CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
August 20, 2013

MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Sarah Didier, J. J. Garcia, Denise Guingrich, Christi Hall, Teri Luce, Clarence Tennis, and Deborah Thorpe

UPCOMING MEMBERS: Patty Bodinka, Bruce Burdick, and Jim Hall

MEMBERS ABSENT: Justin Mills

GUESTS: Stanley Davis and Teresa Goodwin

CALL TO ORDER: The meeting was called to order by Deborah Thorpe at 11:40 p.m. in the Rhinehart Music Center Room 235.

GUEST

Interim Vice Chancellor for Financial Affairs. Deborah Thorpe officially welcomed Stanley Davis to his interim role and as the CSSAC advisor. He believes we will hold our own in regards to enrollment. No deficit is expected at this time. We may be reallocating funds but no additional reduction in force is planned. Electronic timecards are coming this fall and supervisors will have an increased role in the payroll process. Stan is encouraging everyone to sign up early for benefits open enrollment which runs October 28 thru November 15 (you will not like the defaulted plan). Benefit information sessions are planned. The Convocation is next Monday and all are encouraged to attend.

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

BRIDGE QUESTION

Q: Can the staff rent iPad’s on campus?

A: Staff members cannot rent iPads. If the employee is enrolled in a class however they are considered a student. At that time they then can rent one for the semester.

-- Kasey Price
Student Government Coordinator
COMMITEEREPORTS

Book Fair & Flower Power. Denise Guingrich reported the next book fair is on October 30 and 31 on the ground floor in Kettler Hall. The sale will be promoted as one of the Fall Fest events. She passed out posters for the upcoming online Fall Bulb Sale which runs from September 9-20. She also thanked Ketah in Printing Services for the poster design and Jan Shilling in Financial Affairs for the funding. E-mails about the sale will be sent out via the listserv. Sarah Didier suggested that a link be placed on the CSSAC webpage as well.

Grants. There was a question on if a West Lafayette employee would be eligible for the CSSAC grant at IPFW. Christi Hall conferred with the guidelines and reported that the West Lafayette employee would not be eligible for this committee’s grant.

Summerfest Wrap Up. Teri Luce reported that mostly positive feedback was received on this year’s Summerfest event. One complaint was received about the need for better communication. A wrap-up meeting was held for this subcommittee to finalize their work. It was noted that John Kaufield stepped in as auctioneer for the bake sale and did a super job. Photos from the event are posted on the CSSAC web site.

OLD BUSINESS

CSSAC Members. Incoming members Patty Bodinka, Bruce Burdick, and Jim Hall were welcomed into the group. Orientation will be held at the September meeting. Deborah Thorpe presented a certificate of appreciation to those ending their terms (Bob Brooks, Christi Hall, Teri Luce, and Clarence Tennis). Fortunately they are all returning to the committee beginning September 1. The committee also presented a certificate to Deborah Thorpe and Justin Mills for their service as co-chairs this past term.

Bylaws. Bobbi Barnes and Clarence Tennis reported that they will propose an amendment to the bylaws in writing to the committee at the next meeting.

NEW BUSINESS

Faculty Senate Committees. With the start of the new semester, the Faculty Senate has requested CSSAC representation on several committees. Patty Bodinka volunteered to be on the Calendar Subcommittee; Sarah Didier volunteered to be on the University Resource Policy Committee. Deborah Thorpe said she will forward the names on to Sarah Mettert, secretary for the Faculty Senate.

Fall Fest. APSAC, CSSAC, Student Activities, and Human Resources has been asked by the Chancellor to look into having a Fall Fest similar to Summer Fest. CSSAC members Bobbi Barnes, Christi Hall, Teri Luce, Clarence Tennis, and Deborah Thorpe volunteered. Events such as trick or treating, a can food drive, Halloween party, book sale, and a haunted garage are planned during the week of October 28 to November 1. CSSAC was asked to incorporate their October 30 and 31 book sale in the event and to coordinate the department trick or treating. The purpose of the Fall Fest is to encourage interaction with students, faculty, and staff.

ADJOURNMENT

The meeting was adjourned at 12:15 p.m. and then the group shared a carry-in lunch.
NEXT MEETING

The next meeting of this committee will be held on Tuesday, September 17, 2013 at 1:30 p.m. in NF 355.

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