeals were from people who had trouble seeing parking space lines and from the construction areas. One more session will be held to review appeals before June.

## **PURDUE WEST LAFAYETTE REPORT**

**Louise Misegades.** Louise reported on her attendance at the last meeting. A portion of the sales from two of the football games in the fall will go to the CSSAC Grant Fund. The University Senate meets this week, and it will be voted to see if CSSAC and APSAC will each have a non-voting member of this group. Alfonso Diaz has been hired as the new Vice President and Treasurer of Purdue. Susan Ince, retirement counselor with Staff Benefits, spoke regarding PERF retirement benefits for clerical and service employees.

Jan-Marie Zimmerman stated that our clerical and service staff would be interested in having someone speak here about PERF retirement benefits.

**Grant Committee.** Marcus Tulley asked when he would be taking over the business of the Grant Fund. Louise Misegades said in the fall as her term expires at the end of August.

**Smoking Policy Task Force.** Signs explaining the smoking policy are up in most buildings. Jan-Marie Zimmerman said she noticed some improvements and it was suggested that signs be placed inside of doorways as well. It was asked that the results of a recent smoking questionnaire be reported at the next meeting.

## **OLD BUSINESS**

**Employee Recognition Luncheon.** The Staff Recognition Luncheon will be held on April 22. Mandi Witkovsky mentioned that a survey card will be distributed at the luncheon for feedback. She also mentioned that APSAC members discussed the possibility of trading off the duties of planning the recognition luncheon similar to the planning of Summerfest.

**West Lafayette Campus Visit.** Louise Misegades asked the members if they would be attending the annual Campus Visit/CSSAC Meeting on July 14 at West Lafayette. Jan-Marie Zimmerman stated her concerns about the event being held the day before Summerfest. Christine Force, Bob Brooks, Juanita Derrick, and Deb Kelley said they could attend. If any other member is interested, they should contact Louise. A university van will be used.

**Summerfest.** Plans for the July 15<sup>th</sup> Summerfest were discussed. A special Summerfest meeting of the committee members will be held on Tuesday, May 5, from 1:30-3:00 pm in KT 147 (Division of Continuing Studies conference room). Jan-Marie Zimmerman will send out e-mail notifications.

## **NEW BUSINESS**

**Stenographer for Diversity Council.** The Diversity Council is looking for someone to take the minutes at their Steering Committee meetings. If anyone is interested, they should contact Human Resources.

**Nominations for New Officers.** Jan-Marie Zimmerman asked members to be prepared to offer nominations for new officers at the May meeting.

## **MOTION TO ADJOURN**

The meeting was adjourned at 3 pm by Jan-Marie Zimmerman.

**NEXT MEETING**

The next regular meeting will be on Tuesday, May 19, 2009 in SB 176 at 1:30 pm.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

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

Send BRIDGE questions to Jan-Marie Zimmerman, Continuing Studies;  
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>