

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

**Monthly Meeting Minutes
August 17, 2010**

MEMBERS PRESENT: Bob Brooks, Bruce Burdick, Mariana Glover, Deborah Hoile, Teri Luce, Thomas McCann, and Diana Weber

MEMBERS ABSENT: Tammy Lahrman and Heather Plumb

NEW MEMBERS PRESENT: Cindy Firestine, Christi Hall, Susan Kirkpatrick, and Clarence Tennis

GUESTS: Rose Costello and Teresa Goodwin

CALL TO ORDER The meeting was called to order at noon by Deborah Hoile. A carry-in lunch followed the meeting.

MINUTES The minutes from the July meeting were approved.

NEW MEMBERS The new members for the upcoming term beginning on September 1 were welcomed. New member Debra Marquardt was unable to attend.

COMMITTEE REPORTS

University Council. Bruce Burdick attended the Chancellor's Retreat as the new CSSAC chair. The Chancellor went over our accomplishments. He stated that enrollment is up and that we are in good shape.

Purdue West Lafayette Liaison. Teri Luce reported on her attendance at the West Lafayette meeting on August 10. The Human Resources representatives updated the group on benefit changes and the retirement incentive. By the end of October, a decision will be made regarding the benefit design for next year. A decision is expected on August 30 from the Board of Trustees (the meeting may be telecast) on the retirement incentive. Rose Costello added that the employees who will be offered the retirement incentive will be notified by September 1. Jim Almond reported on the West Lafayette budget. Rose Costello added that our budget here is separate from Purdue's; and with the increase in enrollment and with our state funds, IPFW is doing okay.

Grant Subcommittee. Tom McCann reported that a total of \$500 was awarded in CSSAC grants (4 people received the award). Christi Hall has volunteered to serve on this committee for the next term. Rose said that CSSAC needs to request continued support from Walt Branson for this fund. Bruce Burdick said he would compose a letter.

OLD BUSINESS

Book Fair. Deborah Hoile reported that a check from the July book sale will be received soon. The next sale is in November.

NEW BUSINESS

Open Committee Seats. Teri Luce will be on the Calendar Committee and Bruce Burdick on the Diversity Council on behalf of CSSAC. The remaining seats and responsibilities will be decided upon at the next meeting.

Red Cross Blood Drive. Deborah Hoile reported that the next blood drive is scheduled for September 2. She will send out an e-mail for volunteers. A sign-up sheet for donators will be set up.

CSSAC Listserv. Deborah Hoile is updating the CSSAC listserv.

Meeting Dates. Deborah Hoile listed the dates/times of the meetings for the next term.

Recognition Certificates. Rose Costello thanked out-going members Bob Brooks, Deborah Hoile, Diana Weber, and Tammy Lahrman for being on the CSSAC committee and recognized them for their service to the clerical and service staff. Certificates were presented. Bob Brooks has volunteered to serve another term.

ADJOURNMENT

The meeting was adjourned at 1:15 p.m.

NEXT MEETING

The next meeting will be held on Tuesday, September 21, 2010 in KT 178 at 1:30 p.m. An orientation will be presented.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

CSSAC “THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Bruce Burdick at GB 103 or Teri Luce at LA 145. 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>