

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

**Monthly Meeting Minutes
January 18, 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: Teresa Goodwin, Carolyn Ladd, and Dimples Smith

CALL TO ORDER The meeting was called to order at 1:38 p.m. by Bruce Burdick.

**MINUTES FROM
DECEMBER** On December 21 the committee met for a luncheon meeting at Triangle Park. A brief meeting was conducted and discussion included:

- Approval of the November minutes
- Announcement that \$900 was awarded for the Grant Fund for the spring semester (3 dependents and 3 employees)
- End of the New Employee Receptions (money will be re-allocated to welcome new employees)
- Committee thanked Walt Branson for funding the Grant Fund

BRIDGE QUESTIONS/CORRESPONDENCE

The committee discussed their concerns over the new MVP (moving vehicle policy). Two main points of concern are the impact of past violations and whether or not seat belt violations are considered moving violations. Teri Luce reported that the CSSAC group at West Lafayette voiced some concerns as well. Carolyn Ladd and Dimples Smith from HR were present to answer questions. The committee asked for an explanation of the MVR grading grid, and Carolyn Ladd said she would contact Risk Management and report back to the committee through Rose Costello. It was agreed that CSSAC will answer the original Bridge question that was presented to them and also form a letter of concern to Risk Management at West Lafayette. Teri Luce, Bruce Burdick, and Clarence Tennis will meet to compose CSSAC's responses.

COMMITTEE REPORTS

Diversity Council. Teri Luce reported that Susan Kirkpatrick is waiting to hear on when this committee meets, and Teri suggested that she contact Ken Christmon.

Fundraising Committee. Christi Hall read Deborah Hoile's report. A check in the amount of \$280.97 was deposited into the CSSAC grant fund from the last Books and More for Less Book Fair. She also mentioned that Walt Branson defined the fundraising goals of CSSAC at the December meeting. The book fairs and maybe one more seasonal fundraising event will be sufficient. Bruce added that CSSAC will still consider any new ideas for raising money. Teri Luce mentioned that at Purdue North Central, the fundraising consists of a flower, book and a dessert sale.

Grant Fund. The deadline for applications for the fall semester is June 1, 2011.

Purdue West Lafayette Report. Teri Luce reported on the last CSSAC meeting at West Lafayette. Lewis Levin, vice president for Human Resources, was present and gave an update. Medical insurance identification cards have been sent out. Health savings account cards from last year are still good until 2013. The Blue Ribbon Committee Healthcare Survey results were returned. Fort Wayne had 497 surveys submitted. A question about the closing of AllCare due to financial trouble was discussed. All patient records have been forwarded to another dental company, dependent upon the location. The records of Fort Wayne patients have been forwarded to Silhavy Creek Family Dental in Valparaiso. More information can be found at www.allcareinfo.com.

Summerfest Committee. Heather Plumb is the chair of this committee. Teri Luce will send her some files from the O drive that will help her in planning the event.

Pride Plus Committee. Heather Plumb, Bob Brooks, and Clarence Tennis volunteered to be on this committee to review applications for the awards which will be given out at the Staff Recognition Luncheon on April 20.

CSSAC Vacancies. Bruce Burdick mentioned that there are currently three CSSAC vacancies and that the committee is always interested in recruiting new members.

NEW BUSINESS

Meeting Dates/Times. It was suggested that the meeting dates and/or times be changed so that a member could attend more of the meetings. It was decided that it was impractical to make changes, but the committee will give complete reports to members who are absent and that there are other ways for the member to participate on the committee.

Staff Recognition Planning Meeting. A meeting will be held on January 22 at 1:30 to begin planning this event. Christi Hall, Susan Kirkpatrick, Bruce Burdick, and Debra Marquardt were invited to attend on behalf of CSSAC. The luncheon is on April 20.

Degrees Earned. Clerical and service employees who have earned a degree in 2010 are honored at the Staff Recognition Luncheon on April 20. If you have earned a degree in 2010, please notify Human Resources and complete the Employee Information Form found on their web site.

ADJOURNMENT

The meeting was adjourned at 2:36 p.m.

NEXT MEETING

The next meeting will be on Tuesday, February 15, 2011 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>