CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
November 15, 2011

MEMBERS PRESENT: Bob Brooks, Keli Funk, Denise Guingrich, Christi Hall, Debra Marquardt, Justin Mills, Clarence Tennis, Deborah Thorpe-Rodda, and James Velez

MEMBERS ABSENT: Bobbi Barnes, Cindy Firestine, and Heather Plumb

GUESTS: Teresa Goodwin and Teri Luce

CALL TO ORDER
Clarence Tennis called the meeting to order at 1:34 p.m. in KT 178.

MINUTES
The minutes from the October meeting were approved.

BRIDGE QUESTION

Q: Recently, a supervisor revealed personal information about a staff member to his students. If one chose to do so, what course of actions are available to the staff member?

A: It is best to bring such concerns to the attention of Human Resources. Employee Relations Administrators Melissa Helmsing (x15720) or Dimples Smith (x16681) can discuss the specific details of the situation with the employee and determine the best course of action.

COMMITTEE REPORTS

Fundraising Committee. Deborah Thorpe-Rodda reported that the committee has been tossing around some ideas. They would like to tie in a fundraising event around the 50th anniversary celebration.

Grants Committee. Christi Hall reported three applications have been received thus far for the Spring grant. Deadline is November 30.

Welcome Wagon Committee. Christi Hall stated the next New Employee Orientation is scheduled for November 30. Denise Guingrich and Justin Mills volunteered to speak on CSSAC’s behalf.

Pride Plus Committee. James Velez reported he is working with Printing Services on the new nomination form for the Pride Plus awards.

Traffic Appeals Committee. Debra Marquardt will be contacting Chief Davis about getting on this committee.
Blood Drive Committee. Bobbi Barnes sent a committee report via e-mail. Bobbi and Deb Hoile are working on the next drive. In January, they plan on contacting the Red Cross about setting a date.

Calendar Committee. Clarence Tennis attended the recent meeting of this committee. He passed out a comparison sheet of the proposed changes to the academic calendar for 2014-15. The Calendar Committee will be sending out a survey for feedback on this subject.

SPARC. Clarence Tennis passed around the information piece entitled “Benchmarks and Metrics Used to Measure Progress (Peer Institution Benchmarks).” Basically, IPFW met their five-year goals on campus involving the graduation rates, full-time faculty ranking, and tuition/fees. The only goal that was not completely met was the retention rate.

OLD BUSINESS

Fall Break Question. At the previous meeting, a committee member asked why the fall break doesn’t fall over the Thanksgiving holiday. Clarence Tennis promised to get back with the committee with an answer. It was determined during the last survey by the Calendar Committee of the campus about ten years ago that a two day break in the fall semester was desired. Those two days were determined by their timing during the semester and by evening out the teaching days with other holidays.

Revised Area Representative List. Deborah Thorpe-Rodda presented the revised area representative list. The updated list can be found on the CSSAC web site. Also, a motion was made to amend the bylaws with these changes. The committee voted and all were in favor.

NEW BUSINESS

CSSAC Listserv. Bobbi Barnes also included in her e-mail report that with the help of IT Services, the CSSAC listserv is updated and ready to be used. At the January meeting, she would like the committee to discuss the various ways this listserv can be used.

Holiday Lunch. The group agreed to celebrate the holidays by having their December meeting at a local restaurant (members will purchase their own meals). It was decided to meet again this year at Hall’s Triangle Park and there will be a white elephant gift exchange. Clarence Tennis will make reservations and e-mail the members with the details.

ADJOURNMENT

The meeting was adjourned at 2:02 p.m.

NEXT MEETING

The next regular meeting is scheduled for Tuesday, December 20, 2011 at Hall’s Triangle Park. Details will be sent to all members.

Respectfully submitted,

Teresa Goodwin
Recording Secretary
### CSSAC

**“THE BRIDGE”**

**Question/Suggestion:**

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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)