

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

**Monthly Meeting Minutes
October 19, 2010**

MEMBERS PRESENT: Bob Brooks, Bruce Burdick, Cindy Firestine, Christi Hall, Susan Kirkpatrick, Teri Luce, Debra Marquardt, Heather Plumb, and Clarence Tennis

MEMBERS ABSENT: Marianna Glover

GUESTS PRESENT: Rose Costello and Teresa Goodwin

CALL TO ORDER The meeting was unexpectedly moved to KT 101 and was called to order at 1:35 p.m. by Bruce Burdick.

GROUP PHOTO Photographer Elmer Denman took a group photo. New members were encouraged to make an appointment with Elmer for their individual photo.

APPROVAL OF MINUTES The minutes from the September meeting were approved.

BRIDGE QUESTIONS

Q: **Crosswalk Problems - no sign to warn of bump, congestion, and lighting problems at existing crosswalks (Bruce will check on these)**

Q: **Follow-Up Needed on Old Questions – Handicap Access at Riverfest and Vendors (Bruce will check on these)**

COMMITTEE REPORTS

Affirmative Action Committee. Rose Costello reported that the Affirmative Action Committee is merging with the Diversity Council. The next meeting will probably be in mid-November. Cindy Firestine, the CSSAC representative on this committee, can contact Ken Christmon for meeting details.

Calendar Committee. Teri Luce reported that this committee reviewed and accepted the calendar for 2014.

Grant Committee. Christi Hall reported that she has received one application thus far for the spring semester. She confirmed that the deadline for applications is November 30. She has been in contact with Vicki Dahl in Financial Aid who has answered some of her questions on processing information for this grant.

West Lafayette Report. Teri Luce was unable to attend the CSSAC meeting at West Lafayette this month. The meeting was held jointly with CSSAC and APSAC.

Campus Safety Committee. Bob Brooks will be contacting Stephanie Flinn regarding meeting details.

Traffic Appeals Board. A note from Deb Hoile stated that this committee will be meeting shortly to go over appeals.

University Council. Bruce Burdick reported that the meeting was postponed until this coming Thursday.

University Resource Policy Committee. Teri Luce agreed to represent CSSAC on this committee. Susan Kirkpatrick said that if needed she could be on this committee as well. Rose Costello stated that she is also on this committee and their goal is to distribute and communicate new policies to the campus community.

Summerfest Committee. Bruce Burdick said that it is CSSAC's turn to host Summerfest this year. Heather Plumb is the chair and shared some of her thoughts on the theme. Discussion followed. Bruce will get information from past events and forward them to Heather.

Enrollment Management Committee. Clarence Tennis has agreed to be on this committee. He will contact Mark Franke for details on the meetings.

OLD BUSINESS

Vacancies. Bruce Burdick asked members to make an effort to recruit new members to fill the two open spots.

New Employee Reception. Bob Brooks attended the recent New Employee Reception that was hosted by APSAC. He said attendance was fair. Rose Costello said that she would like the representatives from APSAC, CSSAC, and Human Resource to meet in November to discuss improvements for this event. Clarence Tennis and Debra Marquardt are the CSSAC representatives for this committee. Teresa Goodwin said she would send them the guidelines for their review.

NEW BUSINESS

HR Update. Rose Costello reported that the Board of Trustees approved a 1.5% merit increase in salary for faculty and staff and a one-time special merit pay for exceptional performance. It is expected that departments will decide on who gets what. A formal memo will be going out to supervisors to assist them in this decision making process. HR is waiting to hear from Jim Almond as to how this process will be implemented. The raise is expected to be in effect on December 1.

Book Sale. Bruce passed around a sign-up sheet from Deb Hoile for volunteers at the upcoming book sale scheduled for November 10 and 11. Members can also e-mail her. It was suggested that the book sale be advertised on the *Inside IPFW* events calendar. Deb Hoile will also need to know the names of grant recipients so she can notify them about volunteering.

ADJOURNMENT

The meeting was adjourned at 2:10 p.m.

NEXT MEETING

The next meeting is scheduled for Tuesday, November 16, 2010 and will be held in LA 148 beginning 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 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>