MEMBERS PRESENT: Bob Brooks, Sarah Didier, Denise Guingrich, Christi Hall, Keli Kostoff, Sarah Manley, Justin Mills, Kendra Morris, Clarence Tennis, and Deborah Thorpe-Rodda

MEMBERS ABSENT: Bobbi Barnes and James Velez

GUESTS: Teresa Goodwin, Jay Harris, and Teri Luce

OFFICIAL PHOTO: The official group photo of the committee members was taken in the lounge of the Alumni Center by Elmer Denman.

CALL TO ORDER: Vice Chair Deborah Thorpe-Rodda called the meeting to order at 1:45 p.m. in the Board Room at the Alumni Center.

SPECIAL GUEST

Denise Guingrich introduced Jay Harris, Director of Physical Plant. Jay made a presentation to the group on how money is received and appropriated for campus improvements and renovations. Some of the highlights are listed below.

Because we are a regional campus of Purdue University IPFW receives money from the State of Indiana like all other public Universities to assist in the operating budget and to occasionally fund capital improvements. The State has also used a complex formula for distributing funds that are to be used for Repair and Rehabilitation of campus facilities. Over the last few years we have seen a reduction in money from the state for renovations. On the other hand, during the last five years we have seen tremendous growth on campus in terms of new construction. We have added a total of 780,000 gross square feet of new space, which is a 60 percent increase, and we have developed or redeveloped nearly 160 acres of land in the form of landscaped spaces, walk and bike ways, road ways and parking lots.

IPFW operates on a fiscal year for budgeting, but there is a biennial funding model for State funding or authorization for capital projects. We have an ongoing process where we report to the legislature a 10-year capital plan for our long-term, mid-term and short-term needs. The capital plan is a strategic plan for growth. The previous versions of the 10 year capital plan have provided the campus with many new developments such as student housing, the Music and Medical Education Buildings, the Student Services Complex, and a new Parking Garage.
It is important to note that in concert with the fiscal planning for capital there is a physical master plan to guide growth. The original master plan completed in the 1960’s was modified in the 1990’s and has been totally re-evaluated in 2009. The current plan was completed looking toward a pedestrian oriented campus to accommodate a student population of about 15,000. During the master planning process we were able to determine what space is needed, when it is needed and where on the campus lands it should be located.

From time to time capital projects are completed with the use of “other funds”, for example, the Alumni Center was completed using gift funds, the Modular Classroom Building currently being completed on the north end of campus near the new parking garage was funded by University funds. The pedestrian bridges are funded by a combination of Federal Transportation Enhancement funds, gifts and some University funds.

As we look for ways to fund the repair and rehabilitation of existing facilities we need to know how big the problem is and what things are priorities. The current replacement value of assets on the IPFW campus is estimated at $808 million. There are industry standards that say that we should spend at least 1% of our capital asset value for repairs every year. Given the replacement cost of our campus assets we should be spending $8,000,000 annually. In the past the State has allocated just over $300,000 and we have typically spent about $1,200,000 of University funds for repairs and maintenance. After a while the difference between what has been spent for maintenance and what should have been spent becomes a significant amount. Our projected deferred maintenance amount for next year is nearing $70,000,000.

The Indiana Commission of Higher Education is beginning to talk about this problem. Every public university is facing similar concerns. There are ongoing discussions that hint that as much as $1,700,000 could be allocated for Repairs and Rehabilitations from the State for our maintenance needs. This might slow the rate of increase in our Deferred Maintenance number, but it will continue to grow.

Another way to deal with the large Deferred Maintenance problem is to do a major project to renovate all or much of buildings with the greatest maintenance need. We have submitted a funding request to the State as part of our Ten Year Capital plan to do a major project to renovate portions of Kettler and Helmke. If we were to receive that authorization we could reduce our Deferred Maintenance amount by nearly 50%.

Long term capital needs include a new Classroom Office Building, expanded structured parking on south campus, Phase IV of Student Housing, a Pedestrian Bridge over Coliseum, all of which are in the very early stages of planning and may not be realized for many years.

