

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

**Monthly Meeting Minutes  
April 19, 2011**

**MEMBERS PRESENT:** Bob Brooks, Bruce Burdick, Christi Hall, Teri Luce, and Heather Plumb

**MEMBERS ABSENT:** Cindy Firestine, Susan Kirkpatrick, Debra Marquardt, and Clarence Tennis

**GUESTS PRESENT:** Rose Costello, Teresa Goodwin, and Tina Grady

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**CALL TO ORDER** Bruce Burdick called the meeting to order at 1:38 p.m. in RC 235.

**MINUTES** The minutes from the March meeting were approved.

**GUEST SPEAKERS**

**Blue Ribbon Healthcare Committee.** Tina Grady, benefits administrator in Human Resources, presented the power point presentation “Preview of Findings of the Blue Ribbon Healthcare Committee” and answered questions.

**New Background Check Policy.** Rose Costello, director of Human Resources, explained the recent modifications to our Background Check Policy. IPFW has been conducting background checks on staff and faculty since May 2008. Effective May 2, 1011, Purdue will issue a system-wide policy which will now require that background checks be completed on LTL’s and temporary employees as well. Details of the policy are being formulated and will be available on the Human Resources web site in the near future.

**CORRESPONDENCE**

**Bridge Question.** A bridge question on the Moving Vehicle Policy was submitted to the committee and given to Human Resources for their response. The matter was discussed and it was decided that the sender will be notified personally with the response. If anyone has any questions regarding this policy, they can contact Rose Costello or Dimples Smith in Human Resources.

**COMMITTEE REPORTS**

**West Lafayette Report.** Teri reported on the attendance at the CSSAC meeting this month in West Lafayette. A presentation was held on the Blue Ribbon Committee there as well. Teri added a few additional points. There is a helpful cost estimator on the Cigna web site at <http://www.ipfw.edu/health/employee/Cigna/myCIGNAGuide.pdf>. The PERF funding standard rate is going up, and the university may be looking at alternatives (she hopes to have more information on this at the next meeting).

**Summerfest Committee.** Heather Plumb reminded the group of the next planning meeting for this event which is Thursday, April 21, at 1:00 in LA 160. It is an important meeting and she encouraged all involved to attend.

**University Resource Policy Committee.** Teri Luce reported on her attendance at their last meeting. The committee discussed the Snow Storm Policy and ways in which our campus can be more proactive in times of adverse weather.

**SPARC.** Bruce Burdick attended this meeting. The committee discussed how IPFW is growing and their goals.

## **OLD BUSINESS**

**Staff Recognition Luncheon.** Bruce reminded the committee of the Staff Recognition Luncheon that is Wednesday, April 20, in Walb Union Ball Room beginning at noon.

**New Employee Orientation.** Teri passed out a sample of the new CSSAC tablets and pens that will be used as handouts to new employees at the New Employee Orientations during CSSAC's welcome presentation.

## **NEW BUSINESS**

**Membership.** Bruce Burdick told the committee that he will be asking for nominations for next year's chair at the May meeting. The annual Call to Membership campaign will be underway soon. The committee asked that the official notice be placed in the minutes. Teri Luce said she will send out the Call to Membership form to the third shift custodians in personally addressed envelopes. Bruce asked the group to encourage membership.

**Regional Campus Visit.** Purdue North Central will be hosting this year's regional campus meeting of all the CSSAC committees on June 14. If members are interested in attending, they should contact Teri Luce. Bruce will send out e-mails to the members not in attendance at today's meeting about the North Central visit, and he will also remind them to be prepared to nominate members for chair at the May meeting.

## **ADJOURNMENT**

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

## **NEXT MEETING**

The next regular meeting of this committee is scheduled for Tuesday, May 17, 2011 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

*Teresa Goodwin*  
Recording Secretary

**Annual Call to Membership  
for  
Representatives to the Clerical and Service Staff Advisory Committee**

Six at-large representatives are needed to fill vacancies on the twelve-member Clerical and Service Staff Advisory Committee. The terms will start on September 1, 2011.

Some committee activities during 2010-2011 were as follows:

1. Representation on numerous university-wide committees
2. Participation in West Lafayette CSSAC meetings
3. Sponsoring Red Cross Blood Drive
4. Dependent Grant Award Program including fund raising
5. Summerfest, Staff Recognition Luncheon, and New Employee Orientations

The objectives of the committee are:

1. To provide members of the clerical and service staff with a means of representative participation through suggestion and advice in the formulation or change of policies affecting conditions of employment.
2. To provide an effective means of communication between the clerical and service staff and the university administration.
3. To act in an advisory capacity and make recommendations to the Human Resources Department which has the assigned responsibility for planning and recommending policies concerning personnel and staff benefits.

Those who have an interest, including incumbents if they wish, will have their names placed on the ballot. If you would like to be a representative, please complete the bottom portion of this page and return it to Teri Luce, English and Linguistics, LA145 before June 1, 2011.

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**CSSAC Representatives:**

I would like to have my name placed on the ballot as a representative to the Clerical and Service Staff Advisory Committee for the term beginning on September 1, 2011.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_