CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
January 21, 2014

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

MEMBERS ABSENT: Bob Brooks

GUESTS: Carolyn Ladd

CALL TO ORDER: The meeting was called to order at 1:30 p.m. by Justin Mills in the Gates Center Fieldhouse, Room 246.

APPROVAL OF MINUTES: There were no minutes from the December holiday luncheon.

SPECIAL PRESENTATIONS

Kronos Timekeeping Software Presentation. Christi Hall and Carolyn Ladd talked about Kronos the new electronic timekeeping system. The new system is in its first phase of training and implementing the first set of staff and service staff users. The next phase of employees will begin at the end of February. Methods of entry to post time in Kronos are duration, PC use, and swipe pad. Brand new ID cards will be needed for employees using the swipe pad system. ID’s issued after January 13, 2014 work with the new system. Employees will need to attend a training session to use the system.

Strategic Planning Information. Deborah Thorpe presented some strategic planning information to the group and stressed the need for feedback on the plan draft that was sent to all members of CSSAC. She urged everyone to read through and present ideas or questions from what was read. Feedback is really needed! She will re-send the plan to members and invites all to submit their comments for the Strategic Planning Committee’s review.

SUBCOMMITTEE REPORTS

Book Fair. Reports on the Book Fair will no longer be a separate agenda item and will be included under the Fundraising section.

Communication. Clarence Tennis noted that the new committee photo and updated minutes are on the CSSAC website.
**Fundraising.** Patty Bodinka reported that the next book sale will be April 17 and 18 (around Easter). The committee is still looking into another type of trinket sale fundraiser for spring. Deborah Thorpe and Denise Guingrich are proceeding with the Flower Power fundraiser for the spring. The committee voted to consider holding the flower bulb sale in the fall as well.

**Grants.** Christi Hall reported that the scholarship application is open. Employees and their eligible dependents should make sure to choose the “Child/Dependent of a Clerical/Service IPFW Staff Employee” box on the online form.

**Pride Plus.** Bobbi Barnes reported that the submission date for applications has been changed. She will ask Teresa Goodwin for the timeline for processing the award, ordering plaques, etc.

**Purdue West Lafayette Report.** No quorum was present at the last meeting. Luis Lewin talked about health savings accounts. Focus groups were initiated to look into 12 different policies that are considered for revision. North Central CSSAC is selling candy bars. Also discussed were discounts at Purdue for outlaying services like the gym. (It was noted that we should add the discount link to our website too.)

**UNIVERSITY COMMITTEE REPORTS**

**Traffic Appeals Board.** Teri Luce reported on the last meeting. Fifteen tickets were reviewed with 15 being upheld and zero dismissed.

**Diversity Council.** Kenneth Christmon, the committee chair, is in the process of arranging a meeting. J.J. Garcia has attended many of the Diversity events on campus.

**University Council.** The next meeting is set for February 6, 2014.

**University Resource Policy.** Sarah Didier reported the topics discussed included a Division I taskforce for athletic programs, the budget, dual credit costs, and lab fees for some courses.

**OLD BUSINESS**

**Area List Updated.** Bobbie Barnes has updated the area assignment list. She still had a few departments to add or change.

**NEW BUSINESS**

**Staff Recognition Planning.** Teri Luce reminded members who volunteered on this committee that they should be receiving information about planning meetings.

**ADJOURNMENT**

The meeting was adjourned at 3:00 p.m.

**NEXT MEETING**

The next meeting of this committee will be held on Tuesday, February 18, 2014 at 1:30 p.m. in Kettler Hall, Room G06 (HR Training Room).
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](http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html)

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