

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

**Monthly Meeting Minutes  
February 16, 2010**

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

**MEMBERS ABSENT:** Mariana Glover, Tammy Lahrman (Mattern), and Thomas McCann

**GUESTS PRESENT:** Teresa Goodwin and Linda Symington

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**CALL TO ORDER** Deborah Kelley called the meeting to order at 1:35 pm.

**MINUTES APPROVED** No meeting was held in January.

### **COMMITTEE REPORTS**

**Affirmative Action Committee.** Angela Brauneller reported on her attendance at a recent meeting. The theme “Diversity is the Mother to Intellectual Breakthroughs” was established. There will not be a Diversity Showcase this year. The committee is working on a possible film series and on various opportunities to showcase faculty research projects on diversity.

**Fundraising Committee.** Deborah Hoile reminded the group that the next book sale is scheduled for February 24 and 25. She passed around a sign-up sheet for volunteers. The remaining book sales for the year will be in July and November.

**University Council.** Deborah Kelley reported on her attendance. Patrick McLaughlin talked about services for veterans. Chancellor Wartell spoke about trying to get a better dental plan for next year, having hamburger and Asian food vendors in the new Student Center, and about the 80 IPFW families utilizing the new child care center. Walt Branson updated the council on the progress of new construction projects on campus: The book store will be moving over to the new Student Center, a third parking garage is in the works, road work and a new traffic light are being considered for the back entrance to campus at St. Joe Road, and new network facilities are being installed in the Classroom Medical Building.

**West Lafayette Report.** Teri Luce has agreed to be our CSSAC representative at the West Lafayette meetings. She listened to the February meeting via telephone (it was hard to hear but West Lafayette is considering other options to make the presentation clearer in the future). It was recommended that she contact Janet Niswonger in Telephone Operations.

Teri passed out a letter that the APSAC group in West Lafayette composed regarding their concerns with the budget deficit situation. APSAC would like to add CSSAC’s name to the letter; however, CSSAC decided to write their own letter since their concerns are a bit different. Teri will forward the letter to all

members once she receives a copy. Right now many options are being considered to help make up the deficit.

Teri mentioned that Indiana Beach now offers a discount to Purdue employees. CSSAC at West Lafayette is having a dessert auction/sale to benefit their grant fund. They have it twice a year. The amount awarded for their grant fund has been raised from \$200 to \$297 which is the price to cover one, three-credit hour class. Teri plans to attend the next meeting in person.

## **OLD BUSINESS**

**Spring New Employee Reception.** Heather Plumb announced the reception is scheduled for Friday, February 26, in KT 154 from 1:30 to 3:00 pm. Bruce Burdick will help with setup (ice), Teri Luce will assist with getting the products at Sam's Club, and Deborah Hoile will help with the punch.

**Regional Campus Visit.** Deborah Kelley asked for volunteers to help plan this event scheduled here in June. Bob Brooks, Bruce Burdick, Deborah Kelley, and Teri Luce had volunteered at a previous meeting. It was suggested that lunch be provided at the Holiday Inn. Deborah Kelley will set up a meeting with the group.

**Fundraising Committee Update.** Deborah Kelley has contacted Jay Thayer and he will speak to the group in March. Ideas were thrown around about possible fundraisers. It was suggested that the prepared fundraiser boxes of candy can be purchased at Gordon's. Teri Luce will get a quote on them for the next meeting.

**Staff Recognition Luncheon.** Deborah Hoile, Deborah Kelley, and Bruce Burdick attended the meeting with APSAC and HR representatives to begin planning the event. Teri Luce also would like to assist. Deborah Hoile volunteered to send a save-the-date postcard, the general invitation, and the program. The date of the event is April 21.

**New Employee Orientation.** Deborah Kelley asked for volunteers to man the CSSAC table for the new employee orientations that are scheduled every other month. Bruce Burdick and Diana Weber volunteered for March 24; Heather Plumb and Teri Luce for May 26; Bruce Burdick and Diana Weber for July 28; Bob Brooks and Deborah Kelley for September 22; and Heather Plumb and Teri Luce for November 30.

## **NEW BUSINESS**

**SPARC Meeting.** Deborah Kelley said the SPARC Committee asked for a few CSSAC volunteers to attend some upcoming meetings. Diana Weber volunteered for February 23 and Deborah Hoile for April 27.

**Pride Plus Award.** Nomination forms need to be sent out ASAP and the web site updated with this year's information with the date for nominations extended to March 15. A subcommittee was formed to review the nominations (Angela Brauneller, Bruce Burdick, and Heather Plumb). Deb Kelley will contact IT Services to arrange for access to the CSSAC web site.

**Membership Update.** Christine Force has resigned from her membership in CSSAC due to conflict with her schedule and workload. Deborah Kelley will look into getting someone to take over her web site duties.

**ADJOURNMENT**

The meeting was adjourned at 3:00 pm.

**NEXT MEETING**

The next meeting is scheduled for Tuesday, March 16, 2010 in KT 178 at 1:30 pm.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

**Have you earned a degree this past year?**

If so, please complete Form 13FW (Employee Information Form) found on the HR web site and e-mail Kirk Tolliver in Human Resources at [tolliver@ipfw.edu](mailto:tolliver@ipfw.edu). The university would like to recognize your achievement at the upcoming Staff Recognition Luncheon.

**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](http://www.ipfw.edu/cssac).

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

