CALL TO ORDER: The meeting was called to order by Deborah Thorpe at 1:34 p.m. in Kettler Hall, Room G83.

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

COMMITTEE REPORTS

Communications. Clarence Tennis reported that he sent information to the Chancellor’s office for inclusion in the Chancellor’s e-mail which included information on the regional meeting CSSAC recently hosted with a photo and the information on the Indiana Beach trip. Deborah Thorpe encouraged all members to show the photo to all those in their area as it is quite impressive. She also applauded all the CSSAC members who helped with the event. Bobbi Barnes passed around thank-you notes for everyone to sign to those outside of CSSAC who helped.

Red Cross Blood Drive. Sarah Didier says she has everything ready to go for the blood drive that is scheduled during Summerfest. Thus far, 3 people have signed up (we need a total of 30).

Summerfest. Teri Luce said that almost all the plans are done and they are just working on tying things together such as the registration table. The next planning meeting for Summerfest will be June 26 at 1 p.m. in LA160. Two more are planned on July 22 and August 10 if needed. There are extra postcards and posters if anyone would like them. The question was asked if grad student workers are eligible to attend. Teri replied that they are welcome to attend but it will need to be on their own time. Retirees received invitations in the mail (in the past they have not always been notified).

OLD BUSINESS

Equity Panel. Bobbi Barnes reported that she asked her supervisor and she is able to be on this panel along with Deborah Thorpe.
NEW BUSINESS

**Walt Branson.** CSSAC is sad to hear that Walt Branson will be moving on to another position later this summer. The committee would like to recognize him and thank him for all he has done for CSSAC. Deborah Thorpe will confirm his departure date. An interim vice chancellor will be announced soon. The group agreed to purchase a gift for him. Teri Luce has a few ideas and will send the information out to the members. Teresa Goodwin will check on funding. Christi Hall will purchase a card.

**Election of Officers.** Voting on the election of officers is pending on the results of the Qualtrics ballot. If Teri Luce and Christi Hall are re-elected to the committee, Deborah Thorpe would like Justin Mills to send out a survey to current CSSAC members for them to vote/approve the election of co-chairs and vice chair.

**New Membership.** Justin Mills said the CSSAC ballots are coming in. The voting is open until July 1. It was suggested that employees who do not have access to a computer have a means to vote. Denise Guingrich will put a note in the Physical Plant mailboxes to remind them to vote with instructions on what to do if they need assistance. Due to the fact that Sarah Manley is not able to fulfill her commitment as a CSSAC member, the committee voted to replace her with someone on the current ballot. Deborah Thorpe will consult with Rose Costello and they will attempt to contact Sarah.

The following is an addendum to the minutes: After the meeting, Justin Mills, Deborah Thorpe, Denise Guingrich, and Teresa Goodwin had a discussion on the voting process. It was noted that some clerical/service employees did not receive a ballot and there was concern about the paper ballots. It was agreed that these two measures will be taken to help insure the validity of the votes: 1) The CSSAC listserv will be updated by IT Services and another email will be sent out with the Qualtrics link; and 2) For employees who do not have access to a computer and want to vote, they will need to go to Justin Mills in the Bursar’s office to vote by paper ballot.

**Committee Representation Requests.** Deborah Thorpe said she has received several requests from the Faculty Senate for CSSAC representation on various committees. Deborah has asked for more information such as hours required, etc. She will bring it to the committee’s attention when she knows more.

**Bylaws.** It was noted the committee needs to clarify the length of the meetings in the bylaws. Other changes are needed as well. Deborah Thorpe asked for volunteers to work on this. Bobbi Barnes, Clarence Tennis, Bob Brooks, and Teresa Goodwin volunteered.

**Performance Evaluation Policy Meetings.** Human Resources is holding meetings discussing the new policy. The meetings are open to all. Deborah Thorpe encouraged members to attend a session.

**New Retirement Plan for Clerical/Service.** Tina Grady from Human Resources has offered to speak to the group on the new policy that will affect new employees starting in September. Christi Hall offered to contact Tina to set up a time.

**Meeting Location.** The group needs to find another location to hold their monthly meetings. It was recommended that the meetings be held in various locations across campus. Deborah Thorpe and Denise Guingrich will put together a list. If anyone has a good location in their area, please e-mail Denise.

**ADJOURNMENT**

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

The next meeting of this committee is scheduled for Tuesday, July 16, 2013 at 1:30 p.m. The location is not yet determined.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Deborah Thorpe at KT 145 or to Justin Mills at KTG57. 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