

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

**Monthly Meeting Minutes
February 15, 2011**

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

MEMBERS ABSENT: Cindy Firestine and Susan Kirkpatrick

GUESTS: Rose Costello, Corrie Fox, and Teresa Goodwin

CALL TO ORDER The meeting was called to order at 1:34 p.m. by Bruce Burdick.

HANDOUT Teri Luce handed out an updated schedule of meetings to be added to the members' CSSAC Handbook.

MINUTES FROM LAST MEETING The minutes from the January meeting were approved.

SPECIAL GUEST

Corrie Fox. The secretary for APSAC, Corrie Fox, handed out information to the committee and spoke about a proposed Community Spirit Award. Modeled after an award presented at West Lafayette, the purpose of this award is to recognize and celebrate staff members for excellence in community service, community pride and spirit, and volunteerism on and off campus. APSAC would like CSSAC to join them in sponsoring this award. A motion was made and the committee voted to do so. CSSAC would like to take part in setting up the guidelines, etc.

BRIDGE QUESTION

Q: CSSAC recently received a question regarding the university's new policy on motor vehicle operation. This policy looks back at the number of violations one has incurred over the course of three years. This person questioned how the policy was implemented and why Purdue University considers seat belt tickets to be a moving violation when the state of Indiana considers them a non-moving violation. Another concern was why there wasn't a transitional period before fully implementing this policy.

A: While seat belt tickets do not reduce points of one's license, they are still considered a moving violation by the state of Indiana, as well as insurance companies. The reason for the implementation of this policy is to reduce the exposure to liability claims. We are composing a letter to the West Lafayette CSSAC to see if there is a way to improve this policy.

-- CSSAC Committee

COMMITTEE REPORTS

Fundraising. Teri Luce read Deborah Hoile's report. The next book sale is on February 23 and 24. A sign-up sheet was passed around for volunteers to man the event along with advertisements to display in members' areas. Teri asked if the committee would like to have a summer book sale. A vote was taken and all agreed to have one preferably during Summer 1. Teri will communicate that to the vendor.

Grants. Christi Hall reported that the due date for applications for the fall semester is June 1.

Traffic Appeals. Teri Luce read Deborah Hoile's report. At the Traffic Appeals meeting on February 14, forty-four appeals were reviewed and one was dismissed. Here is a list of the most widely misunderstood parking regulations:

- Parking meters are for visitors.
- No parking on grassy areas unless they are specifically designated by University Police (i.e., special occasions).
- Not all parking lots are "open lots" after 5. There are signs in every area. If unsure, check.
- Handicap parking is not "very short term parking."
- Premium parking is scarce on certain days at certain times. Arrival schedules need to be adjusted accordingly.
- If an issue arises necessitating temporary parking (i.e. loading/unloading) in a no-parking zone (except for handicap), notify University Police for special permission.
- Police escorts to cars are available (i.e. at night, disability)

Traffic and parking regulations are readily available in the Student Handbook, online, and in the "University Policy Parking and Emergency Information" brochure. Police Chief Davis wishes to remind everyone to please register their emergency notification contact information. This can be done electronically through myIPFW. This tool is very important in providing information for the safety of our ever growing campus community.

NEW BUSINESS

Policy Proposal on Evaluations. Rose Costello explained the purpose behind the proposal that is being formulated on evaluations. The committee working on this project wants to set up standards for an evaluation process with an appeals process included. Rose passed out copies of the proposal and asked the committee for their feedback. Also, Teri Luce will forward everyone on the CSSAC committee a more detailed proposal for their review. If anyone has questions or recommendations, let Rose know and she will bring them up at the next policy meeting.

Summerfest. Heather Plumb, chair of this committee, will be conducting planning meetings for this event once every three weeks beginning soon. Several employees have been in touch with her regarding

various ideas. Heather sent out a volunteer sheet and many areas are already set. The date of the event is being finalized and will be announced soon.

Pride Plus Awards. Recommendations for this award are due by February 24. Rose Costello mentioned it would be a good idea to mention the deadline in *Inside IPFW*.

OLD BUSINESS

Web Site. Clarence Tennis is updating the CSSAC web site. He asked for a list of Pride Plus winners after 2009 and an electronic version of the 2010 minutes. Teresa Goodwin said she would send the files to him.

Vacancies. CSSAC still has three vacancies. If anyone is interested in being a member, contact one of the current members.

New Employee Orientation. Teri Luce has been working on ordering pens and pads to give as handouts to new employees at the orientations. She passed out samples of several styles for the committee to vote upon. They selected the first one minus the words CSSAC at the bottom. Teri will proceed with ordering. The next orientation is March 23. Christi Hall volunteered to attend and present on behalf of CSSAC.

Staff Recognition Luncheon. The date of the luncheon is April 20. If anyone has received a degree in 2010, please complete an Employee Information Form (available on the IPFW web site). The names will be announced at the luncheon.

ADJOURNMENT

The meeting was adjourned at 2:48 p.m.

NEXT MEETING

The next meeting will be on Tuesday, March 15, 2011 in LA 160 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>