There are a couple of projects that are well along in planning and will have an impact on vehicular access to and from campus. In 2013 INDOT is planning to mill and repave Coliseum Boulevard from Goshen Road on the west to the cloverleaf at E. Washington Boulevard on the east, except from Parnell to Crescent Avenues. In 2014 INDOT will undertake a project to widen Coliseum form Parnell to Crescent Avenues. This project will provide for a left hand turn off of Coliseum into our south campus entrance for east bound traffic on Coliseum. This project will drive a campus project to accommodate the anticipated increase vehicular traffic into campus at that location. During the 2013 construction season a significant project will be undertaken to modify portions of South Campus Drive and West Campus Drive. When completed in the fall of 2014 there will be two incoming and four outgoing lanes at the south end of campus, which should alleviate the current congestion that occurs at that location.
COMMITTEE REPORTS

**Book Fair Committee.** Denise Guingrich announced that the next Book Fair is scheduled for November 7 and 8 and will be held on the ground floor of Kettler Hall. She passed around a sign-up sheet for volunteers to man the event. Denise added information on the flyers about the proceeds going to the employee/dependent grant fund. She will either email or send in the campus mail the posters once they are ready.

**Communication Committee.** Clarence Tennis stated that he will be updating the CSSAC web site and will include the group photo that was just taken by Elmer. Discussion was held on if the bylaws should be on the web site. It was agreed to place them there for now.

**Campus Traffic Appeals Board.** Kendra Morris asked for a contact person for this committee so she can be notified of meetings. It was suggested that she contact Sue Ealing from University Police for details.

**Fundraising Committee.** Deborah Thorpe-Rodda said she will plan on coordinating the online flower and bulb sale in the beginning of spring. Denise Guingrich brought to the attention of the committee a new fundraising idea that she discovered while at a local hospital. The company is called HCI Fundraising and they sell gift items for either $6 or $8 with a commission ranging from 5-20 percent depending on sales. The committee had a favorable reaction, and Deborah will contact the vendor for more details.

**Grant Committee.** Christi Hall reported that she will be contacting Vickie Dahl in Financial Aid soon for the deadline for next year’s grant applications. She will report back to the committee at the next meeting.

**Welcome Wagon.** Christi Hall asked for volunteers to greet our new employees at the New Employee Orientation set for November 28. Anyone interested should contact her.

**Purdue West Lafayette Report.** Keli Kostoff was unable to attend the meeting at West Lafayette this month due to the Mastodon Roast. A call-in number was not available.

Employees are reminded that open enrollment for health benefits is from October 29 thru November 16. Everyone will have to log-in to e-benefits and complete the open enrollment process again this year. All employees will need to answer the tobacco user question and will need to re-designate their life insurance beneficiaries. The deadline will be firm this year so remember this important task.

**Red Cross Blood Drive Committee.** Sarah Didier asked for backup material on the blood drive as she has been newly appointed to this committee. She was encouraged to ask Bobbi Barnes.

**Summerfest.** CSSAC will host Summerfest in 2013. Members were encouraged to bring ideas for the event to the next meeting. Teri Luce and James Velez are members of this subcommittee.

NEW BUSINESS

**Committee Binders.** The committee discussed the need to have committee files passed along from year to year. It was suggested that we use VIBE. Deborah Thorpe-Rodda will ask Mandi Witkovsky from IT Services to speak to the group on this subject.
Appointment of New Chair. Keli Kostoff has accepted the administrative/professional position of Executive Assistant to the Chancellor effective October 22 and will no longer be eligible to be a member of CSSAC. The committee will need to appoint a new chair in her place. Deborah Thorpe-Rodda agreed to be interim chair until the next meeting. The committee referred to the bylaws for the proper procedure to follow in this situation, but nothing was directly found. The committee decided that nominations can be emailed to Deborah for chair and vice chair, and a vote will be taken at the November meeting.

Also with Keli leaving, a spot will be vacant on the committee. It was agreed that a certain employee whose name was on the original ballot, will be asked to serve (Keli agreed to contact her). Sarah Manley asked to take over Keli’s two-year term; and the new member will be asked to complete Sarah’s one-year term. Once finalized, Teresa Goodwin will prepare the official memo from Walt Branson and distribute with the new makeup of the committee.

ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

NEXT MEETING

The next regular meeting of this committee will be held on Tuesday, November 20, 2012 at 1:30 p.m. in Kettler Hall Room 178.

Respectfully submitted,

Teresa Goodwin
Recording Secretary
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Send BRIDGE questions to Deborah Thorpe-Rodda at 260/481-6321. 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)