CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE  
FORT WAYNE CAMPUS  

Monthly Meeting Minutes  
November 18, 2014  

MEMBERS PRESENT: Liane Ambrose, Patty Bodinka, Bob Brooks, Bruce Burdick, Sarah Didier, J. J. Garcia, Christi Hall, Brian Johnson, Teri Luce, Deborah Thorpe, Marcus Tulley, and Jacqueline Warfield  

GUESTS: Andrew Downs and Julie Yunker  

CALL TO ORDER: The meeting was called to order at 1:30 p.m. by Deborah Thorpe in LB 275.  

APPROVAL OF MINUTES: Christi Hall made a motion to approve the October minutes, and Marcus Tulley seconded. All members were in favor and the minutes were approved.  

GUEST SPEAKER – Andrew Downs  
Andrew Downs, Associate Professor and Director of the Mike Downs Center for Indiana Politics, spoke to the group on behalf of the USAP committee. The current USAP will be changing to incorporate APSAC, CSSAC, and faculty members. Andy presented a proposal for CSSAC to have members be a part of the committee. The members from CSSAC do not have to be all committee members; seats can be offered to the campus clerical/service staff to be a part of the changing format for USAP (new name, new focus). The investment of time for the CSSAC representatives will be a heavy commitment beginning with an organizational meeting in December. The bulk of commitment will be from January to March. USAP is looking at ways to lessen the commitment load in the future; but until the committee itself takes shape, they are unsure of just what is needed.  

CSSAC, APSAC, and the Faculty Senate have been asked to add the new USAP committee to their bylaws as a long standing obligation. Right now it is a five-year commitment that will crunch the data that USAP, the Budget committee, and the Chancellor’s committee have collected and produce recommendations and result statistics to share with the campus community.  

CSSAC agreed there is interest in being a part of the new USAP and agreed to discuss how to recruit members from the standing committee, the clerical/service staff and future CSSAC committees.  

USAP would like our members to be ready by April 2015, but the committee itself may not start until Fall 2015 or even January 2016. CSSAC agreed to have a decision on whether to send representatives to serve on this committee by their March 2015 meeting.
GUEST SPEAKER – Julie Yunker

Julie Yunker, Chief of Police, spoke to the group about several different concerns on campus. In answer to a recent Bridge Question, Julie confirmed that there will be no refunds for “A” parking for this term. CSSAC members expressed their concern about the Crescent Avenue entrance closure with regards to emergency evacuations on campus, and the committee was unsure where to address concerns. The committee stated they would like to see more communication from the Physical Plant on things like new stop signs, diagrams of traffic flow, and construction changes on the campus roads. Julie stated that to her knowledge defibrillators are being planned for each campus building, and suggested CSSAC contact Rick Igney about funding (he has sent a letter to a local doctor). Training on the defibrillators would be helpful, and it was suggested that Ann Obergfell conduct some mass training or on-line training to help personnel feel confident in using them. Bike issues around campus were discussed, and Julie suggested that the committee speak to Rick Igney.

The committee looks forward to an open communication between CSSAC and University Police to help get word out when needed on campus issues.

CSSAC COMMITTEE REPORTS

Communication. Teri Luce and Sarah Didier reported that the new 2014-2015 CSSAC photo and the recent minutes are up on the CSSAC web site.

Fundraising. Patty Bodinka reported that CSSAC made $279 from the last book sale. Patty is looking into some other possible fundraisers. She will contact Wendy Kobler from Development for dos/don’ts and possible sponsors.

Grants. Christi Hall will be talking to Vickie Dahl regarding the FSFA information on the scholarship application web page to see if clerical/service staff member can be added.

UNIVERSITY COMMITTEE REPORTS

Traffic Appeals. Teri Luce reported that six parking ticket appeals were reviewed with five upheld and one dismissed.

University Council. Deborah Thorpe reported that this group met last week and discussed varied subjects including USAP and a possible IU switch.

University Resource Policy Committee. Sarah Didier reported that various subjects were discussed including problems with keys not being returned and possible solutions.

Campus Food Committee. A question was asked if Bon Bon’s was one of the vendors whose contract was coming up and we might lose them. J. J. Garcia stated that Bon Bon’s is not one of the vendors up for contract.

University Safety. The next meeting is November 19; however, Marcus Tulley reported on several items from last month’s meeting. Emails have been sent for requests to cut off bolts that are sticking out on several of the new sculptures on campus.

Summerfest Committee. Teri Luce will be in contact with Brian Johnson and Liane Ambrose to begin planning for Summerfest and in finding last year’s information.

NEW BUSINESS
Representative for Budget Committee. Teri Luce reported that Stan Davis has asked for a CSSAC representative for the Budget Committee. Marcus Tulley volunteered.

Christmas Luncheon. The December meeting will be held at Don Hall’s Triangle Park on December 16 (at each of the member’s own expense). Members are to meet there at noon (reservations have been confirmed). Members please RSVP to Deborah Thorpe. Christi Hall has invited both the Chancellor and David Wesse and they will come if not traveling. No white elephant gifts this year, just lunch and a short meeting.

Rose Costello's Departure. Deborah Thorpe noted the news that Rose Costello will be leaving IPFW, and the committee discussed gift and celebration ideas for her support and service to CSSAC.

OLD BUSINESS

Thank You Letter. A thank you letter is ready to go to Chancellor Carwein, Vice Chancellor David Wesse, and Human Resources Director Rose Costello regarding the two percent increase in salary for non-exempt employees. The letter will be circulated to the different committee members for signatures.

ADJOURNMENT

Sarah Didier made a motion to adjourn the meeting; Patty Bodinka seconded. All were in favor and the meeting was adjourned at 3:05 p.m.

NEXT MEETING

The next meeting of this committee will be held on Tuesday, December 16, 2014 at noon at Hall’s Triangle Park. Members please remember to RSVP to Deborah Thorpe.

Respectfully submitted,

Christi Hall, CSSAC Member
Teresa Goodwin, Recording Secretary

CSSAC
“THE BRIDGE”
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Send BRIDGE questions to Deborah Thorpe at KT 145 or Bruce Burdick at VA IU04. 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