Members Present: Bobbi Barnes, Bob Brooks, Sarah Didier, J. J. Garcia, Denise Guingrich, Christi Hall, Justin Mills, Kendra Morris, Clarence Tennis, Deborah Thorpe, and James Velez

Members Absent: Sarah Manley

Guests: Teresa Goodwin, Teri Luce, and Mandi Witkovsky

Call to Order: Justin Mills called the meeting to order at 1:32 p.m. in KT 178.

Approval of Minutes: The minutes from the November 2012 meeting were approved.

Guest Speaker

Mandi Witkovsky. Mandi Witkovsky from IT Services spoke to the group about VIBE – an online collaboration web site. She explained many of the features and gave examples of ways the committee can use VIBE to manage their information. Use of VIBE would be a good way to pass on information from year to year as membership changes and for keeping track of scholarship and grant funds. Mandi answered questions from the members and suggested CSSAC designate a few members to do the initial setup of CSSAC in VIBE. Todd Raines is available for one-on-one or group training.

Committee Reports

Book Sale. Denise Guingrich reported February 19 and 20 have been selected as the new dates for the next book sale. It will be held again in Kettler Hall Ground Level. In a couple of weeks, she will be seeking volunteers to act as CSSAC reps at the sale and will be sending out posters to the members to hang up in their areas.

Communication. Clarence Tennis has added some items to the CSSAC web site including a new power point presentation and J. J. Garcia’s name as a member. He and Bobbi Barnes volunteered to set up a CSSAC workspace in VIBE.
Grants. Christi Hall read an email to the group about a situation that was presented to her by Vickie Dahl from Financial Aid for the committee’s consideration. An employee asked if the $200 grant amount is transferable to the second semester if the student decides not to attend classes the first semester of the same academic year. Discussion was held and the committee decided that the funds are not transferable from semester to semester and only apply for semesters the student actually attends classes. Christi will prepare an answer and contact the employee in question. CSSAC will also make a note of this action for future reference and consistency.

Welcome Wagon. Christi Hall reported to the group the New Employee Orientation sessions have been revamped and CSSAC will no longer be on the agenda to speak. Instead, Human Resources is creating a new employee onboarding section on their web site where CSSAC can provide a link. Also, the distribution of the CSSAC tablets and pens will need to be done in a different way.

Pride Plus. James Velez passed out a hard copy of the revised Pride Plus nomination form. The form is available on the CSSAC web site. A general email about the nomination process is planned and will be sent out campus wide in the near future.

Diversity. James Velez reported on the last Diversity Council meeting. The results of the campus climate survey are in. Ken Christmon has formed a campus climate committee training to help evaluate the survey results.

Staff Recognition Luncheon. Clarence Tennis reported the planning committee for the luncheon met on January 10 for their first meeting. The date of the event is tentatively set for April 17 in the International Ball Room in Walb Union. The committee wants to coordinate the recognition with Chancellor Carwein and will be asking her for her ideas and thoughts. If anyone has any ideas for the theme, please let Clarence know. This year, 120 staff employees with service anniversaries will be recognized at this event. Clarence asked if anyone was interested in participating in the planning. If so, they are to let him know and he will add their name to the list.

Red Cross Blood Drive. Sarah Didier reminded the committee the next Red Cross Blood Drive is scheduled the same day as Summerfest. She will look at scheduling in the spring. Deborah Thorpe asked if it would be possible to pass out organ donation cards on site that day as well. Sarah said she will check on that with the Red Cross.

Summerfest. James Velez reported the summer event is scheduled for Wednesday, July 17, and the spaces in Walb Union are reserved. The event is still on despite funding cuts and the committee will proceed with the planning until told otherwise. James would like to seek APSAC’s assistance in planning the event. Teri Luce passed out an activity list that she created. The committee discussed possible themes and narrowed the list down to five: Beach Party, the Wild Wild West, Under the Big Top, SuperHeroes, and Disco Fever

James will prepare a Qualtrics survey and send out a ballot to members with these five choices. He will also include Teri’s activity sign-up sheet.

ADJOURNMENT

The meeting was adjourned at 2:35 p.m.
NEXT MEETING

The next meeting of this committee will be held on Tuesday, February 19, 2013 in KT 178 beginning at 1:30 p.m. Deborah Thorpe will be sending out the meeting appointments through Groupwise.

Respectfully submitted,

Teresa Goodwin
Recording Secretary

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Deborah Thorpe at KT 145 or to Justin Mills at KTG57. 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

Have you earned a degree in 2012?

If so, please complete Form 13FW (Employee Information Form) found on the HR web site and e-mail Teresa Goodwin at goodwint@ipfw.edu. The university would like to recognize your achievement at the upcoming Staff Recognition Luncheon scheduled for Wednesday, April 17, 2013.