CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
November 20, 2012

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

MEMBERS ABSENT: Sarah Manley

GUESTS: Teresa Goodwin and Teri Luce

CALL TO ORDER: Deborah Thorpe-Rodda called the meeting to order at 1:32 p.m. in KT 178.

WELCOME: J. J. Garcia was introduced and welcomed to the committee. She will be completing a one-year term ending August 31, 2013.

COMMITTEE REPORTS

Book Fair. Denise Guingrich reported that the November book sale was very successful with a profit to CSSAC of $273.84.

Communication Committee. Clarence Tennis reported that he has updated the CSSAC web site. The bylaws have been added along with the new CSSAC photo taken at the last meeting. Clarence will be asking Mandi Witkovsky from IT Services to speak to the group at the January meeting on the VIBE workspace. It was noted that IT Services provides training on this in their training lab as well. Meanwhile, Clarence plans to start the setup process for CSSAC in VIBE. Bobbi Barnes said she can assist Clarence if needed.

Grant Committee. Christi Hall reported that she has spoken with Vickie Dahl in Financial Aid about the deadline for applications. Every year the applications will be due on February 1 for the next academic year and by April the grants are awarded. The question on the application has been changed asking if the employee is clerical/service or administrative. Christi asked the group if they wanted to change the criteria to include freshman and omit the grade. It was voted on and decided to keep the criteria as is. APSAC is keeping their criteria the same as well.

Welcome Wagon Committee. Christi Hall asked for volunteers to help greet new employees at the orientation on November 28. Our time is at 2 p.m. Deborah Thorpe-Rodda volunteered for the November orientation, and Bobbi Barnes volunteered to attend the next one.

Pride Plus Committee. James Velez reported the nomination form has been updated and is ready to go for the 2013 awards. The application deadline is currently set for March 2.
**West Lafayette Meeting.** Clarence Tennis stated that he will inform CSSAC at West Lafayette of the appointment of Deborah Thorpe-Rodda and Justin Mills as co-chairs. Deborah plans on attending the December meeting.

**Staff Recognition Luncheon Committee.** Clarence Tennis reported the planning meetings for this event will begin in January. Teresa Goodwin will initiate. The date for this event was pre-set and is scheduled for April 17, 2013 in Walb Union Rms. 149-150.

**Red Cross Blood Drive Committee.** Sarah Didier is looking forward to having the information for this event stored on VIBE.

**Summerfest Committee.** James Velez reported that a date has been reserved in July for Summerfest 2013 (he will send date out to everyone on committee). Teri Luce passed out an area list of things to do for the event. James is hoping APSAC and CSSAC will collaborate on this event. After the holidays he plans on having committee meetings. He asked for ideas from the group on a theme. Suggestions included Welcome to the Jungle, the Wild Wild West, Night at the Roxbury, Pajama Party, and Under the Big Top. The committee will decide on a theme in January.

**University Resource Policy Committee.** Justin Mills has been attending the weekly meetings of this committee and has asked that someone else be assigned to represent CSSAC because of a conflict with his work schedule. Christi Hall volunteered but will need to check with her supervisor.

**OLD BUSINESS**

**New Co-chair Positions.** At the October meeting, Deborah Thorpe-Rodda agreed to be interim chair until the next meeting. She is willing to be a co-chair for the remainder of the term if someone else is willing to be the other co-chair. The committee voted on electing two co-chairs and eliminating the vice chair position for the remainder of the current term. All were in favor. Justin Mills was nominated to be the new co-chair. A vote was taken and all were in favor.

**NEW BUSINESS**

**Employee Evaluations.** Kendra Morris was asked by an employee if CSSAC had any involvement in the new employee evaluation policy. Clarence Tennis stated that the policy was brought up at the West Lafayette CSSAC meetings. Teresa Goodwin commented that someone from HR can come and speak to the group on this subject if the committee would like more information.

**Area Representative List.** Deborah Thorpe-Rodda mentioned that the Warsaw and Kendallville campuses are not currently on the CSSAC area representative list. It was noted that other changes need to be made as well. She asked for a volunteer to update the list. Bobbi Barnes volunteered to do so.

**Joint Session to Discuss IPFW Budget.** Deborah Thorpe-Rodda asked the members if they will be attending the joint session of APSAC/CSSAC on the topic of the IPFW budget scheduled for November 27 at 1 p.m. in SB176. Walt Branson and Dan Gebhart will speak. It was determined that ten members will be able to attend. Teresa Goodwin will forward the number onto Dan Gebhart.

A general session will be held on December 7 at 1 p.m. in KT G46. All employees are welcome to attend. (See article in November 28 edition of Inside IPFW for more details.)

**Holiday Luncheon.** Deborah Thorpe-Rodda will make a group reservation at Hall’s Triangle Park for the annual holiday luncheon (at each member’s expense) on Tuesday, December 18, tentatively at 12 or 12:30 p.m. A white elephant gift exchange is planned. Chancellor Carwein, Walt Branson, and
Rose Costello will also be invited. Deborah will send an email out to everyone once the details are finalized.

**Homecoming Buttons.** Members were reminded that special Homecoming buttons are available for $5 from Student Government. If purchased, an employee can wear blue jeans the entire week of Homecoming (November 26-30).

**Service Project.** Continuing Studies is conducting a winter gear clothing drive. Anyone who would like to donate can contact Deborah Thorpe-Rodda.

**ADJOURNMENT**

The meeting was adjourned at 2:28 p.m.

**NEXT MEETING**

The annual holiday luncheon of this committee will be held on Tuesday, December 18, 2012. Details will be emailed to members once finalized.

Respectfully submitted,

*Teresa Goodwin*
Recording Secretary

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**CSSAC**

**“THE BRIDGE”**

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Deborah Thorpe-Rodda 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/](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)