CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
May 20, 2014

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

MEMBER ABSENT: Bob Brooks

GUESTS: Teresa Goodwin and Clarence Tennis (chair emeritus)

CALL TO ORDER: The meeting was called to order at 1:35 p.m. by Justin Mills in the Science Building, Room 176.

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

VOTE FOR TREASURER

A quorum was present; therefore, the committee voted overwhelmingly to make Patty Bodinka the committee’s first official treasurer.

CORRESPONDENCE – BRIDGE QUESTION

Q: Why can’t IPFW have James Neddeff come from INPRS to talk to IPFW employees? The person from PERF talked to us but seemed to leave everyone with more questions. Mr. Neddeff was at IVY Tech May 7 (finals week) and will be here again May 20. All of the times are during the middle of the work day. Could he come to IPFW during the lunch hour or evening? Some people are in “frantic mode” trying to figure out if they should retire or not this summer.

A: PERF has been conducting the retirement benefit workshop at Ivy Tech for years and has established a routine schedule. The events are targeted toward individuals that are within 18 months of retirement and are open to the community. With the proximity to campus, IPFW staff have been able and welcome to attend. Please note that Registration is required.
PERF online seminar:

http://www.youtube.com/watch?feature=player_embedded&v=Qb0MD0M9CjM

-- Tina Grady, Benefits Administrator
Human Resources

Q: I have heard that Xerox has been “shadowing” our Printing Services staff. I hope that this does not mean that we are outsourcing our printing needs, and in turn losing our PS staff! Is there any news and/or information regarding this that CSSAC can share? Also, if this is the case, then what can we do to prevent this? I think our current PS staff does a great job, and I would hate to see them lose their jobs.

A: The outsourcing of printing services is a system-wide Purdue initiative. Purdue has communicated this in issues of Purdue Today and Business@Purdue. The regionals are investigating as to whether the program would better serve their university rather than operating their own print shop. Should IPFW elect to go with Xerox, all current Printing Services full time employees are guaranteed Xerox employment at the same pay and comparable benefits for at least 6 months. At the end of that time, Xerox would determine their staffing needs. At Purdue for instance, all the current full time print shop employees elected to take jobs with Xerox. In the 6 months since Xerox has taken over that operation they have hired back 2 Purdue print shop employees that Purdue had terminated. At this point in time Xerox is putting together their assessment of services they would offer at IPFW and the other regionals.

-- Cyndy Elick, Director
Purchasing and Support Services

COMMITTEE REPORTS

Communications. Clarence Tennis reported that with the change over to Outlook, we will see some changes as we move to using Share Point. Teri Luce reported that since Bobbi Barnes is retiring, she will become the owner of the CSSAC listserv.

Fundraising. Patty Bodinka reported that CSSAC’s profit from the last book sale was $238.17. Denise Guingrich reported that the final figures are not in yet but she believes CSSAC made a profit of around $285 from the Flower Power Sale.

Grants. J. J. Garcia shared a thank-you letter from her and her son Anthony who are both recipients of the dependent grants. The committee was happy to receive thanks.

Treasurer’s Report. Patty Bodinka passed out a financial report for the CSSAC general account and the grant account. The committee asked that she give a report at future meetings as well.

West Lafayette Report. Clarence Tennis reported that the CSSAC regional meeting will be held at Purdue North Central this summer. He will check with his contact person for details and get back with the committee with the details. The date is June 10.

Red Cross Blood Drive. Sarah Didier reported that she has been in contact with Jennifer Schillo from APSAC and the Red Cross about holding the drive during Summerfest. Sarah will be on vacation that week and asked for someone to take over her duties during the drive. Bruce Burdick volunteered.

Traffic Appeals. Justin Mills reported that at the recent meeting of this committee, 9 appeals were heard with 8 being upheld and 1 dismissed.

University Resource Policy Committee. Sarah Didier gave the following report: The committee is working on a
proposal to the university that each college/school or non-academic department develop a resource planning document over a 2, 4 or 6-year cycle. This document will facilitate long range planning. It is proposed that units will use these planning documents to develop yearly budgets consistent with the university strategic plan. Also discussed was a proposal to institute a sub-committee to URPC to provide oversight and advice to the Vice Chancellor for Advancement.

Advisory Committee on Equity. Deborah Thorpe reported that attendance was very low at a recent training held in West Lafayette, only around 2 out of 38 attended.

Food Contracts. J. J. Garcia reported that food vendors were on campus to view the facilities. On April 14, AVI Food Systems, Aladdin Food, and Aramark were here. On April 21, Creative Dining, Sodexo, and Taher were here (she believed this group had a good understanding of what employees and students are looking for).

NEW BUSINESS

Nomination of Officers. Teri Luce asked for nominations for next term’s chair and vice chair. The matter was discussed, and possible nominations at this time are Deborah Thorpe, Bruce Burdick, Justin Mills for chair; and Christi Hall for vice chair. Denise Guingrich will consider the emeritus role. Members will think over the matter and check with their supervisors. Interested members were asked to contact Teri Luce before the next meeting.

Representative List Update. A newly revised version of the representative list was passed out to members. The list reflects new areas of representation across campus per building location. The committee voted and approved the list, and the change is also to be made in the CSSAC Bylaws.

Call to Membership. The Call to Membership Campaign brought in eleven employees interested in serving on the CSSAC committee. Justin Mills will forward the volunteer slips (which include supervisor signatures) to Teresa Goodwin so she can prepare the official ballot in Qualtrics. The ballot will be mailed out within the next week or so.

Summerfest. Jennifer Schillo is in charge of this event for APSAC for this summer’s event. She is using last year’s templates as guides to assist in planning. Clarence Tennis has been approached about helping with registration and Teri Luce attended a meeting to answer questions about last year’s event. CSSAC members may assist with the event but will not be taking on any major roles since they did it last year and wish to rest up before it’s their turn next year.

Bobbi Barnes’ Retirement. Teri Luce and the rest of the committee thanked Bobbi Barnes’ for her involvement in CSSAC over the last several years. Everyone has enjoyed working with her and she will be greatly missed! All wished her happiness with her plans for retirement.

ADJOURNMENT

The meeting was adjourned at 2:41 p.m.

NEXT MEETING

The next general meeting of this committee will be held on Tuesday, June 17, 2014 in LB 275 (Balthaser Conference Room) at 1:30 p.m.

Respectfully submitted,

Teresa Goodwin, Recording Secretary
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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