CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
February 19, 2013

MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Sarah Didier, J. J. Garcia, Denise Guingrich, Christi Hall, Kendra Morris, Clarence Tennis, Deborah Thorpe, and James Velez

MEMBERS ABSENT: Sarah Manley and Justin Mills

GUESTS: Teresa Goodwin and Teri Luce

CALL TO ORDER: The meeting was called to order by Deborah Thorpe at 1:30 p.m.

APPROVAL OF MINUTES: The minutes from the January 15, 2013 meeting were approved.

COMMITTEE REPORTS

Book Fair. Denise Guingrich reported the Book Fair is currently being held on the ground level of Kettler Hall. Deborah Thorpe volunteered to fill any volunteer openings if needed.

Communication. Clarence Tennis has set up CSSAC in VIBE and encouraged the members to review the site.

Fundraising. Deborah Thorpe asked for help on this committee – someone to help her brainstorm ideas. The Flower Bulb online sale is coming up in the summer.

Welcome Wagon. Christi Hall asked for suggestions on what to do with the CSSAC pads and pens since CSSAC no longer has a part in the New Employee Orientations. There are roughly 200 pens and 50 pads remaining. Bobbi Barnes suggested we give the pens out at Summerfest. James Velez suggested we send the pads out with the welcome cards in the campus mail.

Pride Plus. Bobbi Barnes stated that the deadline for nominations has been extended until March 15.

West Lafayette Report. Deborah Thorpe attended her first meeting at West Lafayette with Teri Luce last week. She was impressed with their award that is similar to our Pride Plus Award. On July 13, the committee is sponsoring a trip to Chicago and they are opening it up to IPFW as well ($10 person). A discount is also available at the Indianapolis Zoo (someone from West Lafayette will be sending us a link with the details). President Daniels made a recent comment that was very complimentary to the clerical/service staff. It was noted that administrator positions campus wide are up by 19 percent. And in the last 10 years, clerical/service employees have gone down by 10 percent (per Data Digest).
**Staff Recognition Luncheon.** Christi Hall and Teresa Goodwin reported on the planning for this event. Rose Costello is consulting with the Chancellor on her views for this type of event. Christi and Teresa were asked to send an email to the members if any changes are made.

**Summerfest.** James Velez and Teri Luce are co-chairing this event and they met on February 18. The budget was approved by the Chancellor’s office ($6,600). James has also scheduled Summerfest for 2014 and 2015 as rooms fill up quickly. The theme for this year’s event is “Super Hero.” Most of the volunteer areas are filled, except help is still needed with meals and decorations. Teri Luce scheduled the next planning meeting for February 28 at 10:00 a.m. in LA160. The date of Summerfest is July 17. James will resend the volunteer list (from Qualtrics survey) to members to remind them of the areas in which they volunteered to work. James also would like to see APSAC involvement. He asked if CSSAC would be interested in having a Book Sale during Summerfest (there is room in the Fireside Lounge). Discussion was held and it was mentioned that people usually do not bring a lot of money with them to Summerfest and there may be a manning problem.

**OLD BUSINESS**

**Area Representation List.** Bobbi Barnes is working on revising the area representation list. She asked members to look it over and let her know if they see any corrections that need made. She asked Teresa Goodwin to send her an electronic file of the current list.

**NEW BUSINESS**

**Equity Advisory Panel.** Julie Dominguez asked Deborah Thorpe for two CSSAC members to be part of an Equity Advisory Panel to review possible cases of discrimination, etc. If interested, please send Deborah an email. She also has more information if needed.

**University Resource Policy Committee.** Christi Hall attended the recent meeting. No news to report to the campus community at this time.

**University Council.** Deborah Thorpe attended this meeting. Campus-wide cuts were discussed.

**Strategic Planning.** Carl Drummond is the co-chair of this new initiative with the task of creating a new strategic plan for the university. He wants to include as many people as possible and is looking for volunteers. If you would like to be involved, or know of someone else who may be interested, please notify Deborah Thorpe. The person does not have to work at IPFW. Deborah mentioned she would like to ask Carl to speak at the next meeting.

**Fire Alarms.** Deborah Thorpe asked if anyone knew what was going on with the recent fire alarms in Kettler Hall. Bob Brooks stated that a new switch has been installed and he does not expect false alarms to happen again relating to this problem. Christi Hall asked Bob when will we know when we are cleared to come back in our buildings after a fire alarm. Bob says they use walkie-talkies to communicate and try to catch all the people at all the doors.

**Regional Meeting.** Last week at the CSSAC meeting at West Lafayette, Deborah Thorpe was reminded that it is IPFW’s turn to host the annual regional meeting held in June. This was a surprise to the group as they thought it was West Lafayette’s turn. Deborah will re-check with her contact person at West Lafayette. Ideas for this event were discussed. Deborah asked Teri Luce if she could start working on planning this event. She asked Teri and Teresa Goodwin to check with Walt Branson about funding.
ADJOURNMENT

The meeting was adjourned at 2:37 p.m.

NEXT MEETING

The next meeting of this committee is scheduled for Tuesday, March 19, 2013 in KT 178 beginning at 1:30 p.m. Members will be notified if the location is changed.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Deborah Thorpe at KT 145 or to Justin Mills at KTG57. 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