

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

**Monthly Meeting Minutes
April 20, 2010**

MEMBERS PRESENT: Angela Brauneller, Bob Brooks, Bruce Burdick, Mariana Glover, Deborah Hoile, Deborah Kelley, Teri Luce, Heather Plumb, and Diana Weber

MEMBERS ABSENT: Tammy Lahrman and Thomas McCann

GUESTS PRESENT: Teresa Goodwin and Rose Costello

CALL TO ORDER The meeting was called to order at 1:47 p.m. by Deb Kelley.

APPROVAL OF MINUTES The minutes from the March 16, 2010 meeting were approved.

WELCOME TO NEW MEMBER

Mariana Glover was welcomed to the group as a new member. She is the secretary for Twenty-first Century Scholars located in Walb Union.

COMMITTEE REPORTS

Diversity Council. Deb Kelley noted that a replacement is still needed on this committee. Mariana Glover said she will consider taking on this role and will get back with Deb on her decision.

Fundraising Committee. Deb Hoile reported that CSSAC made \$399.37 from the Books for Less fundraising event held recently.

Deb Kelley passed around an e-mail from Jay Thayer with his response to our fundraising questions. He encouraged CSSAC to do larger events and some seasonal events, but advised against smaller day-to-day, cash handling and inventory type of fundraising projects. He stated that the ultimate decision would need to come from Dan Gebhart and/or Walt Branson. The members discussed the matter, and Rose Costello volunteered to speak with Walt Branson regarding their concerns.

Members discussed the possibility of two new fund-raising ideas (Schwan's and a flower sale).

West Lafayette Report. Teri Luce reported on her attendance at the last meeting in West Lafayette. Vice President of Human Resources Luis Lewin updated the group on the latest proposed benefits changes. For complete, up-to-date information, visit the Sustaining New Synergies web site at <http://www.purdue.edu/sustaining/>. Background checks for all new employees will soon be done at the West Lafayette campus (IPFW has already implemented this practice). A group is studying how to deal with workforce violence. Indiana Beach is offering a Purdue Family Day on July 17. For more details, visit the West Lafayette CSSAC web site at: http://www.purdue.edu/cssac/Employee_Trips/

Traffic Appeals Committee. Deb Hoile reported that at the last meeting, 57 appeals were reviewed with 56 being upheld and one dismissed. It was suggested that the parking policies be posted on bulletin boards across campus to help make students aware of the information. Deb Hoile will send the PDF file of the policies to members to post in their areas.

University Council. Deb Kelley gave a report on the last council meeting. The trustees have been discussing the impact of the proposed changes in the TIAA-CREF contributions. The capital requests on campus were discussed. CVS has not yet signed a contract to build a store on the lot where the childcare center used to be. Enrollment is up 15 percent. We are keeping an eye on the eagles nest across the river along with the DNR. The new SOAR video was shown at the meeting and it is really nice.

OLD BUSINESS

Regional Campus Visit. Deb Kelley, Bob Brooks, and Teri Luce will be meeting on April 28 to go over the plans for the regional campus visit scheduled here in June. Teri needs to give out information when she attends the next West Lafayette meeting. An estimate of expenses will be prepared and given to Rose Costello for approval.

Staff Recognition Luncheon. Deb Kelley reminded members of the recognition luncheon scheduled for April 21. Members have been working hard on putting it together along with APSAC and HR representatives.

NEW BUSINESS

Committee Quorum. Bruce Burdick proposed a modification to the bylaws to enable the committee to conduct business with a certain percentage of current membership in attendance rather than the current statement which says that nine members must be present. According to the bylaws, proposed changes need to be put on the table 30 days before the next meeting before a vote can be taken. Next month the committee will address this issue.

Call to Membership. Teresa Goodwin told the committee that a memo to supervisors encouraging their employees to be CSSAC members and the annual call to membership memo to all clerical and service employees will be going out during the next several weeks. Six new members are needed for next year's term that begins September 1. Rose Costello is planning an orientation for members in the fall. She also suggested that meetings be limited to one hour.

ADJOURNMENT

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

NEXT MEETING

The next meeting will be on Tuesday, May 18, 2010 in KT 178 at 1:30 p.m.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

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

Send BRIDGE questions to Deborah Kelley, Library, LB 143; or to Deborah Hoile, Philosophy, CM 23. An electronic version of this form is available on the CSSAC web site at www.ipfw.edu/cssac.

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

