MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Denise Guingrich, Keli Kostoff, Debra Marquardt, Justin Mills, Heather Plumb, Clarence Tennis, Deborah Thorpe-Rodda, and James Velez

MEMBERS ABSENT: Cindy Firestine and Christi Hall

GUESTS: Teresa Goodwin

CALL TO ORDER: Clarence Tennis called the meeting to order at 1:38 p.m.

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

BRIDGE QUESTIONS

Q: My concern is that the staff and faculty lounge in Kettler Hall is being used as a meeting room for various groups during the day. Since many employees use this room for their lunch between 11 a.m. and 2 p.m., can we make it so that this lounge cannot be used for meetings during lunchtime?

A: Kettler 154 and 156 is a lounge dedicated to faculty and staff use. The intended use of this room is to have a space for faculty and staff for a variety of activities.

Recognized activities are Chancellor sponsored student groups for training, as well as university receptions honoring faculty and staff retirees, and departmental gatherings. Due to limited meeting space on campus, when a faculty or staff group is in need of an area for university business Kettler 154 and 156 is often times made available.

We are happy to make it available for those faculty and staff who use if for their breaks and lunch for the large percentage of time it is not being utilized for other faculty and staff functions.

Walter J. Branson
Vice Chancellor for Financial Affairs
Q: As a clerical staff worker I have noticed over the years that there seems to be more and more administrative staff being hired and that my workload has increased in proportion to that increase. When a department grows, how is the need for additional staff determined?

A: IPFW has grown significantly in recent years, resulting in the need for additional staffing. The type of employees required is determined by the nature of the work needed to accomplish new goals.

New positions may be exempt (administrative) or non-exempt (clerical/service). If the additional work involves such responsibilities as advising, coordinating new programs, programming computer systems, coaching athletic teams, etc., the positions will be exempt (administrative).

New non-exempt (clerical/service) positions result from the need for additional staff to perform a support role in carrying out the daily operations of the university. These types of jobs include police officer, maintenance mechanic, clerical assistant, computer technician, groundskeeper, program assistant, etc.

Carolyn Ladd
Compensation and Classification Administrator
Human Resources

Q: With the new ordinances restricting smoking in public places, how will this affect smoking on campus? Several people smoke on the docks, outside the buildings and at the smoking huts.

A: The Facility Use Policy, last updated August 28, 2007, addresses the smoking policy on the IPFW campus as follows:

"Smoking is prohibited in any University facility and on any University grounds except in parking lots and designated smoking areas."

The Student Handbook for the current year 2011-2012 also addresses the IPFW smoking policy on page 103 as follows:

"Smoking is prohibited in any university facility and on any university grounds except in parking lots and designated smoking areas. The purpose of this policy is to provide a healthy, comfortable, and productive environment for the campus community. All employees, students, and visitors are expected to comply."

And the policy is also stated on the IPFW Health and Wellness web site as follows:

"Smoking is prohibited in any University facility and on any University grounds. Smoking is only permitted in parking lots and at designated on-campus smoking huts."

References:
Facility Use Policy:
http://www.comptroller.ipfw.edu/facuse.html

Student Handbook:
http://new.ipfw.edu/dotAsset/bac577b4-0d93-4af9-8354-f355b15e4ebe.pdf
COMMITTEE REPORTS

Book Fair. Denise Guingrich passed around the volunteer sign-up sheet for manning the Book Fair that is scheduled for February 22 and 23 in the Walb Union lobby area. She only has a few spots to fill. Denise thanked James Velez for his help in setting up and passed out posters and table tents for the members to display in their areas.

Fundraising. As the chair of this committee, Deborah Thorpe-Rodda asked the members for some direction on our fundraising goals. It was suggested that a CSSAC representative speak to Walter Branson. Clarence agreed to do so and will report back to the committee.

Pride Plus. Heather Plumb reported that seven nominations have been received thus far – one for service and six for clerical. James Velez and Bobbi Barnes are also on this committee but may need to step down if they are nominees. Keli Kostoff and Deborah Thorpe-Rodda will be on standby to take their places if needed. Clarence Tennis asked Heather to send out a reminder of the March 2 deadline for nominations. Heather asked for an electronic copy of the logo; Teresa Goodwin said she would send it to her. The Pride Plus committee will present the final candidates to the members at the March meeting for final voting.

