CALL TO ORDER
Clarence Tennis called the meeting to order at 1:35 p.m.

GUEST SPEAKER

Food Service Exploratory Committee. Cyndy Elick spoke to the group about having a CSSAC representative on this committee. It is time once again to take a look at contracts from food vendors for the campus. Members of this committee will look over the request for proposals. There will be a one to two-day period when the vendors will have the opportunity to come on campus for a tour and to ask questions. Field trips may be possible to area businesses. Then the committee will review the proposals that were submitted and make a recommendation to Walt Branson. Deborah Thorpe-Rodda volunteered.

It was noted how people liked the cafeteria when it was here; however, that is probably not a possibility for the future as a surcharge would need to be charged to staff, faculty, and students. It was also noted that the North Central campus has a great cafeteria.

BRIDGE QUESTION

Q: Has the university ever considered allowing employees to donate their excess vacation vs. “lose” it at the end of the year?

A: After bringing this issue to the West Lafayette CSSAC and Luis Lewis, Purdue Vice President for Human Resources, it was considered that the administrative requirements to implement such a program would be prohibitive and would not be entertained for the foreseeable future.

-- Clarence Tennis
CSSAC Chair

COMMITTEE REPORTS

Book Fair. Denise Guingrich is planning the spring and summer semester book sales. She had two points for the committee to consider:
1) the suggestion to have the summer book sale during SOAR time
2) the idea of moving the location of the sale to Walb Union

Discussion followed. It was agreed to have the sale during SOAR time. James Velez who works in Walb Union as an events coordinator stated that the stairwell area is busy with people traffic and might draw a lot of customers.

The committee approved the dates of February 22 and 23 for the spring semester and June 27 and 28 for the summer semester. Also approved was moving the sale to Walb Union as a trial to see how it works. James Velez will look into this possibility and will get back with Denise.

**Staff Recognition Luncheon Committee.** Keli Funk reported that the committee went on a tour of the new International Ball Room last Friday. Since there are additional fees associated with this location, the committee is seeking approval from the Chancellor’s office. The members decided on their various committee assignments. The committee will meet again on January 26. The event is scheduled for April 25. James Velez stated that he would show the new ball room facility to anyone who is interested.

Keli asked for ideas for the theme and centerpieces.

**Communication.** Clarence Tennis reported that the new web site is up with just a few touchups needed. Soon the “new” will be removed from the web address.

**Fundraising Committee.** Deborah Thorpe-Rodda is the chair of the fundraising committee and asked members for their thoughts. She is interested in making money for the grant fund and in promoting the CSSAC name. Christi Hall recalled that fundraising should not be our main focus. Teresa Goodwin added that the book sale is the committee’s main fundraiser and it would be acceptable to have one or two smaller ones. Deborah asked if any funds were available for some start-up fundraisers that require money upfront. The committee discussed the matter and decided that online sales would work best. James Velez mentioned paperweights. Teri Luce mentioned that North Central had a good idea, and she would get the name of the person there to contact.

**Grant Committee.** Christi Hall reported that $1000 was awarded to four employees and three dependents for the spring semester from the grant fund.

**Welcome Wagon Committee.** Christi Hall asked for volunteers to welcome the newest group of employees at the New Employee Orientation scheduled for January 25. If anyone is interested, please let her know.

**Pride Plus Committee.** James Velez and Heather Plumb have been working on updating the nomination form. They passed out the latest version, and it was approved with the addition of a line in red about the required additional information. It was determined that the nomination forms will be sent out first via hard copy in the campus mail, then followed with an e-mail to the CSSAC listserv. Bobbi Barnes is also on this committee to assist in reviewing the nominations.

**Blood Drive.** Bobbi Barnes has been in contact with our new Red Cross representative. We have been asked to form a new partnership with our student government for the spring event and to make it a two-day event with one trailer rather than a one-day event with two trailers. The committee agreed it was a good partnership. Bobbi will attend the meeting in February to work out the details. The projected dates for the event are April 18 and 19.

**Calendar Committee.** Clarence Tennis reported on his attendance at the last meeting. New discussion is being held because of new developments. Approval of the calendar needs to be given this month. He will let us know the status at the next meeting. Bobbi Barnes still has some concerns about the fall break and Thanksgiving holiday and the need to make the schedule more convenient for the students. Clarence said he would bring it up at the next Calendar meeting.

**Diversity Council.** James Velez reported that this group has developed a Campus Climate Survey that will be directed to students and staff/faculty. It will go out at the end of February. Portable terminals will be set up across
campus and at Student Housing. March 22 is the date selected for the Diversity Showcase and will be set up similar to last year’s event. More information will be forthcoming.

**Strategic Planning and Resource Policy Committee.** Clarence Tennis attended the recent meeting. The main topic at the meeting was the affirmative action report. A “snapshot” is taken every year on September 30 to see how IPFW stacks up compared to the population in our community. The faculty is compared on a national basis and the staff is compared on a regional basis. As long as we are progressing towards our affirmative action goals we are meeting our goal.

**West Lafayette Report.** Clarence Tennis attended the CSSAC meeting at West Lafayette last week. Topics discussed included a long-term care insurance policy (to also include close family members and dependents), the different tiers for lab work, the increase in parking fees at West Lafayette, and the Fidelity managed retirement accounts.

**NEW BUSINESS**

**CSSAC Listserv.** Bobbi Barnes has been working with IT Services to set up the CSSAC listserv. Several pieces of communication have been sent via this method during the last month. It was suggested and approved by the committee to distribute the minutes through the CSSAC listserv beginning with the February minutes. Paper copies will still be distributed to the Physical Plant employees; anyone else who wishes to receive a paper copy will be asked to notify Bobbi Barnes.

**The Big Event.** James Velez is on The Big Event committee and is promoting this special day of service planned for March 24. A kick-off party with a band will be held the day before. The mastodon mascot will be visiting departments to advertise the event and recruit volunteers. Many other colleges and universities across the country are involved in this project as well. Everyone is encouraged to participate. Registration is now open. To sign up participants can go to: [www.ipfw.edu/bigevent](http://www.ipfw.edu/bigevent)

**ADJOURNMENT**

The meeting was adjourned at 2:45 p.m.

**NEXT MEETING**

The next regular meeting is scheduled for Tuesday, February 21, 2012 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

*Teresa Goodwin*

Recording Secretary

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**Have you earned a degree this past year?**

If so, please complete Form 13FW (Employee Information Form) found on the HR web site and e-mail either Teresa Goodwin at *goodwint@ipfw.edu* or Kirk Tolliver at *tolliver@ipfw.edu*. The university would like to recognize your achievement at the upcoming Staff Recognition Luncheon scheduled for Wednesday, April 25, 2012.
CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

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/](http://www.purdue.edu/hr/cssac/)