MEMBERS PRESENT: Patty Bodinka, Bob Brooks, Bruce Burdick, Sarah Didier, J. J. Garcia (partial), Christi Hall, Brian Johnson, Teri Luce, Deborah Thorpe, Marcus Tulley, and Jacqueline Warfield

MEMBERS ABSENT: Liane Ambrose

GUESTS: Teresa Goodwin and Kirk Tolliver

CALL TO ORDER: The meeting was called to order at 1:30 p.m. by Deborah Thorpe in LB 275.

APPROVAL OF MINUTES: The November 2014 minutes were approved with the following addendum:

Dr. Downs met with the committee to begin discussing ways to institutionalize USAP.

GUEST

Kirk Tolliver, the Interim Director of Human Resources, was officially introduced and welcomed to the committee by Deborah Thorpe. He told members to contact him if they have any concerns. He will be taking the role vacated by Rose Costello until a new director is hired.

COMMITTEE REPORTS

Treasurer’s Report. Patty Bodinka reported the following balances as of December 31, 2014:

CSSAC General Fund: $1,293.92
Dependent Grant Fund: $11,567.22

She noted that on December 8, the amount of $1,500 was deposited into the grant account from university support. Deborah Thorpe asked the group if they wanted to receive an electronic copy of Patty’s treasurer report each month. The members indicated that they would.

Did you receive a degree in 2014?
If so, please email Teresa Goodwin at goodwint@ipfw.edu so we can recognize your achievement at the Staff Recognition Luncheon on April 22, 2015.
**Fundraising Committee.** Patty Bodinka reported that she spoke with the book sale vendor about possible dates for the next book sale. March 4 and 5 were proposed (mid-week before spring break). The committee approved the dates. Patty was referred to Quincy Davidson from Wendy Kobler about fundraising dos and don’ts and possible sponsors. She will let the committee know when she hears back.

**Grant Committee.** Christi Hall reported the deadline is March 10, 2015 at midnight to apply for the CSSAC Employee and Dependent Grants. We intend to stay with the March 10 deadline at midnight each year, with the application being available each year on November 1. Students/employees must be admitted to IPFW to find the 2015-16 IPFW Common Scholarship Application link through myIPFW on the enrollment tab. Christi was asked to describe how the process works. Vickie Dahl sends Christi a list of those who applied for the CSSAC grant through the IPFW Common Scholarship Application. Christi then verifies eligibility based on the criteria. An essay and list of references is no longer required for this process. Teri Luce stated she would send out an email via the listserv to remind clerical and service staff of the application deadline.

**Welcome Wagon.** Christi Hall reported that she continues to send out a welcome card and pen to new clerical and service employees. She sees no need to re-order the pads.

**Pride Plus Committee.** Deborah Thorpe asked for members to serve on the Pride Plus Committee. Bob Brooks and Marc Tulley volunteered.

**Purdue West Lafayette Report.** Bruce Burdick was unable to attend the January meeting at West Lafayette. He did give the following report on their December meeting. Fort Wayne is not hosting the regional meeting this year. There was a speaker on autistic children and how our insurance doesn’t cover many of the health expenses. A vote was taken to recommend coverage. Regarding a previous question he was asked to bring up at West Lafayette, Bruce reported that a certain percentage of the soda machine sales goes to fund the grants at West Lafayette. (It was mentioned that Cyndy Elick would be a good contact person at IPFW to see if this is possible here. Christi Hall said she would check.)

**Calendar Committee.** Deborah Thorpe asked the group if a backup is needed for Lianne Ambrose on this committee. Teri Luce thought that the committee only meets in the fall. Deborah said she would keep an eye on it.

**Traffic Appeals.** Teri Luce reported that at the recent meeting of this committee, six appeals were reviewed and all were upheld.

**Diversity Council.** Deborah Thorpe encouraged Brian Johnson to contact Kenneth Christmon about when this committee meets.

