MONTHLY MEETING MINUTES
MAY 15, 2012

MEMBERS PRESENT: Bobbi Barnes, Bob Brooks, Cindy Firestone, Denise Guingrich, Christi Hall, Keli Kostoff, Debra Marquardt, Justin Mills, Clarence Tennis, Deborah Thorpe-Rodda, and James Velez

MEMBERS ABSENT: Heather Plumb

GUESTS: Rose Costello and Teresa Goodwin

CALL TO ORDER: Clarence Tennis called the meeting to order at 1:36 p.m.

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

BRIDGE QUESTION

Q: Can administrative/professional positions, e.g., academic advisors, work a compressed work week? An employee would work 40 hours in less than five days allowing him/her to be off a full day?

A: In some cases, exempt and non-exempt employees may work a compressed work schedule. Factors to be considered include the nature of the job duties and responsibilities, staffing and business needs of the department and approval by the department head. Any flexible schedule should be clearly defined and documented. HR can assist in this discussion to ensure it is mutually beneficial for the university and employee. Departments should send notification of varying work schedules to Human Resources for documentation.

-- Carolyn Ladd
Compensation & Classification Administrator
Human Resources

COMMITTEE REPORTS

Book Sale. Denise Guingrich reported that the next book sale is scheduled for June 27 and 28. The location is yet to be determined. CSSAC’s commission from the last book sale was $102.36.

The committee had discussion on the pros and cons of hosting a book sale. Considering how much effort is put into hosting the event with setup and staffing, it may not be worth the profit that it produces for the grant fund.
Clarence Tennis stressed that the book sale is the only outright event that supports the grant fund, and Bob Brooks noted that CSSAC needs to fall back on some event for the grants. Suggestions were made on making the event more profitable such as using a different vendor who will give a larger commission, setting book sale dates on or near pay dates, having two locations, setting the dates around holidays, having a discount coupon to Subway with purchase, and having the sale during Summerfest or SOAR.

A motion was made to look into possibly moving the June book sale to the Summerfest date. The committee voted to look into seeing if a switch was possible. NOTE: After looking into the matter, it was determined that moving the date is not possible, so the book sale will remain on the scheduled dates of June 27 and 28. The location will be on the ground floor of Kettler Hall by Subway.

Denise is unable to be on campus on June 27 and 28 to manage the event and asked for assistance from other members. James Velez and Bobbi Barnes volunteered; Cindy Firestine and Keli Kostoff agreed to assist.

New Employee Orientation. Christi Hall reported that the next orientation is scheduled for May 30 and asked for volunteers to welcome our new employees. Justin Mills volunteered.

West Lafayette Report. Clarence Tennis reported on his attendance at this month’s CSSAC meeting at West Lafayette:

- Adedayo Adeniyi presented an overview of the new Performance Evaluation Policy. (Rose Costello noted that IPFW will be in compliance with the new policy as well. Training sessions are being currently conducted across campus. All employees are encouraged to attend.)
- There was some discussion about possibly moving away from using Cigna; but that is not going to happen at this time.
- The group spoke about their display cases, updated web site, and new newsletter.
- Discussion on trips was held including one to the zoo.
- The employee WorkLife team made a presentation to the group.

OLD BUSINESS

Call to Membership Campaign. Clarence Tennis reported that thus far five employees have shown interest in being a CSSAC member for the next term. The due date for consideration is June 1. The committee will decide at that time if a vote will need to be conducted. Four openings are available for the upcoming term which begins September 1. Human Resources offered their assistance in conducting the vote, and it was noted that a ballot could be created in Qualtrics and then sent out to all clerical and service employees.

Emertis status was discussed. In the Bylaws it states that the outgoing chairperson, if not serving a successive term, will be a non-voting, ex-officio member of the committee. Since Clarence’s term on the committee is not ending this year, Teri Luce will be asked to remain in the emeritus role another year.

Nominations for Chair and Vice Chair. Clarence Tennis asked for nominations for chair and vice chair. Bobbi Barnes nominated Keli Kostoff for chair; Clarence nominated Deb Marquardt for vice chair. No other nominations were made. Voting will take place at the June meeting.

June Regional Meeting to Calumet Campus. June 12 is the date when the Calumet campus will be hosting the regional CSSAC meeting. Clarence Tennis encouraged members to attend. Christi Hall, Bob Brooks, Bobbi Barnes, Keli Kostoff, James Velez, Justin Mills, and Clarence Tennis stated they would like to attend. Clarence will send an email out to members to confirm. Next year, it will be IPFW’s turn to host this meeting.
ADJOURNMENT

The meeting was adjourned at 2:32 p.m.

NEXT MEETING

The next regular meeting of this committee will be held on Tuesday, June 19, 2012 in KT 178 beginning at 1:30 p.m.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

**CSSAC**

**“THE BRIDGE”**

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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/](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)