

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

**Monthly Meeting Minutes  
March 16, 2010**

**MEMBERS PRESENT:** Angela Brauneller, Bob Brooks, Bruce Burdick, Deborah Hoile, Deborah Kelley, Teri Luce, and Thomas McCann

**MEMBERS ABSENT:** Mariana Glover, Tammy Lahrman, Heather Plumb, and Diana Weber

**GUESTS PRESENT:** Teresa Goodwin and Jay Thayer

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

**GUEST SPEAKER**

**Jay Thayer.** Jay Thayer, assistant director/annual fund & class gift coordinator in Development, was asked to speak to the group about fundraising guidelines. Jay provided an overview of his department. Development is under the umbrella of University Advancement under the direction of the Chancellor. The department's mission is to "cultivate allegiance to, and generate and collect gift funds for Indiana University-Purdue University Fort Wayne (IPFW)." The booklet *Honor Roll of Donors* was passed around the table. His department is involved with receipts for taxes, thank-you notes, and making sure donations go to the designated account. Types of gifts vary from cash, checks, stocks, gifts in kind, and planned or deferred (wills) donations. Money received goes to fund endowments, scholarships, and unrestricted accounts. Donors include our alumni and community friends of the university.

Deborah Kelley went over the ideas that CSSAC has been tossing around including various sales and a voluntary salary deduction. Jay suggested the committee have some yearly long-term projects to raise funds and then do some short-term projects as supplements. He wrote down the different projects the committee mentioned, will check if they are in line with the policies and procedures of the university, and get back with the committee on his findings.

**MINUTES** (Since a quorum of members was not present, the minutes could not be approved.)

**IN MEMORY**

**Kim Aspacher.** Deborah Kelley noted the recent loss of Kim Aspacher, secretary in Music. The committee wants to make sure her name is added to the Living Memory plaque of deceased clerical and service employees on the first floor of Kettler. Teresa Goodwin and Bob Brooks volunteered to take care of ordering and hanging the nameplate.

## COMMITTEE REPORTS

**Diversity Council.** Deborah Kelley said that a replacement is needed to serve on this committee in place of Christine Force. She will send out an e-mail to all CSSAC members asking for a volunteer.

**Fundraising Committee.** Deborah Hoile is expecting the check for CSSAC's share of the profits from the February book sale. The sale did very well. The move to a pay week and to a Wednesday/Thursday has proven to be a good idea.

**Purdue Main Campus Report.** Teri Luce drove to West Lafayette for the meeting for the first time. Al Diaz spoke on the budget problems and the New Synergies Plan. A special forum will be held for clerical and service staff at the West Lafayette campus on March 30. It was noted that Diaz will be speaking here at IPFW on March 29. A discount for Purdue employees at Indiana Beach is being formalized.

**Traffic Appeals.** Deborah Hoile reported that the committee meets again on March 30.

## OLD BUSINESS

**Regional Campus Visit.** Teri Luce said she will be given the number of those attending the regional campus visit in Fort Wayne at the next West Lafayette meeting. It was suggested that we use the campus bus to give a tour of our campus; the Holiday Inn was recommended for lunch. The committee will meet soon to continue planning for this event.

**Staff Recognition Luncheon.** Deborah Kelley reported that members from CSSAC, APSAC, and HR are meeting on a regular basis to plan the Staff Recognition Luncheon scheduled for April 21, 2010. Invitations will be going out soon.

**Pride Plus Awards.** The selection committee will meet to pick the top clerical and top service nominations and will make their recommendations. Winners will be announced at the Staff Recognition Luncheon on April 21.

## NEW BUSINESS

**Web Site.** Deborah Kelley asked for a volunteer to handle the CSSAC web site. ITS is temporarily handling it for us until a replacement is named. Teri Luce said she would be able to do that in a month or so.

**Committee Quorum.** Bruce Burdick recommended that the number required to make a quorum be lowered to "50 percent plus one" so the committee can be more effective. The quorum is currently set at nine members. This matter will be brought up at the next meeting, and a vote taken to amend the current CSSAC Bylaws.

**Call to Membership.** The yearly recruitment letter to fill open CSSAC positions will be going out in April. Six seats are in need of being filled for the 2010-2011 year.

## ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

**NEXT MEETING**

The next meeting is Tuesday, April 20, 2010 in CM 160 beginning at 1:30 p.m.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

<b>CSSAC</b> <b>“THE BRIDGE”</b>
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>