**Campus Food.** J. J. Garcia reported that the committee visited a few vendor sites on January 9 and there will be another visit at the end of the month. Soon after that the committee will be making a recommendation. It was noted that YoYo’s has closed.

**University Safety.** Marc Tulley reported on the December meeting. He provided a list of where the ten A.E.D.’s are located across campus:

1. The Center for Healthy Living (Walb 234)
2. Dental Clinic (Neff Hall Room 170)
3. IU Medical Building (hallway outside Room 124)
4. Police Department (Support Services Building)
5. Gates Sport Center (Judy Tillapaugh)
6. Gates Sports Center (north track 2nd floor)
7. Gym (west wall)
8. Weight Room
9. Field House
10. Gates (outside room 127)
Richard Igney is looking for donations to purchase more units. It was noted that it would be nice to have training on the use of the units (possibly from Ann Obergfell). Discussion was held on how it would be beneficial to have supervisors and/or other employees trained in CPR. Brian Johnson noted that certification classes are scheduled for January 26, February 23, March 16, and April 13 and are sponsored by the IPFW Center For Health Living. To register, call Carrie or Adrienne at 481-6746 or email rominesc@ipfw.edu. Teri Luce said she would send an email out via the listserv.

NEW BUSINESS

Staff Recognition Luncheon. Teresa Goodwin reported the luncheon will be held on April 22 in the International Ballroom from 11:30-1:00. Ninety-one employees will be honored for their service milestones. The first planning meeting for the event is on Thursday, January 22, in the HR Training Room. Deborah Thorpe asked for volunteers to assist. Patty Bodinka, Jacqueline Warfield, Christi Hall, and Teri Luce volunteered.

Summerfest Committee. Liane Ambrose will be on leave until April 7, and Deborah Thorpe noted that Brian Johnson may need help in planning this year’s Summerfest. Teri Luce said she will help, and Brian was encouraged to let the committee know what kind of help he will need.

Thank You Letters. Deborah Thorpe hand delivered the thank you letters to Chancellor Carwein and Vice Chancellor Wesse for the wage increase for clerical and service employees. She mailed the letter to Rose Costello. She also asked if any members would like a copy of the letter.

Meetings. Discussion was held on whether or not the committee should have the annual holiday luncheon in December off campus since it appears there is business that needs tended to that is delayed into January. Marc Tulley suggested the members pay for a sampling from a new caterer and still have a meeting. Members stated it was a busy month for many and it was suggested to move the December meeting to an earlier date in the month. It will be an item to include in the updated bylaws. Another item discussed for possible revision in the bylaws is meeting attendance. Deborah gave Brian Johnson a copy of the West Lafayette and Calumet bylaws. Deborah asked for someone to assist Brian with the revisions. Marc Tulley volunteered and Deborah said she will help if needed.

USAP. Deborah Thorpe noted that CSSAC will be putting together a list of volunteers for USAP at the March meeting.

Classes During Work Day. Sarah Didier asked a question if clerical and service employees were allowed to take classes during their regularly scheduled work hours. Kirk Tolliver said that there is no policy on that and it is the supervisor’s decision based on the needs of the department.

Lateral Transfers. Brian Johnson asked about the salary for lateral transfers. Kirk Tolliver states the policy is that no increase in pay can be given when a clerical/service employee transfers to another position of the same classification level.

Written Reports. Deborah Thorpe asked members to provide written reports from their committees for the minutes.

ADJOURNMENT

The meeting was adjourned at 2:43 p.m. by Deborah Thorpe.

NEXT MEETING

The next meeting of this committee will be held on Tuesday, February 17, 2015 in Helmke Library Room 275.
Respectfully submitted,

*Teresa Goodwin, Recording Secretary*

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Send BRIDGE questions to Deborah Thorpe at KT 145 or Bruce Burdick at VA IU04. An electronic version of this form is available on the CSSAC web site at:

[http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html](http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html)

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