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

MEMBER ABSENT: Patty Bodinka

GUESTS: Rose Costello, Teresa Goodwin, Justin Mills, and Judy Tillapaugh

OFFICIAL PHOTO: An official photo of the committee was taken by Jim Whitcraft.

CALL TO ORDER: The meeting was called to order at 1:32 p.m. by Deborah Thorpe in LB 275.

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

GUEST SPEAKER

Judy Tillapaugh, Wellness and Fitness Director, spoke on the various opportunities offered at IPFW and passed around brochures/fliers for Fall Fest, the IPFW Health & Wellness Clinic, the flu shots schedule, and the IPFW Employee Wellness Operation “Be Fit for Life” Program. She specifically spoke on the “Be Fit for Life” Program which was created to coincide with the Operation Fight For A Fitter Fort campaign currently underway. This is a free program and the benefits include use of the Athletics Center walk/run tracks, discounted membership at the Athletics Center and ability to use all the fitness areas, participation in the “Minutes Matter” fitness challenges as an individual or group, and a complimentary session with an IPFW personal fitness trainer.

Rose Costello noted that employees remain in pay status while visiting the IPFW Health & Fitness Clinic (regular time). Marcus Tulley asked how the 2nd shift employees could take advantage of this with the current Clinic hours of operation. Judy Tillapaugh thought that having it open one night a week may be a possibility. Rose and Judy agreed to check on this matter and will get back with the committee.

Judy continually strives to come up with new ideas and programs, and we can expect to see some seasonal changes in the programs to come. She stated she is available to attend departmental meetings across campus to promote health and fitness.
CORRESPONDENCE – Bridge Questions

Q: I’m sure the new roadways around campus will help the traffic flow in and out of campus tremendously; however, it is unfortunate that we were not forewarned in August before we purchased our yearly parking permits that half of the parking spaces in and around Kettler Hall would be unavailable due to construction roadblocks. Is there any discussion as to a reimbursement of parking permit fees because we cannot find any A parking spots in this area?

A: As of this time there has not been any discussion to a reimbursement of parking fees; I as well am an “A” parking permit holder and understand the frustration of “A” parking being taken away. The “A” parking around Kettler Hall was taken away because the temporary detour route through that area would be very dangerous for staff backing up into what is currently a major roadway through campus.

The Crescent Ave. entrance/exit will remain closed at this time. We have done several traffic studies with a local engineering firm and with the construction of Coliseum Blvd. (a state project) the university will be getting left hand turn lanes south bound on Coliseum Blvd. into campus. That left hand turn lane was eliminated back in 2003 because traffic would bottleneck onto the bridge, causing too much weight on the bridge. With receiving a left hand turn off of Coliseum that will eliminate a large amount of traffic using Crescent Ave. to enter campus.

Craig Campbell
IPFW Project Manager

Q: Can you give some guidelines about putting shredded materials in the recycling bins? Should they be bagged, or just put in the bins?

A: ServAll takes the shredded paper either way. If it is bagged, it is less likely to spill and spread in the wind.

Denise Guingrich
Operations & Maintenance

COMMITTEE REPORTS

List of Assignments. Deborah Thorpe prepared a list of the committee assignments. If there is a conflict, members should contact her or Bruce Burdick. The committee discussed if there was a need for CSSAC to host a Red Cross Blood Drive since there are around ten other drives planned by other organizations across campus currently. Sarah Didier is unable to be on the Summerfest Committee. She will be the rep for the University Resource Policy Committee, and Christi Hall will be the backup. Sarah will also be handling the website.

Communications. Teri Luce is managing the CSSAC listserv and noted that with the migration to Outlook, some changes may occur. She will request web site access for her and Sarah Didier.

Welcome Wagon. Christi Hall continues to send out welcome cards and tablets to new clerical/service employees. She asked if there was a need to call this a committee.

Grants. Christi Hall noted the increases in grant money to be awarded that were made at the last meeting. The application process opens back up on November 1, 2014 for the Common Scholarship for the next fall term. Any clerical or service staff that wishes to take advantage of the CSSAC grant must fill out the form as if they are a “Dependent” of a clerical/service staff in order to be considered. Christi noted that she reminds recent users of the deadline.
West Lafayette Report. Bruce Burdick attended this month’s meeting at West Lafayette which was a joint meeting with their APSAC and CSSAC committees, so he didn’t get to ask the questions he had planned but he will ask at next month’s meeting. The new Treasurer and Chief Financial Officer William “Bill” Sullivan spoke.

Red Cross Blood Drive. After discussion, a motion was made by Bruce Burdick to suspend the CSSAC sponsorship of the Red Cross Blood Drive with the option of re-hosting the event if the need arises. Christi Hall seconded the motion; all were in favor.

