CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
October 18, 2011

MEMBERS PRESENT: Bobbi Barnes, Keli Funk, Denise Guingrich, Christi Hall, Justin Mills, Heather Plumb, Clarence Tennis, Deborah Thorpe-Rodda, and James Velez

MEMBERS ABSENT: Bob Brooks, Cindy Firestine, and Debra Marquardt

GUESTS: Teresa Goodwin, Teri Luce, and James Whitcraft

CALL TO ORDER
Clarence Tennis called the meeting to order at 1:32 p.m. in KT 178.

GROUP PHOTO
James Whitcraft from Publications took the official photograph of the group.

MINUTES
The minutes from the September meeting were approved.

CORRESPONDENCE

Area Representation. It was brought to the attention of the committee by several employees that the area representation list that was attached to last month’s minutes is in need of updating. Clarence Tennis formed a subcommittee to update the list and asked for volunteers. Deborah Thorpe-Rodda and Denise Guingrich volunteered.

COMMITTEE REPORTS

Book Fair Committee. Denise Guingrich reported that the total profit from the book sale held in October is not yet available. Deb Hoile sent her thanks to the group for the great volunteer turnout for this sale.

Communication Committee. Clarence Tennis reported that most of the CSSAC Web site has been updated in dotCMS. He asked for a copy of the official CSSAC letterhead; Teresa Goodwin said she would forward a few copies to him. He noted the Web address on the Bridge Question form needs to be changed to: http://new.ipfw.edu/committees/cssac/. A photo of the group will be posted on the site once it is available.

Grants. Christi Hall reported that no applications have been received yet for the spring semester. The deadline for applications is November 30; she expects to start receiving some soon.

Welcome Wagon. Christi Hall was unable to attend the last New Employee Orientation to greet the latest group of new employees. She thanked and congratulated Keli Funk for filling in and doing a great job. The next orientation is November 30. If anyone is interested in helping Christi, they should contact her.
**Pride Plus Committee.** Clarence Tennis noted that the Pride Plus nomination form needs updated. Heather Plumb and James Velez will work on this project. Once the form has been updated, Clarence will update it on the Web site. These awards are given out at the Staff Recognition Luncheon which is scheduled for April 25, 2012.

**University Council.** Deb Marquardt sent a report of her attendance at the University Council Retreat. Here are some of the highlights:

- Why and how can we become more effective ambassadors of IPFW?
- Irene Walters and Jack Patton talked about the year in review and where we are going in the future. Need to enhance the IPFW brand. IPFW is Blue – Hot! Getting ready for the 50th anniversary in 2013.
- Dr. McClellan and Dr. McKinney spoke about the IPFW experience and how we need to adapt to upcoming changes in our student population.
- Dual enrollment is growing and we need to adapt to it. Some of our students could be a junior before they get to campus as an eighteen year old. They can take college credit courses in high school.
- The consensus was that IPFW needs to be flexible, innovative and responsive now, if we are going to capture this new demographic.

**Blood Drive.** Bobbi Barnes noted that CSSAC hosts the spring blood drive here on campus. She will begin working on this project in January, and will check with Deb Hoile who has chaired the event in the past for her assistance.

**Calendar Committee.** Clarence Tennis missed the last meeting but was updated. The committee is considering a proposal to change the length of the semester from 16 weeks to 15 weeks to be more in line with Indiana University’s schedule. A survey to faculty will be conducted to gain their input on the matter. The next meeting is scheduled for November 8.

Bobbi Barnes asked why fall break doesn’t fall over the Thanksgiving holiday. Clarence Tennis said it had something to do with Monday classes but will check on this and get back with the committee.

**West Lafayette Report.** Clarence Tennis attended the meeting at West Lafayette last week. It was a joint meeting between APSAC and CSSAC. The members broke into four groups and discussed the following four topics:

- Civility – group recommended more training, supervisory interaction, noted culture and age clashes
- Benefits – discussion centered around the need to get information out better and how the committees can help
- Participation – ways to increase membership in the committees were discussed
- More with Less Resources – discussion centered around how some employees at West Lafayette were doing the work of those who were laid off and how they were coping

Clarence passed out a copy of the Purdue budget. The Purdue budget can be found in PDF format at: [http://www2.itap.purdue.edu/bot/viewDocument.cfm?id=4890](http://www2.itap.purdue.edu/bot/viewDocument.cfm?id=4890)

The Purdue Board of Trustees list of public documents can be found at: [https://www2.itap.purdue.edu/bot/documents.cfm](https://www2.itap.purdue.edu/bot/documents.cfm)

CSSAC at West Lafayette will be hosting open forums to discuss the process of searching for the next President.

**ADJOURNMENT**

The meeting was adjourned at 2:28 p.m.
NEXT MEETING

The next regular meeting is scheduled for Tuesday, November 15, 2011 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

*Teresa Goodwin*
Recording Secretary

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**CSSAC**

**“THE BRIDGE”**

**Question/Suggestion:**

**Name (Optional):**

**Campus Address (Optional):**

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)