MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Denise Guingrich, Christi Hall, Keli Kostoff, Debra Marquardt, Justin Mills, Heather Plumb, and Clarence Tennis

MEMBERS ABSENT: Cindy Firestine, Deborah Thorpe-Rodda, and James Velez

GUESTS: Teresa Goodwin and Teri Luce

CALL TO ORDER: Clarence Tennis called the meeting to order at 1:37 p.m.

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

COMMITTEE REPORTS

Book Sale Committee. Denise Guingrich reported on the progress of planning the upcoming book sale scheduled for June 27 and 28. Heather Plumb helped Denise in printing up posters for the event which were given to all members for display in their areas. There is only one slot remaining on the book sale list for coverage. James Velez and Bobbi Barnes are going to cover the sale since Denise will not be on campus during that time. Denise asked for any suggestions on selecting dates for the fall book sale. Bob Brooks suggested the sale dates fall on or close to pay dates. Denise noted that she looked over the list of available dates and unfortunately no pay dates were an option. She will go ahead and determine the best dates and will report back to the committee at the next meeting.

Blood Drive. Bobbi Barnes has been working on the details of the next blood drive. She was able to schedule it during Summerfest on July 26. Thus far, 16 people have registered (15 is the minimum). Registration for Summerfest is set to begin on June 20 and details about the drive will be on the web site. The drive will run from 10:00 – 4:00. If anyone is interested in volunteering, please contact Bobbi or Ashley Calderon. The event is scheduled in WU 224 and 226; however, Bob Brooks said he is having his golf game in that location. Bobbi will check on that.

Grants and Fundraising. Clarence Tennis and Christi Hall met with Vice Chancellor for Financial Affairs Walt Branson regarding fundraising. Walt is open and approves of new fundraising ideas to bring in money for the grant fund as long as there are no start-up fees involved. He offered his support in marketing their fundraising projects to aid in increasing sales. CSSAC would like to have a banner to display at various functions and events across campus.

Christi Hall brought up for discussion the matter of a student who was awarded money from the dependent grant fund whose parent is no longer employed at the university. Vickie Dahl in Financial Aid
said that considering the spirit in which the grant is given, she feels that the student should be able to still receive the funds but that it was up to CSSAC. The committee discussed the matter and it was agreed that the student should still receive the grant.

**Regional Calumet Trip.** Bobbi Barnes, Christi Hall, Teresa Goodwin, Keli Kostoff, Teri Luce, and Clarence Tennis attended the regional meeting hosted by Purdue Calumet. The day started with a welcome by Chancellor Thomas Keon. The Athletic department shared their excitement about adding more athletic teams; and Judy Williamson, the Director of the Napolean Hill World Learning Center spoke on what they do. The group viewed a 3D demo of their new visualization lab, a laser light show at their planetarium, and went on a tour of their hospitality program which included a restaurant and bar. After lunch, a short meeting was held. Topics of discussion included fundraising projects and employee trips.

**BRIDGE QUESTION**

**Q:** In the past Summerfest was in late spring to celebrate the coming summer. This year it has been moved back so far that many administrators are now “grumbling” about even letting their staff attend. Why was the date moved to such a late date? Have we ever considered doing it during spring break?

**A:** This year’s Summerfest date had to be moved from its original scheduled time to July 26 due to scheduling conflicts. The need to reserve rooms earlier for Summerfest was suggested. The dates for prior Summerfests have been:

- 2011 – June 29
- 2010 – July 14
- 2009 – July 15
- 2008 – July 16
- 2007 – June 21

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**Old Business**

**Election of New Chair and Vice Chair.** At the May meeting, one nomination for chair and one nomination for vice chair were made for the new term beginning September 1. The members voted and Keli Kostoff was voted in as chair and Debra Marquardt was voted in as vice chair.

**Summerfest News.** Teri Luce is in charge of the food at Summerfest and asked for volunteers. Clarence Tennis noted that since CSSAC will be in charge of Summerfest next year, he will go ahead and schedule a date for the event now with a target date of the last week of June.

**New Business**

**Annual Call to Membership Campaign.** Members of the clerical and service staff have been sent a Qualtrics survey and have been asked to select four out of seven candidates who have volunteered to serve on CSSAC. Voting will be open for two weeks (until June 30), and Clarence Tennis and Deb Marquardt have access to the Qualtrics survey and will report back to the committee at the July meeting with the results. Terms will begin September 1 for the new members.
**Personal Day.** Bob Brooks suggested that CSSAC attempt to gain another paid personal day for the clerical and service staff. Discussion followed. CSSAC will make note of the suggestion and the matter will be open to discussion at future meetings.

**ADJOURNMENT**

The meeting was adjourned at 2:14 p.m.

**NEXT MEETING**

The next regular meeting of this committee will be held on Tuesday, July 17, 2012 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

*Teresa Goodwin*
Recording Secretary

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**CSSAC**

**“THE BRIDGE”**

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Send BRIDGE questions to Clarence Tennis (SB 220A) or Deb Marquardt (NF 388). An electronic version of this form is available on the CSSAC web site at: [http://new.ipfw.edu/committees/cssac/](http://new.ipfw.edu/committees/cssac/)

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