

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

**Monthly Meeting Minutes
May 18, 2010**

MEMBERS PRESENT: Bob Brooks, Bruce Burdick, Deborah Hoile, Deborah Kelley,
Tammy Lahrman, Teri Luce, Thomas McCann, and Diana Weber

MEMBERS ABSENT: Mariana Glover and Heather Plumb

GUESTS PRESENT: Teresa Goodwin

CALL TO ORDER The meeting was called to order at 1:45 p.m.

MINUTES The minutes from the April 20, 2010 meeting were approved.

MEMBERSHIP CHANGE

It was noted that Angela Brauneller has resigned from her position at IPFW and is no longer a member of CSSAC. Angela sent an e-mail to Deborah Kelley with her official resignation and thanks to the committee for their efforts; Deb will forward it on to the members. The committee offered their good wishes to her.

BRIDGE QUESTION

Issues Related to Third Shift Employees. The committee discussed recent concerns brought to our attention by our third shift custodial staff. It was noted that the issue related to the mail distribution practices and procedures during the third shift has been presented to this committee for several years with no real resolution. The committee believes that it is their responsibility to the people they represent to urge the administration to work actively to improve communication in this regard. The committee agreed to compose a formal memorandum to the administration.

COMMITTEE REPORTS

Fundraising Committee. Deborah Hoile reported that the next book sale has been moved to two days during the week of July 19, 2010.

West Lafayette Report. Teri Luce reported on the last meeting. Topics discussed included offers of early retirement, possible health screening credits, and a career assessment program scheduled for the end of June. An update was given on the regional campus visit that is scheduled at IPFW on June 8.

University Council. Deborah Kelley reported on her attendance. The new IPFW video was shown that will be used for SOAR, etc. The university is collecting information from employees on their community involvement for accreditation of a Carnegie Grant.

Grant Committee. Tom McCann reported that thus far he has received two applications for the fall semester. For information on the employee/dependent grants, visit the CSSAC web site at <http://www.ipfw.edu/cssac/>. Deborah Kelley asked two more members to be on this committee to assist Tom.

OLD BUSINESS

Staff Recognition Luncheon. Deborah Hoile reported that the majority of comments received from those who attended this event were positive.

NEW BUSINESS

CSSAC Regional Campus Visit. IPFW is hosting this event on June 8. Deborah Kelley went over the planned agenda. The day will begin with a continental breakfast, a welcome from the Chancellor, and then a showing of the new IPFW video, a tour of the campus, a speech by Greg Justice on our expansion projects, a musical presentation by Bernie Lohmuller, lunch, and a brief committee meeting. Deborah asked the members to e-mail her the times they will be able to assist with hosting. Deborah Hoile is collecting items for goodie bags to be given to the regional visitors and will make up name tags for them as well. Deborah Kelley mentioned that signs are needed to direct the visitors as they arrive.

Call to Membership. The annual Call to Membership memo was sent out to all clerical and service staff. Teresa passed around extra copies and asked members to approach their fellow employees to solicit new members. Deadline for volunteering is June 7. If anyone is interested in being a member beginning in the fall, please contact Human Resources.

Committee Quorum. The committee was unable to vote on changing the number for a quorum because a quorum was not present to vote. This will hopefully be voted upon at the next meeting.

ADJOURNMENT

The meeting was adjourned at 2:57 p.m.

NEXT MEETING

The next regular meeting will be on Tuesday, June 15, 2010 at 1:30 p.m. in KT 178.

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>