CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
July 17, 2012

MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Denise Guingrich, Christi Hall, Keli Kostoff, Justin Mills, Clarence Tennis, Deborah Thorpe-Rodda, and James Velez

MEMBERS ABSENT: Cindy Firestine and Heather Plumb

GUESTS: Teresa Goodwin and Teri Luce

CALL TO ORDER: Clarence Tennis called the meeting to order at 1:34 p.m.

APPROVAL OF MINUTES: The minutes from the June meeting were approved.

BRIDGE QUESTIONS

Q: Please explain the new Volunteer Policy that was recently implemented on campus. Who all is covered under this policy? How often do volunteers need to complete the forms? Do both forms need to be completed each time?

A: The interim Purdue University policy and the forms can be found on the HR web site at: http://new.ipfw.edu/offices/hr/compensation-classification/

A volunteer is defined as “an individual who performs services for and directly related to the business of the University or in support of activities of the University without promise, expectation or receipt of compensation.” This includes current employees and students in non-paying status.

Below is information on the Interim Volunteer Policy procedures/steps. Please keep in mind this is an interim policy and subject to change.

1. **Register and Agree to Terms**
   - Have the volunteer complete the following forms:
     - Volunteer Registration Form
       - The Volunteer Registration Form and Registry checks are valid for the fiscal year.
     - Volunteer Agreement
       - A Volunteer Agreement will need to be completed for each volunteer assignment.
2. Have the volunteer provide a photo I.D., examine and certify the photo I.D. was used to verify the volunteer’s identity

3. Complete and certify the completion of the background checks:
   o Performing the Sex and Violent Offender Registry Checks:
     - Checking the Dr. Sjodin National Sex Offender Public Website
       • Go to the registry website: www.nsopw.gov/Core/Portal.aspx
       • Click the option to search for sex offenders
       • Read the conditions of use and agree to them
       • Search for the individual’s name
     - Checking the Indiana Sex and Violent Offender Registry
       • Go to the registry website: www.icrimewatch.net/index.php?AgencyID=54636&disc=
       • Use the search by name
     - If a match is found, click on the name to see the detailed information, verify whether it is the same person and contact HR

4. If the Volunteer’s duties require them to drive on IPFW business, have the Volunteer contact Campus Safety to complete any necessary requirements.

5. Forward the original completed Agreement and Registration Form to Human Resources

   If you have questions, please contact Carolyn Ladd, Compensation and Classification Administrator (ladd@ipfw.edu) 16680 and/or Carol Coffee, Employment Administrator (coffeec@ipfw.edu) 16177.

   -- Teresa Goodwin
   Human Resources Assistant

Q: I would like to know why the ladies restroom across from the Kettler Info Desk must be in such miserable condition. My thinking is that visiting parents and potential students would use this restroom when visiting campus. Two of the three sinks are blocked up, and the other does not drain well. The paper towel holder is either broken, or not the correct size for the towels, since getting the towels out with wet fingers is tricky when it is stuffed full. I don’t think this is a very good reflection on the campus at all. Perhaps the plumbing needs to be addressed and a hand dryer would be nice. Thanks for listening…

A: Upon receiving complaints about the women’s toilet across from the Kettler information desk work orders have been sent out to the proper mechanics to unclog the sinks in the area. This is the second complaint in the past several weeks that we have received and responded to regarding clogged sinks. We will monitor the situation to see if the problem returns.

It is a fact that the plumbing systems in Kettler Hall are nearly 50 years old. The original piping for all of the restrooms in Kettler was buried inside masonry walls and is virtually inaccessible without tearing the wall apart. A renovation of major systems for the building has been submitted to the State for funding. But in the current economy it is not likely to be funded in this next legislative session. The State has also suspended Repair and Rehabilitation funding, therefore, it will be a while before funding is available. In the mean time we will continue to respond to requests and do what we can.
The issue with the dispenser is more a problem involving the quality of the paper towels than the towel dispenser itself. Towel thickness and quality have continually gotten "cheaper" as we try to save money on products.

Physical Plant has and is considering the installation of hand dryers and has gotten a couple of types to try out and see if they are appropriate. If a decision is made to install hand dryers and omit towel dispensers, it would most likely become a project where we would purchase them for locations all across campus.

I hope this has been helpful in answering your concerns.

