MEMBERS PRESENT: Bobbi Barnes, Patty Bodinka, Bob Brooks, Sarah Didier, J. J. Garcia, Denise Guingrich, Christi Hall, Jim Hall, Teri Luce, Justin Mills, and Deborah Thorpe

MEMBER ABSENT: Bruce Burdick

GUESTS: Teresa Goodwin

CALL TO ORDER: The meeting was called to order at 1:32 p.m. by Teri Luce in the HR Training Room (KT G06).

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

COMMITTEE REPORTS

Fundraising. Patty Bodinka has made arrangements with the book sale vendor to hold the next sale on April 17 and 18. Information will be sent out the first of April. Patty asked if CSSAC was interested in having a summer book sale. The committee decided they would just stick to the fall and spring sales at this time since the previous summer sales were not very profitable. Denise Guingrich has been working with Flower Power, the vendor for the flower and bulb online fundraiser. The sale period is scheduled for March 3 through April 4. Flyers have been printed.

Grants. Christi Hall reported that applications for the employee/dependent grants are being accepted through March 1. Around March 10, Vickie Dahl in Financial Aid will email a spreadsheet to Christi with the names of those who applied.

Pride Plus Awards. Bobbi Barnes reported that nominations are already coming in for the Pride Plus awards. She needs to have the names of the winners given to HR for the processing of the plaques, etc. by April 9. She asked for volunteers to be on her committee to decide on the top three candidates in each category. CSSAC will then vote on the winners by April 7 or 8. Patty Bodinka, Christi Hall, Jim Hall, and Deborah Thorpe volunteered.

West Lafayette Report. Teri Luce read Clarence Tennis’ report from his attendance at this month’s CSSAC meeting at West Lafayette. Here are some of the topics discussed:

- A Kronos report was shown with the current participation.
- Beau Moore, chair of APSAC, presented current issues his committee is working on. They include compensation/benefits and wage compression, professional development training, efforts to get more grant
money, the climate survey, and ways to showcase APSAC/CSSAC support (town hall, brown bag lunches).

- Jim Almond, Senior Vice President for Business Services and Assistant Treasurer, presented on the budget (power point presentation asked to be sent to Clarence).
- Luis Lewin, Vice President for Human Resources, voiced his top three concerns at this time: health benefits, compensation, and leaves.
- A qualtrics survey is going out to determine who uses the employee discounts and how well they are liked and if they are being utilized.
- Engineering is just now getting Lynda.com licenses, and on March 3 it will be offered to all of campus.
- Purdue has Zip-Cars on campus; Citi bus is looking into providing a shuttle bus for the Purdue campus.
- The search for a new provost is underway.
- On-going studies of the third semester are still being discussed and how it will fit to the campus strategy.

University Council. Teri Luce attended the recent meeting of University Council. Stan Davis gave an update on the budget. May 1 is the date the budget is due to West Lafayette. The TIP Program was discussed. It is a program geared to students who started but never earned a bachelor's degree. The criteria for this program are: (1.) It will be open to Indiana residents only (at first), (2.) Last attended in the Spring 2012 semester, and (3.) Had a GPA of 2.0 or higher. Administrators hope to get 180 or more students enrolled in the program. Students eligible for this program will receive a 50% tuition reduction. They will be contacted in the near future to start in the Fall 2014 semester. The IPFW 50th year celebration begins in May. Teri passed around some information pieces. Many events around campus will incorporate the 50th theme. The Big Event is planned again for this year with the goal of having 1,000 volunteers. Online sign up begins March 29.

University Resource Policy. Sarah Didier attended the recent meeting. Proposed principals of the budget process were discussed.

Strategic Leadership. Deborah Thorpe turned in the feedback she received from the group.

Safety. Bob Brooks gave a report on the January 15 meeting. Fire extinguisher and storm drain training is planned. If anyone needs any sidewalks that need snow/ice removed, contact Jim Henderson. A shoe was stuck in the Walb Union freight elevator and will be fixed. Bids are due for the widening of Coliseum Boulevard, and in April the bridge will be shut down to one lane at night during renovations. Widening of Coliseum to 6-8 lanes will start in March. Interim Police Chief Anthony Colone is looking into the possibility of Parkview Health helping us with the funds to purchase AED's for the university. On April 1 the campus will be going smoke free. The committee has not heard much about this new policy as of yet and is anxious to learn more about it. The smoking huts will be removed. The next meeting of this committee is February 19.

OLD BUSINESS

Bylaws Update. Justin Milles brought forth a formal proposal to add the officer position of Treasurer. It will be voted upon at the next meeting. The official wording to be voted and added to the Bylaws is: The treasurer is responsible for managing and handling all financial resources for the Clerical and Service Staff Committee. They will provide a monthly report at the committee meeting, including deposits, withdraws, and an account balance. Their responsibilities include managing all CSSAC accounts, making deposits, and paying any debts that may occur.

Additional Personal Day for Clerical and Service Staff. Teri Luce reported she sent CSSAC’s recommendation to Melissa Helmsing in Human Resources regarding an additional personal day for clerical and service staff. It will be part of the report sent to West Lafayette on policy reviews and leaves.

Representative List. Bobbi Barnes continues with her project in updating the CSSAC representative list.
NEW BUSINESS

CSSAC Finances. Discussion on the finances of the committee was held. Justin Mills and Teri Luce will be setting a meeting with Stan Davis to see about how funds can be put into our operating accounts. Patty Bodinka will send Teri and Justin our current account balances, and Teresa Goodwin will forward to them the email from Accounting Services with our new account numbers.

Staff Recognition Planning Meetings. Teri Luce encouraged those who volunteered to be on this committee to attend the upcoming planning meetings. The event is scheduled for April 23.

ADJOURNMENT

The meeting was adjourned at 3:10 p.m.

NEXT MEETING

The next meeting of this committee will be held on Tuesday, March 18, 2014 at 1:30 p.m. in ET 206.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Teri Luce at LA145 or to Justin Mills at KTG57. 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

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