CALL TO ORDER: The meeting was called to order by Justin Mills at 1:34 p.m.

APPROVAL OF MINUTES: The minutes from the March 19, 2013 meeting were approved.

BRIDGE QUESTIONS

Q: I see that employees who have earned degrees in 2012 are being recognized at the Staff Recognition Luncheon on May 1. Can you tell me how this list is created, if they receive complimentary lunches and if they are asked to come to the staging area to shake hands with the Chancellor like the service honorees?

A: Each year before the recognition luncheon, APSAC and CSSAC put a notice in their minutes for employees to report any degrees they have earned the previous year. Human Resources also does a search query for any reported degrees in their database. The university believes it is important to recognize the educational achievements of our employees and wishes to do so at the Staff Recognition Luncheon. However, the only meals that are complimentary at the recognition luncheon are those for the service anniversary honorees and for the Pride Plus Award and Administrative Excellence Award winners. Those being recognized for degrees are asked to either stand or come to the staging area depending on the program that has been created for that particular year.

-- Staff Recognition Planning Committee

Q: People trying to get in and out of the east entrance doors to Kettler Hall must pass by the smoking hut located at the end of the sidewalk that leads to Parking Lot P7. At times, there are so many people smoking and gathering all around the sidewalks that people in Kettler have to go through everyone to get to their vehicles in P7. May I ask why this particular hut is so close to regular sidewalks that non-smoking people walking to and from Kettler use on a regular basis? Doesn’t
it make sense that it should be located on the edge of the P6 parking lot (where the Campus Link stop was created recently)?

A: Administration is reviewing the smoking policy to see if there are any updates that make sense and that are enforceable. Until policy changes are clear, we do not want to make any changes to the smoking huts.

-- H. Jay Harris, Director
    Physical Plant Administration

COMMITTEE REPORTS

Book Fair. Denise Guingrich reported there will not be a book sale in the summer. Nothing new to report at this time.

Communication. Clarence Tennis said he would be adding the updated areas of representation list to the web site. He noted that only a few members have been using VIBE.

Fundraising. Denise Guingrich reported Deborah Thorpe sent her information on the fall bulb sale. They will start working on the plans this summer.

Grants. Christi Hall reported that five dependents and two employees have completed the grant application process for the fall semester. Christi sent out reminders to current grant recipients. It was asked if the grant recipients are working at the book sales, and Christi said they are contacted and are fulfilling their commitment.

Welcome Wagon. Christi Hall continues to send the welcome cards to new clerical/service employees along with a CSSAC pen and pad.

Pride Plus. Bobbi Barnes reported she has received 12 nominations for clerical and 2 for service for the Pride Plus Awards. She asked for two members to assist her in narrowing down the list of finalists. Christi Hall and Kendra Morris volunteered. The next step will be voting by all committee members (to be sent via email).

Purdue West Lafayette Report. Teri Luce introduced Justin Mills at this month’s meeting at West Lafayette. Luis Lewin reported to the group that Purdue will be changing to Anthem Insurance Company in 2014 which will be a savings of $7.5 million and will provide better negotiated rates and services. The Board of Trustees will decide the employer/employee ratio which previously has been 83/17 and may be moving towards the 80/20 split. The contract with Anthem will be for three years. The Blue Ribbon Committee will determine the plans to be offered. Employees are encouraged to use the Castlight service. Unfortunately 33 positions have been laid off at West Lafayette as stated on the Purdue homepage. Also the Physical Plant Human Resources combined with the regular Human Resources.

Staff Recognition Luncheon. Christi Hall reported this year’s luncheon is scheduled for May 1. Registrations can be made online; cost is $9 (honorees’ meals are complimentary). Blu Spoon has been selected as the caterer and will serve Santa Fe salad and assorted wraps. April 22 is the deadline for reservations. Volunteers are needed to serve, work at the check-in table, and for cleanup. If interested, please contact Christi.

Red Cross Blood Drive. Sarah Didier is waiting to hear back from the Red Cross on our blood drive scheduled during Summerfest. She will provide a report at the next meeting.
**Summerfest.** Teri Luce reported there is a meeting of the Summerfest Committee tomorrow. She has a sample to share of the Save the Date cards. Printing Services has been helpful in developing materials for this event.

**Traffic Appeals.** Kendra Morris attended the recent meeting of the Traffic Appeals Committee. She reported that 92 appeals were reviewed with 2 being dismissed. Approximately 6-7 students came in to appeal their tickets. Many appeals were from the new parking spaces in Lot 14 near Gates Center. Other tickets involved driving violations and parking in handicapped parking.

**OLD BUSINESS**

**Advisory Committee on Equity.** Justin Mills asked if any member was interested in stepping into James Velez’ role on this committee. Teri Luce said she may be interested; Justin will find out more information on what it entails.

**Area Representation List.** Bobbi Barnes is making the final updates on the new area representation list. Bob Brooks has requested that he be the 2nd and 3rd shift representative for the Physical Plant area. Teri Luce agreed to take over James Velez’ areas. The Warsaw and Kendallville Centers will be added as Deborah Thorpe’s areas. J. J. Garcia will cover Area 8.

**NEW BUSINESS**

**June Regional Meeting.** Meeting rooms have been reserved in Gates for this summer event. More planning is needed.

**Call to Membership.** The annual Call to Membership campaign is underway. Five seats are vacant for terms beginning September 1. A mailing will go out tomorrow to all clerical and service staff. Those interested are to send the bottom section of the mailing to Justin Mills in the Bursar’s office.

**Nomination of Chair and Vice Chair.** Members should be prepared to make nominations for chair and vice chair for the upcoming term at the May meeting.

**Location of Meetings.** CSSAC is looking for new room/rooms for their monthly meetings. Locations in Rhinehart, Neff, Gates, HR Training Room, and in the old Accounting Services area were suggested.

**ADJOURNMENT**

The meeting was adjourned at 2:31 p.m.

**NEXT MEETING**

The next meeting of this committee is scheduled for Tuesday, May 15, 2013 at 1:30 p.m. Location to be determined.

Respectfully submitted,

*Teresa Goodwin*
Recording Secretary
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<td>“THE BRIDGE”</td>
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| 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/](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)