MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Cindy Firestine, Christi Hall, Keli Kostoff, Justin Mills, Heather Plumb, and Clarence Tennis

MEMBERS ABSENT: Denise Guingrich, Debra Marquardt, Deborah Thorpe-Rodda, and James Velez

GUESTS: Teresa Goodwin and Teri Luce

CALL TO ORDER: Clarence Tennis called the meeting to order at 1:39 p.m.

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

COMMITTEE REPORTS

Blood Drive. Bobbi Barnes updated the group on the Blood Drive scheduled for April 25 and 26. She stated that it has been a real learning experience for her. She has been working closely with the Red Cross and the Student Government representative. The goal of 40 donors each day has almost been reached just with the pre-registrations. Volunteers have signed up to work at the sign-in table on the two days, and a Red Cross representative will also be at the table from 11:00-3:00 each day. Walk-ins will also be accepted. T-shirts will be given out to all the donors. The Red Cross Blood Mobile will be parked in the Science Mall area.

Staff Recognition Luncheon. Clarence Tennis reported on the progress of the Staff Recognition Planning Committee. Christi Hall will be the name caller on behalf of CSSAC, and Clarence will present the Pride Plus Awards. Teri Luce said she would be a greeter at the door, and Heather Plumb will assist the Chancellor at the certificate table.

Grant Committee. Christi Hall reported the new application process implemented by Financial Aid for the grants has been completed. Seven dependents and four employees were awarded the scholarship money for the 2012-2013 academic year. She noted that CSSAC needs to finish updating our web site on this matter.

New Employee Orientation. Christi Hall reported that the March orientation was cancelled. The next one will be May 30, and she will be needing volunteers to speak on behalf of CSSAC. Teri Luce mentioned that some employees who never attended an orientation may want to attend a future session. Teresa Goodwin said that usually the July orientation is open to all employees, and invitations will go out in July.
University Resources Policy Committee. Clarence Tennis reported on his attendance at the last meeting. The URPC was tasked with identifying remedies to bridge the upcoming short-fall in the IPFW budget and several suggestions were forwarded. One possible suggestion may have impacted CSSAC / APSAC more adversely than others, but was voted down. Clarence asked for a member to be on this committee, and Justin Mills volunteered. Clarence will send him the information.

Strategic Planning and Review Council. Clarence Tennis read his notes from the April 3 council meeting. IPFW’s metrics are superior to its peers, but IPFW is still struggling with graduation rates. IPFW’s work environment is rated Best in Class when compared with its peers using employee survey results. IPFW will be raising academic entrance standards in an effort to increase retention and will be partnering with Ivy Tech. Current endowment values are good and are being successful in raising new endowments. There is a volleyball endowment of over $1 million. IPFW sponsored community events such as an art gallery, Riverfest, and The Big Event which had 600 volunteers the first year, are continuing to make a positive impact on the Fort Wayne community. New enrollment is falling and the question on how to deal with it was discussed. It was suggested that we have a private college within our public university. New retail options for the campus and surrounding area were discussed with several suggestions being offered.

West Lafayette Report. Clarence Tennis attended the meeting at West Lafayette and here is his report:

- Clarence reported on our Pride Plus Awards, staff recognition, and blood drive.
- Luis Lewin spoke on the long-term care benefit that is currently being offered. No physical exam will be required if you sign up prior to April 30. Information on this can be found at: http://www.purdue.edu/hr/Benefits/ltc.html
- New employee orientation sessions are just starting to be held at West Lafayette. New administrators are being trained as well.
- CSSAC at West Lafayette has a new display case and newsletter. Plans for trips to Indianapolis and Chicago were discussed.
- Electronic time cards are being implemented in West Lafayette in a few departments; the Calumet campus will have the first campus-wide pilot project to see how it is going to work. Scan stations and web-based versions are being considered.
- A brief presentation was held on the Purdue College of Technology, http://www.tech.purdue.edu/.

NEW BUSINESS

Call to Membership. Rose Costello sent a memo out to department heads asking for their support in letting their employees become involved in CSSAC. The regular call to membership memo from Clarence Tennis will be going out to all clerical and service employees at the end of April. A version of the memo is also in this month’s minutes. Four at-large representatives are needed for the 2012-2013 term which begins September 1.

Nominations for Chair/Vice Chair. Clarence Tennis told the members to be prepared to make nominations for the 2012-2013 chair and vice chair positions at the May meeting. Voting will then take place at the June meeting.

New Signage. The new signage on campus was noted and members thought they looked nice and are very informative.

Old Bookstore Space. Several of the business areas such as Human Resources, Purchasing, Accounting Services, Comptroller, and Enrollment Management offices will likely be moving over to the renovated book store space in the fall. Plans are currently in the developing stage.
ADJOURNMENT

The meeting was adjourned at 2:29 p.m.

NEXT MEETING

The next regular meeting of this committee will be held on Tuesday, May 15, 2012 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/

West Lafayette WEB CSSAC home page address: http://www.purdue.edu/hr/cssac/Welcome.html
Call to Membership

Representatives to the Clerical and Service Staff Advisory Committee

Four at-large representatives are needed to fill vacancies on the twelve-member Clerical and Service Staff Advisory Committee. The terms will start on September 1, 2012.

Some committee activities during 2011-2012 were as follows:

1. Representation on numerous university-wide committees
2. Participation in West Lafayette CSSAC meetings
3. Sponsoring Red Cross Blood Drive
4. Dependent Grant Award Program including fund raising
5. Summerfest, Staff Recognition Luncheon, and New Employee Reception

The objectives of the committee are:

1. To provide members of the clerical and service staff with a means of representative participation through suggestion and advice in the formulation or change of policies affecting conditions of employment.
2. To provide an effective means of communication between the clerical and service staff and the university administration.
3. To act in an advisory capacity and make recommendations to the Human Resources Department which has the assigned responsibility for planning and recommending policies concerning personnel and staff benefits.

Those who have an interest, including incumbents if they wish, will have their names placed on the ballot. If you would like to be a representative, please complete the bottom portion of this page and return it to Deb Marquardt, Psychology, NF 388, before June 1, 2012.

CSSAC Representatives:

I would like to have my name placed on the ballot as a representative to the Clerical and Service Staff Advisory Committee for the term beginning on September 1, 2012.

Name: ______________________________________________________
Department: _________________________________________________
Telephone: _________________________________________________
Supervisor’s Signature: _____________________________________