

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

**Monthly Meeting Minutes
March 15, 2011**

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

MEMBERS ABSENT: Cindy Firestine, Susan Kirkpatrick, and Heather Plumb

GUEST: Teresa Goodwin

CALL TO ORDER Bruce Burdick called the meeting to order at 1:40 p.m. in LA 160.

MINUTES The minutes from the last meeting were approved.

BRIDGE QUESTION

Q: Do we have in our handbook a place where it states what position requirements are in a level five position?

A: The staff handbook does not identify position requirements, however, specific qualifications for any position are stated on job descriptions and posting notifications.

Job requirements for a level 5 clerical position vary depending on the job. For example, an account clerk position may require knowledge of accounting principles and several years experience in maintaining fiscal records, including working with spreadsheets. A secretary position may require several years office experience, knowledge of university policies and procedures, ability to coordinate several projects, proofing and editing skills, ability to functionally supervise other non-exempt staff or compile data and prepare reports.

Positions typically have both required and desired qualifications. Required qualifications are those an individual must have to perform a job. Desired qualifications are those preferred by the department but not necessary for an individual to be a viable applicant for a position.

- Carolyn Ladd
Compensation and Classification Administrator
Human Resources

COMMITTEE REPORTS

Fundraising. Deb Hoile sent a report to Bruce Burdick. The figures are not yet in from the last sale; but there was a flurry of activity at the end of the last day, so higher sales are expected.

Grants. The due date for applications for the grant for the fall semester is June 1.

West Lafayette Report. Teri Luce was on vacation and did not attend the meeting at West Lafayette.

Traffic Appeals. The members discussed who the CSSAC representative should be for this committee. Bruce Burdick will ask Jeff Davis, and Teresa will look it up in the Chancellor's and Vice Chancellors' list of committees and report back to the group.

NEW BUSINESS

Summerfest. The date for this year's Summerfest event has been set for June 29. Heather Plumb and Teri Luce are chairing this committee. Heather has scheduled planning meetings and will prepare minutes. This year's theme is "Take Me Out to the Ball Game." If anyone is interested in helping out, please contact either Heather or Teri.

OLD BUSINESS

CSSAC Vacancies. There are still three vacancies on the CSSAC committee. Bruce will follow up on a lead he mentioned at the last meeting. Teresa Goodwin noted that Human Resources will be conducting the official Call for Membership in the spring.

New Employee Orientation. Christi Hall and Teri Luce will be at the March 23 New Employee Orientation to welcome the newest group of employees. Teri noted that we received approval to purchase pens for this purpose.

Staff Recognition Luncheon. The luncheon is scheduled for April 20. Bruce Burdick, Christi Hall, Teri Luce, and Deb Marquardt have been attending planning meetings for this event. This year, 112 employees will be recognized for reaching their service milestones.

Pride Plus Awards. Nominations for the Pride Plus awards have come in and the Pride Plus Committee will be meeting to review them soon. A special meeting of the full CSSAC committee will be scheduled before the end of March to vote on the top clerical and the top service employees. Winners will be recognized at the Staff Recognition Luncheon on April 20.

ADJOURNMENT

The meeting was adjourned at 2:20 p.m.

NEXT MEETING

The next regular meeting of this committee is scheduled for Tuesday, April 19, 2011 in KT 178 beginning promptly 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>