Traffic Appeals. Debra Marquardt attended the recent meeting of this committee. She reported that 35 appeals were reviewed and all were upheld.

University Council. Debra Marquardt reported on her attendance. The following topics were discussed:

- Chancellor Wartell reported enrollment was up 9.7 percent while total credit hours are down 0.4 percent. Ten percent of students enrolled are high school students and IPFW only receives $25/credit hour for high school students enrolled in some dual credit courses. As a result, IPFW income budget will be down 2.3 percent. We will need to find cost cutting measures or revenues to address our budget concerns.

- Several bills are being considered by the Indiana State Legislature: A credit hour cap that would limit the credits necessary to obtain a bachelor’s degree to 120 credit hours and a General Education Bill that would seek to establish 30 credit hours that are transferrable to all Indiana higher education institutions.

- The recent announcement that Purdue would like to switch to trimesters was discussed. Chancellor Wartell explained that if anything comes of it, the balanced trimester would have an eight-year implementation plan.

- Capital projects underway include the International Education offices and the Gates Center offices moving and repurposing space and the remodeling of the former Follett’s Bookstore space. The north parking garage is open and the counting system is operating effectively. The tear down of the former State Development Center buildings on the northwest end of campus is in progress, and discussions regarding the retail center are ongoing.
• The IPFW Affirmative Action Plan’s framework was outlined and departmental goals were updated.

• IPFW’s goals for its involvement in a national program supporting a day of service called The Big Event on Saturday, March 24, 2012 was shared. Information about The Big Event can be found at: ipfw.edu/thebigevent

Calendar Committee. Clarence Tennis attended the February 24 meeting of the Calendar Committee. The group met to accomplish the following:

• To analyze the recent calendar committee’s survey of the campus community concerning the level of satisfaction with the current calendar and the interest in making any adjustments.
• To provide to the Educational Policy Committee (EPC) a calendar formula proposal for formal approval based on the results of the campus survey.
• To provide the EPC with a 2014-2015 calendar based on the proposed calendar.

After analyzing the survey results, the committee voted to retain the current calendar formula, to send the current formula to the EPC for formal approval, and approved the 2014-2015 calendar based on the current calendar formula and to send it to EPC for approval.

Diversity Council. James Velez reported on the recent Diversity Council meeting. Updates were given on The Big Event. The Council budget was discussed. Ashley Simmons gave an update on Study Abroad and the Study Abroad Fair; nearly 250 were in attendance. Holly Lara updated the group on the Diversity Showcase which is scheduled for March 22, 2012 in the Walb Union Ballroom. An email for those wanting to have a table will be sent shortly. The Campus Climate Survey will be available soon. Look for it in your email. Participation is encouraged.

Strategic Planning and Resource Policy. Clarence Tennis met with the committee yesterday. The main topic of discussion was the metrics used to determine student progress and in turn our state funding. IPFW would like to see a new means of tracking students who transfer and then graduate from other universities.

West Lafayette Report. Clarence Tennis reported on his attendance at the recent meeting at West Lafayette. Al Diaz, Executive Vice President for Business and Finance, Treasurer, will be meeting with the group at their next meeting and the committee asked for questions to present to him. Clarence stated if anyone from IPFW has any questions for him to ask on our behalf, please let him know. Two areas of concern to employees at West Lafayette presently are the lack of computers for employees and complaints about supervisors not being flexible.

NEW BUSINESS

The Big Event. James Velez updated the group on the progress of The Big Event. Thus far, 200 volunteers from IPFW have signed up, and more agencies are signing up to participate. The Big Event website is: ipfw.edu/thebigevent

Staff Recognition Luncheon. Keli Kostoff reported that the planning committee has been busy organizing this event that is scheduled for April 25, 2012 in the new International Ball Room. Eighty-three employees will be recognized for their service anniversaries. Save-the-date notices and invitations will be mailed out soon. Alumni Services would like to include a possible giveaway for all employees who are also IPFW alumni in attendance.
ADJOURNMENT

The meeting was adjourned at 2:40 p.m.

NEXT MEETING

The next regular meeting is scheduled for Tuesday, March 20, 2012 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

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/

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