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

The January 2015 minutes were approved. It was noted that Justin Mills is the chair emeritus and is considered a “guest” in the minutes.

Tina Grady, Benefits Administrator from Human Resources, spoke to the group about the new leaves benefits program coming July 1, 2015 which includes a Paid Time Off (PTO) leave that combines vacation, personal business days, personal holidays, and sick leave benefits into a single category. She noted that accumulated vacation and sick leave benefits (and everything you will earn from now through June 30) will be completely protected for current employees. You will not lose vacation and sick leave that you earned. With the new policy, non-exempt employees will have an allotment of between 10-25 days a year to use as PTO, depending on years of service. Tina showed a comparison of the current leaves policy and the proposed one. She answered questions from the group. For detailed information, visit the Purdue web site at: https://dev.www.purdue.edu/hr/Benefits/UniversityLeavesCommittee.html

For the schedule of information sessions to be held at IPFW, please go to the link on the Human Resources home page of the IPFW web site.

Tina asked the committee for feedback on a proposal from Longe Optical on Coldwater Road for an employee discount program. Deborah Thorpe asked for something in writing to look over, and Tina said she would provide members with a brochure.

COMMITTEE REPORTS

Treasurer’s Report. Patty Bodinka reported the following balances as of January 31, 2015:

CSSAC General Fund: $1,224.67
Dependent Grant Fund: $10,612.22
**Communication.** Sarah Didier has been busy updating the CSSAC web site including the Pride Plus nomination information. She asked members to let her know of anything else on the web site that needs updated.

**Fundraising Committee.** Patty Bodinka provided flyers for advertising the March book sale and passed around a sign-up sheet to man the event.

Patty and Jacqueline Warfield met with Quincy Davidson from Development today and he made some suggestions about the committee’s fundraising. His department would be able to assist with soliciting money from certain individuals such as retirees. He discouraged any fundraising from outside donors, and suggested the committee restrict their fundraising to on-campus events and people. Nothing was said about dos & don’ts. Deborah Thorpe suggested that the committee come up with some fundraising needs and goals.

**Pride Plus Awards.** Marcus Tulley has sent out the nomination forms with the due date of March 13, 2015. He has received one nomination thus far.

**West Lafayette Report.** Bruce Burdick attended this month’s meeting at West Lafayette. Topics discussed included the increase in enrollment of women and the major announcement expected on Wednesday ($40 million Lilly Endowment Grant).

**Traffic Appeals.** Teri Luce reported that this committee did not meet because they only had three appeals to review which they will review at the next meeting.

**Diversity Council.** Brian Johnson reported that he has spoken with Ken Christmon several times over the last month about the Diversity Council. A Diversity newsletter will be coming out soon. The committee will be meeting within the next couple of weeks.

**University Council.** Deborah Thorpe attended a recent meeting. Discussion centered around the new food vendor which will be announced soon, the status of IPFW’s designation as a “metropolitan university” which is currently under discussion by the Commission of Higher Education, and that finances are better than hoped.

**University Resource Policy.** Sarah Didier reported that URP is currently discussing the following:

- Weather closure and information policy. Closings are now announced for day classes by 6:30 a.m., and some faculty and students could use an earlier announcement due to the time they have to leave home in order to arrive on campus on time.
- Still discussing a possible revision of the Key Policy in order to have more people return their keys when leaving the university (perhaps requiring deposits for keys). Checking to see what the library does when books are not returned when students graduate and employees separate.
- Drafting document to develop a University Advancement Advisor Subcommittee. This committee would advise the Vice Chancellor for Advancement.
- Construction on the Broyles tunnel for foot traffic is set to begin on May 11, 2015.

**Campus Food Vendors Committee.** J. J. Garcia was unable to attend the meeting but provided information that a new vendor will be announced soon. It was noted that YoYo’s closed because the store here was no longer profitable.

**University Safety.** Marcus Tulley reported that this committee has added a new member, Bill Tisdale, from Building Services.

**Summerfest.** Brian Johnson mentioned that he will be sending out some emails asking for ideas and will be setting up planning meetings soon.
OLD BUSINESS

Question on Soda Machine Sales. As requested, Christi Hall spoke with Cyndy Elick about the possibility of CSSAC getting a share of the soda machine profits. Cyndy said that APSAC had made that request previously and it was denied. She suggested that APSAC/CSSAC combine their efforts to see if it would be possible.

Revision of Bylaws. Brian Johnson and Marcus Tulley began tackling the job of revising the CSSAC bylaws, and have realized that it will take a lot of time to complete. Deborah Thorpe asked the members to review the current bylaws and e-mail any changes or suggestions to Brian. This subject will be the main topic of discussion at the next CSSAC meeting. It was noted that Brian will be busy with Summerfest, and Marcus volunteered to take the lead on the project.

USAP Volunteers. Deborah Thorpe asked if anyone heard how Andrew Downs was coming along on his efforts with USAP. Deborah Thorpe volunteered to serve as the CSSAC representative, and Teri Luce agreed to be her backup.

Lateral Transfers. Marcus Tulley led discussion on the compensation issue for a lateral transfer for a clerical/service employee. He had spoken with David Wesse about the matter, and David expressed his concern that employees should be able to keep their salary if they move from one job to another. Further discussion is needed; however, Deborah Thorpe said the committee will need to table this subject for now because of other pressing issues.

NEW BUSINESS

Change in Upcoming Meetings. Because of construction projects at the Library, the June and July CSSAC meetings will be held in Room 235 of the Rhinehart Music Center.

ADJOURNMENT

The meeting was adjourned at 3:10 p.m. by Deborah Thorpe.

NEXT MEETING

The next meeting of this committee will be held on Tuesday, March 17, 2015 in Helmke Library Room 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