

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

**Monthly Meeting Minutes
June 15, 2010**

MEMBERS PRESENT: Bruce Burdick, Deborah Hoile, Teri Luce, Heather Plumb, and
Diana Weber

MEMBERS ABSENT: Bob Brooks, Mariana Glover, Deborah Kelley, Tammy Lahrman, and
Thomas McCann

GUESTS: Teresa Goodwin

CALL TO ORDER Vice Chair Deborah Hoile called the meeting to order at 1:37 p.m.

MINUTES The minutes from the May 18, 2010 meeting were approved.

BRIDGE QUESTIONS

Q: Is there an update on whether or not the maintenance and janitorial staff might be contracted out like the Fort Wayne Community Schools? The last we heard was the Chancellor did not want that to happen.

A: There has been no discussion on the subject and none is expected at this time.

*- Rose Costello
Director of Human Resources*

Q: Have you heard any feedback as a result of the letter sent to Walt Branson regarding the third shift mail delivery issue?

A: Walt Branson, Jay Harris, and Rose Costello have met to discuss the issue. Jay Harris is in the process of developing an action plan to remedy the situation.

*- Rose Costello
Director of Human Resources*

COMMITTEE REPORTS

Regional Campus Visit. Teri Luce reported that the feedback received from attendees of the regional visit held here last week was positive. The visitors commented on how everyone at this campus seemed so friendly. A personal coffee pot used for the event was broken and will be either repaired or replaced.

OLD BUSINESS

Call to Membership. Teresa Goodwin passed out a sheet on the current status of the CSSAC membership. For the next term, six volunteers are needed to fill one-year, two-year, and three-year terms. Thus far, three employees have volunteered to serve. The deadline to volunteer to be a CSSAC member has been extended until June 28. Those employees interested can contact Human Resources at 481-6840 or contact any of the current members.

NEW BUSINESS

Committee Business. The members present decided to call a special meeting of all the CSSAC members to vote on the following current bylaw issues:

1. A quorum shall consist of a majority of the filled positions.
2. After an issue has been discussed either at a meeting or via conference call, members can vote in person at a meeting, via e-mail, or conference call.
3. The meeting time will be reduced to one hour with the option to extend if necessary to finish business.

Another item that will be voted on:

1. Nomination and vote for chair and vice chair

Deborah Hoile will send an e-mail to all members informing them of the special meeting planned for June 30, 2010 from 1:30-2:30 p.m. in LA 160. Bruce Burdick volunteered to review and oversee the revision of the bylaws.

Nomination of Officers for Next Term. Deborah Hoile asked for nominations for chair and vice chair for the next term. It was decided that Rose Costello will talk to Deborah Kelley about being chair again next year. Bruce Burdick and Teri Luce showed interest in being placed on the ballot for vice chair. Official nominations and voting of officers will take place at the special meeting on June 30.

Summerfest. Deborah Kelley wanted the committee to consider doing a fundraiser during Summerfest to raise money for the grant fund as suggested by Jay Thayer. The committee noted that since APSAC and CSSAC alternate hosting the event, all proceeds from any fundraising go to the hosting committee so this would not be an option for CSSAC until next year. Also, Heather Plumb thought it would be a good idea to send out a flyer sometime later this year asking for suggestions for next year's Summerfest.

CSSAC Orientation. Teresa Goodwin mentioned that Rose Costello would like to have an orientation of the new membership at the August or September meeting.

ADJOURNMENT

The meeting was adjourned at 2:30 p.m.

NEXT MEETINGS

A special meeting is being called on June 30, 2010 from 1:30-2:30 p.m. in LA 160. All members are expected to attend to vote on amending the bylaws and some other important matters. The next regular meeting is scheduled for Tuesday, July 20, 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>

