

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

**Monthly Meeting Minutes  
May 17, 2011**

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

**MEMBERS NOT PRESENT:** Susan Kirkpatrick

**GUESTS:** Teresa Goodwin

**CALL TO ORDER** The meeting was called to order by Bruce Burdick at 1:37 p.m.

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

### **COMMITTEE REPORTS**

**Affirmative Action.** Cindy Firestine is awaiting word of the next meeting. It was noted that this committee has been merged with the Diversity Council.

**Fundraising Committee.** The next book fair is scheduled for June 6 and 7 on the Kettler Ground Floor from 9 a.m. to 4 p.m. Flyers and table tents will be sent to members to display in their areas.

**Grant Committee.** Christi Hall stated that she has notified current recipients of the June 1 deadline. Clarence Tennis was asked to change the deadline date on the CSSAC web site to June 1. Christi asked other members of the committee to assist her with the review process. Debra Marquardt, Heather Plumb, and Bruce Burdick volunteered.

**West Lafayette Report.** Teri Luce reported on her attendance at the West Lafayette CSSAC meeting last week. Here are key points from the meeting:

- Gary Carter was elected as vice chair and Minta Burns will serve as member emeritus. Ebony Kennedy-Barrett will be president next year.
- The regional campus visit will be held at North Central on June 14. Those attending should plan on arriving at 9 a.m. (Please note that North Central is on Central time and is one hour ahead of us.)
- Adedayo Adeniyi gave a presentation on the upcoming changes to standardize the staff evaluations procedures. The fundamental purpose of this policy is to motivate staff to higher levels of achievement. This policy confronts the practical realities for the evaluation process and ensures staff evaluations are informative, timely, and credible. A typical evaluation period will not extend beyond a 12-month period. A copy of the evaluation will be given to the employee and a copy will be kept in their personnel file. If the employee believes that their evaluation was conducted in a manner that is inconsistent with the policy, the employee may elect to submit clarifying remarks and have them attached to the evaluation. The policy goes into effect July/August and will effect 2012 evaluations. Training will be conducted.

Bruce Burdick asked about the comment in last month's minutes about PERF. Teri Luce said she would try to get more information on this for the next meeting.

**Summerfest.** Heather Plumb and Teri Luce are co-chairing this event. Teri is working on the T-shirt order for the staff working the event (members are to let her know if they want a shirt). Heather reported that posters and save-the-date cards have been printed and will be distributed. Volunteers are still needed to help with setup and a few other areas. Heather Plumb will be doing the innings games. Christi Hall was asked to send the details of the bake off and sale to Clarence Tennis for the on-line registration. The All-American Bake Off is going to have four areas of competition: cakes, pies, cookies, and Blue Ribbon Desserts

## **OLD BUSINESS**

**New Employee Orientation.** Heather Plumb and Christi Hall agreed to give a short presentation on CSSAC at the upcoming New Employee Orientation on May 25. The customized notepads and pencils are ready and are to be given out as handouts.

**Call to Membership Campaign.** Teri Luce is accepting applications for membership for the 2011-2012 term. Currently there are six vacancies to fill. NOTE: The deadline for applications has been extended until June 15. (See the Annual Call to Membership form attached to these minutes.)

## **NEW BUSINESS**

**Nominations for Chair and Vice Chair.** Bruce Burdick asked for nominations for chair and vice chair for the 2011-2012 term. Clarence Tennis was nominated and accepted the nomination for chair; Debra Marquardt and Heather Plumb were nominated for vice chair and both accepted their nomination. Voting will be at the next meeting.

## **ADJOURNMENT**

The meeting was adjourned at 2:28 p.m.

## **NEXT MEETING**

The next regular meeting of this committee is scheduled for Tuesday, June 21, 2011 in KT 178.

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 15, 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: \_\_\_\_\_