Traffic Appeals. Teri Luce reported on her attendance at the recent meeting. Twenty-six appeals were reviewed with 21 being upheld and 5 dismissed.

University Council. Deborah Thorpe stated she plans to attend the next meeting scheduled for November 4.

Advisory Committee on Equity. Deborah Thorpe attended the recent four-hour training presentation here on campus. The West Lafayette folks came here this time to present the training, and there was a good turnout. The training was on how to handle being called on to sit on a panel to review cases of sexual discrimination or assault for students, faculty, staff, and vendors.

University Safety. Marcus Tulley reported on his attendance at the recent meeting. He will try to address the Bridge question on defibrillators in each building on campus by sending an email to our Chief of Police. REM is working on our ergonomics system and there is a plan to have demo furniture in stock. The Physical Plant employees will be doing some online training on docks. Grounds will be doing audiograms on November 13. Anyone working with electricity will be required to attend an electrical safety training. A question was brought up on the blue phones on campus. They now ring to a cell phone or people are directed to call 911.

Treasurer’s Report. Patty Bodinka was unable to attend the meeting, but she provided the following information for the minutes:

Sales from the Book Fair totaled $1,860.00; CSSAC’s portion of sales is 15 percent which totals $279.00. The proceeds have not yet been received.

The ending balances effective September 30, 2014 of the CSSAC accounts are as follows:

- CSSAC General Fund is $1,532.94.
- CSSAC Dependent Scholarship Fund is $9,653.22.

NEW BUSINESS

USAP. Deborah Thorpe reported that Andy Downs will attend the November meeting to discuss CSSAC and the efforts of the USAP. The language of the bylaws should match the goals of our strategic plan. It was noted that bylaws usually are updated every 3-4 years. Teri Luce updated the bylaws last year with a few changes and a new appearance. Deborah asked members to look over the Bylaws before the next meeting and jot down notes.

Minutes for Physical Plant Employees. Denise Guingrich from Physical Plant and Dawn Holcomb from Shipping and Receiving suggested a slight change in how the CSSAC minutes are distributed to the Physical Plant employees. Currently, a label file is created and is sent to the mail room to place on the minutes for mailing. It has been suggested that since each employee now has their own mailbox, the labels are no longer needed and Denise has offered to just put them in each mailbox. Marcus Tulley recommended the new process and a motion was made to make the change with all members voting in favor. Rose Costello also stated she will speak with Ed High about making sure supervisors are placing mail in the individual boxes.
2nd Shift and the Two-Hour Rule. In an effort to address the concern that 2nd shift employees were missing out on campus events, Rose Costello spoke with Physical Plant administrators and a change has been made. The new “four-hour rule” will allow 2nd shift employees to start at noon to attend Summerfest and other events approved by supervisors.

Conversations on Quality. Rose Costello attended a meeting on October 3 where Carl Drummond spoke on funding and the formula used. The next meeting will be on November 7. If anyone on the committee is interested in attending, they should contact Deborah Thorpe.

New Overtime Policy Effective January 2015. Christi Hall brought to the attention of the committee the next modification in the overtime policy which will come in effect in January 2015. Rose Costello explained that under this policy change, nonexempt (paid biweekly) staff will be paid overtime for all hours worked in excess of 40 hours in any single work week. Paid and unpaid leave days (i.e., vacation, jury duty, sick leave, bereavement leave, etc.), with the exception of the University-recognized holidays, will not be counted to determine eligibility for overtime pay. The change is the second step in a process that began in 2010 in which Purdue moved from a policy that paid overtime for every hour worked over eight each workday. A notice and further information will be provided in Inside IPFW.

Friends of CSSAC. Bruce Burdick asked to create an affiliation whereby employees can be called “Friends of CSSAC” and be called upon to help out or volunteer for certain projects or events. Marcus Tulley suggested we have back-up members or substitutes at meetings. A motion was made to vote on this matter at the November meeting. All members were in favor.

OLD BUSINESS

Thank You Note. Marcus Tulley has prepared a rough of the thank you note in regards to the two percent pay increase for clerical/service employees. He would like to include examples of occasions when clerical/service staff have face to face contact with students and various ways we serve. Marcus asked for suggestions from the committee.

ADJOURNMENT

The meeting was adjourned at 2:55 p.m.

NEXT MEETING

The next meeting of this committee will be held on Tuesday, November 18, 2014 at 1:30 p.m. in LB 275.

Respectfully submitted,

Teresa Goodwin
Recording Secretary
| CSSAC  
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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