

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

**Monthly Meeting Minutes
September 21, 2010**

MEMBERS PRESENT: Bruce Burdick, Cindy Firestine, Teri Luce, Debra Marquardt,
Thomas McCann, Heather Plumb, and Clarence Tennis

MEMBERS ABSENT: Bob Brooks, Marianna Glover, Christi Hall, and Susan Kirkpatrick

GUESTS PRESENT: Rose Costello, Deborah Hoile, and Teresa Goodwin

CALL TO ORDER The meeting was called to order at 1:35 p.m. by Bruce Burdick.

MEMBERSHIP NEWS

Thomas McCann. Thomas announced that he resigned from his custodian position and will no longer be a member on the committee. The members thanked him for his service and wished him good luck with his new endeavor. He noted that the deadline dates for the dependent/employee grant fund are different on the web site and on the forms.

ORIENTATION

The meeting began with an orientation about CSSAC membership given by Chair Bruce Burdick, Vice Chair Teri Luce, Rose Costello, and Teresa Goodwin.

REMARKS FROM CHAIR

Bruce Burdick. Bruce passed out the name badges and encouraged members to wear them at events where it would be important to note that they were members of CSSAC. He also told the members that agendas will be sent out prior to each meeting. He encouraged members to write out (or e-mail to the recording secretary) their reports of university meetings that they attend.

COMMITTEE REPORTS

Blood Drive. Deborah Hoile reported on the Red Cross Blood Drive that was held on September 12. A total of 61 productive units were obtained on that day from the two buses (just a couple of pints below the goal). Clarence Tennis mentioned that the walk-in donators were delaying the people who actually had appointments. Bruce noted that this should be addressed with the Red Cross before the next blood drive.

Book Fair. Deborah Hoile reported that \$65.40 was deposited into the grant fund account from the proceeds of the book fair held in July. CSSAC receives ten percent of sales from the event. The next sale will be on November 10 and 11.

West Lafayette Report. Teri Luce reported on her attendance at the West Lafayette CSSAC meeting held September 14, and Rose Costello updated the group on the latest benefits and retirement related news:

The Retirement Incentive Program was offered to eligible employees on September 1, 2010 and is being offered for a limited time. A total of 125 packets were distributed at IPFW. Participation in the program is completely voluntary. A benefits-eligible employee of the University who satisfies both of the following criteria is eligible to apply for the retirement incentive:

1. The employee is at least sixty (60) years old; and
2. The employee has been employed by the University in a benefits-eligible position for ten (10) years.

Eligible participants who apply and are approved to retire and receive the incentive will receive a lump sum separation payment and a health reimbursement account that may be used to pay for qualified medical expenses, including retiree health care premiums. The target retirement dates are as follows:

Academic Year Faculty	Graduation Date of May 2011
Fiscal Year Faculty	June 30, 2011
Staff	January 31, 2011

More details about this program can be found at:

<http://www.purdue.edu/hr/Benefits/retirementIncentive/Welcome.html>

Medical benefits information will be delayed until November and open enrollment is expected to be available until Thanksgiving. At this point in time, it appears that Purdue will not be making any sweeping changes in the medical plans and will not be making any big changes until the following year. Premiums are still expected to rise slightly. Open enrollment will definitely be done online. A vendor has been selected to handle the online open enrollment. General sessions will be held to direct employees on how to use the system.

Employees will need to make arrangements to move their TIAA-CREF accounts and must make new choices in the new program with Fidelity. Employees who participate in Purdue's tax-deferred annuity retirement plan will be receiving a booklet regarding converting. More communication on this will be coming, and speakers will be coming to each campus to help employees.

New Employee Orientation. Teri Luce noted that volunteers are still needed to man the information table at the New Employee Orientation on September 22. Bruce Burdick and Deb Marquardt volunteered.

Logo. Heather Plumb noted that the CSSAC logo may need updated. After discussion, the committee decided to wait until next year to look into updating this.

Grant Fund. Bruce Burdick said he will be contacting Walt Branson to request his continued support for the grant fund.

Web Site. Bruce Burdick and Teri Luce noted that CSSAC needs a web site manager. The current web site needs to go through the conversion process. Clarence Tennis volunteered and Teri will assist. Bruce noted that photos of the CSSAC members are on their web site, and asked the new members to contact Elmer Denman to arrange a time to have their individual photos taken. A group photo will be taken at the next meeting.

ADJOURNMENT

The meeting was adjourned at 3:05 p.m.

NEXT MEETING

The next meeting will be on Tuesday, October 19, 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 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>