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

MEMBERS ABSENT:  Bob Brooks and Sarah Manley

GUESTS:  Carl Drummond, Teresa Goodwin and Teri Luce

CALL TO ORDER:  The meeting was called to order by Deborah Thorpe at 1:33 p.m.

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

COMMITTEE NEWS

Deborah Thorpe announced James Velez has accepted a new position as Activities Coordinator for Student Life effective March 25. Since his new position is an operations/technical classification, he will be stepping down from his CSSAC membership. He has agreed to continue co-chairing Summerfest with Teri Luce. Teri has volunteered, pending approval from her supervisor, to fill James’ spot until September so the committee will not lose a voting member. The members congratulated James and wished him well in his new position.

GUEST SPEAKER

Carl Drummond. Dr. Drummond spoke on the vital role of the clerical and service staff in participating in development of the new IPFW Strategic Plan. He explained the makeup of the initiative which includes a leadership team, forums, and work groups. The Chancellor asks that external stakeholders be included in this initiative and that the process be open and inclusive. The timeline is tight with a January 1, 2014 implementation date. Dr. Drummond encouraged members to speak with their supervisors about attending the forums and work groups. Also, employees can express their ideas on VIBE, or even email Dr. Drummond directly with their thoughts and ideas. He cited the fact that many of the clerical employees are” student centric” and work directly with the students at a level where they can relate to them in a unique way. Dr. Drummond answered questions from the members. Deborah Thorpe asked that he come back to speak to the committee as the initiative moves along.
BRIDGE QUESTIONS

Q: Can you please provide in the CSSAC minutes the cleaning schedules for the buildings who are switching over to a rotating schedule?

A: Although LA is slated to be cleaned on a rotating basis, at present, they are cleaning the building every night. Building Services has not added this building to the rotating schedule as of yet. The buildings that have areas that are cleaned on a rotating basis are: Williams Theatre, Visual Arts, Kettler Hall, Gates Center, and the Engineering Technology Building

- Denise Guingrich
  Operations & Maintenance

Q: CSSAC wanted to elaborate on a question that was brought up at the February meeting about when to return to an evacuated building. Here is additional information provided by Physical Plant Administration:

A: The University Police website has helpful information regarding emergency situations. On the site, there is an “Emergency Information” tab that is broken down into safety alert, assembly evacuation, emergency handbook and emergency phones. The different alarm sounds are addressed, and instructions stating people should “move clear of a building once you have evacuated it, allowing others to exit freely.” Item “G” states “DO NOT return to an evacuated building until advised to do so by emergency personnel.” Here is the link for the emergency information: http://new.ipfw.edu/offices/police/emergency/handbook.html

- Denise Guingrich
  Operations & Maintenance

COMMITTEE REPORTS

Book Sale. Denise Guingrich reported that CSSAC made $296.53 from the proceeds of the recent book sale. The book sale vendor asked if IPFW would be interested in having a sale on June 25 and 26. Discussion was held and it was agreed to pass since the Flower Bulb Sale will be around that time and there may be problems with manning the site in the summer. The next scheduled book sale will be in the fall. It was mentioned that it would be nice to see a breakdown of who purchases items from the book sales (students, staff, faculty, etc.), and James Velez suggested that we ask buyers to identify their status at checkout. Further discussion will be held on this topic before the fall sale.

Communication. Clarence Tennis and Bobbi Barnes continue to update and add new items to the CSSAC section in VIBE.

Fundraising. Denise Guingrich has volunteered to assist Deborah Thorpe with the Flower Bulb Online Sale this summer.

Grants. Christi Hall reported she is wrapping up the grant applications with Vickie Dahl in Financial Aid. Thus far, she has received five student and two employee grant applications.

Welcome Wagon. Christi Hall reported she has been sending out the CSSAC tablets to the new clerical/service employees with their welcome card. She receives a new hire report from HR with names of new clerical/service employees on a regular basis.
**Pride Plus Awards.** Bobbi Barnes and James Velez reported that they have only received two or three grant applications thus far. It was suggested that the deadline be extended and hard copies be mailed out across campus to all classifications. Bobbi also said she will include another article in *Inside IPFW.*

**West Lafayette Report.** Deborah Thorpe reported on her attendance at the West Lafayette meeting last week. President Daniels’ way of dealing with staff and faculty include health & wellness and professional development with consistency and equity in mind. IPFW and the other regional campuses will be on their own in many areas. She noted that there is no freeze on raises at West Lafayette, unlike at IPFW. President Daniels is coming to the next meeting. If anyone would like to submit questions for him to answer, please email them to Deborah and she will forward them on to the committee. Justin Mills has been given permission to attend the next meeting at West Lafayette with Deborah.

**Staff Recognition Luncheon.** Christi Hall went over the results of the recent Qualtrics survey on our staff service recognition. Clarence Tennis presented a graph that he put together using key words divided by clerical/service and administrative participants. Christi was asked by the Staff Recognition Planning Committee to seek CSSAC’s opinion on the survey and on the possibility of combining the event with Summerfest this year. Discussion was held. Several members will be attending the March 21 planning meeting and will present the committee’s thoughts at that time. Clarence also said he will activate a conversation on VIBE and welcomed members to express their ideas there.

**Red Cross Blood Drive.** Sarah Didier has been in contact with the Red Cross about planning the CSSAC sponsored drive. The last drive held at IPFW was in the Walb basement and it just did okay – not an ideal space. Where to park the bloodmobile (if available) was discussed. It does best next to Walb Union by the Mastodon or near the Science Building in the mall area.

**June Regional Meeting.** Deborah Thorpe reported that the budget for the event has been approved and CSSAC is clear to proceed with their plans. Deborah will send a thank-you note to Walter Branson for allocating the funds and will invite him to the event. The committee is still working on putting together the agenda for the day.

**NEW BUSINESS**

**Lunch N Learn.** Follett’s Bookstore and CELT are hosting an informational luncheon on March 27 from 11:30 a.m. to 1:00 p.m. on learning how to enter data for classes requiring digital textbooks or iPads. To register for this event visit the following site:

https://purdue.qualtrics.com/SE/?SID=SV_a44kaPnCRmxQisl

**Meeting Room.** CSSAC may need to find a new location for their monthly meetings. Deborah Thorpe and James Velez will check with Danita Davis in the Chancellor’s office after the meeting. The conference room on the second floor of the Rhinehart Music Center may be an alternative.

**Spring Membership Drive.** Teresa Goodwin passed out a sheet showing the breakdown of the current CSSAC membership and highlighted the vacancies for the coming term. At this time, it looks like there will be five at-large seats that will need to be filled (Bob Brooks, Christi Hall, J. J. Garcia, Clarence Tennis, and James Velez). Incumbents are welcome to submit a nomination form to continue for another term. Human Resources will begin the membership drive process soon with a memo to deans, directors, and heads of departments asking them to encourage participation. Following that will be the standard Call to Membership memo sent to all clerical/service staff. If more than the necessary number volunteer, a ballot will be sent out for voting.

**Nominations for Chair and Vice Chair.** Teresa Goodwin noted that nominations for chair and vice chair for the upcoming year are usually made at the May CSSAC meeting with voting at the June meeting. She encouraged members to be thinking about this.
ADJOURNMENT

The meeting was adjourned at 3:14 p.m.

NEXT MEETING

The next meeting of this committee is scheduled for Tuesday, April 16, 2013. Members will be notified of the location once it is confirmed.

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