-- Jay Harris, Director
Physical Plant

COMMITTEE REPORTS

Book Sale. Denise Guingrich reported CSSAC made approximately $115 at the book sale held on June 27 and 28. Denise thanked all the members who volunteered. The next sale is scheduled for November 7 and 8 (no dates were available on our pay dates). It was agreed to keep future book sales in Kettler Hall.

Fundraising Committee. Deborah Thorpe-Rodda collected information on the company that Purdue Calumet works with for their annual plant sale. Christi Hall reminded the group that Vice Chancellor Walt Branson is willing to assist the committee with their fundraising goals by providing funds for marketing and promotional items. The committee agreed with a plan to have the sale in April or May of 2013.

Blood Drive. Bobbi Barnes reported that thus far 15 people have volunteered to donate blood at the Blood Drive scheduled during Summerfest on July 26. Deborah Thorpe-Rodda passed out promotional signs and encouraged members to pass the word around in their departments of the urgent need for blood right now. Teri Luce has received approval from Walt Branson to provide lunch for the volunteers who work the event. Once Teri is given the total count, she will order the lunches. James Velez suggested employees be reminded of the blood drive at the Summerfest registration table, and Bobbi noted that there will probably be some openings in the afternoon for drop-ins.

West Lafayette Report. Clarence Tennis attended this month’s meeting at Purdue West Lafayette. Luis Lewin updated the group on the latest healthcare benefits news (information coming out soon). A demo on the master plan at West Lafayette was given. Clarence asked Denise Guingrich to check with her department to see if someone could give CSSAC a similar master plan for IPFW. Denise said she will check into the matter and get back to the committee.

OLD BUSINESS

Summerfest Date for Next Year. CSSAC will be hosting Summerfest in 2013. The need to set the date early was discussed. James Velez offered to check availability for this event and get back with the committee. Dates preferred will be in late June or early July on a Tuesday or Wednesday.

Personal Holiday. Several members mentioned that they received positive feedback from the note in last month’s minutes about obtaining another personal holiday for clerical/service staff. Teresa Goodwin suggested they discuss the matter with Rose Costello at an upcoming meeting.
NEW BUSINESS

Debra Marquardt. Debra has left the university because of a career opportunity. All agreed that she was an excellent vice chair and will be greatly missed. Her term on the committee will need to be filled as well as her role as vice chair.

Vice Chair Nomination. Clarence Tennis nominated Deborah Thorpe-Rodda as vice chair for the upcoming term beginning September 1. No other nominations were given. The committee voted and all were in favor. Deborah will be the next vice chair.

New Members. Clarence Tennis passed out a report from the Qualtrics survey for the election of new members for the upcoming term. Due to Deb Marquardt’s departure, the committee will need five new members. The nominees receiving the highest votes were James Velez, Deborah Thorpe-Rodda, Sarah Didier, Sarah Manley, and Kendra Morris. Clarence will contact all the nominees and inform them of the results. Teresa Goodwin will prepare the official memo from Vice Chancellor Branson and send out to all involved.

Other information provided in the Qualtrics survey was discussed, mainly the percentages of those who voted and a few of the comments that were listed.

CSSAC Potluck. The annual potluck to welcome the new members and to say goodbye and give thanks to the outgoing members will be held at the August meeting. Vice Chancellor Branson will also be invited. Clarence will make arrangements and send emails out to all involved with the details.

September Orientation. The committee agreed to have the new member orientation at the September meeting. Teresa Goodwin will prepare information binders and a power point presentation like last year.

ADJOURNMENT

The meeting was adjourned at 2:25 p.m.

NEXT MEETING

The next regular meeting of this committee will be held on Tuesday, August 21, 2012 with a potluck. Emails will be sent out to all involved with the details.

Respectfully submitted,

Teresa Goodwin
Recording Secretary
CSSAC
“THE BRIDGE”

Question/Suggestion:
Per the discussion in this newsletter about hand dryers vs. paper towels, I would much prefer to stay with paper towels, which serve not only to dry hands, but also to wipe up spills, etc. If there are no towels in the restroom, and someone spills a bit of their drink in the hallway, there will be no way to quickly wipe it up so no one falls. Every drip is does not require a custodian to attend to it!

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Clarence Tennis (SB 220A). An electronic version of this form is available on the CSSAC web site at: http://new.ipfw.edu/committees/cssac/

West Lafayette WEB CSSAC home page address: http://www.purdue.edu/hr/cssac/Welcome.html