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

MEMBERS ABSENT: Jacqueline Warfield

GUESTS: Tamarah Brownlee and Teresa Goodwin

CALL TO ORDER: The meeting was called to order at 1:35 p.m. by Bruce Burdick in LB 275.

APPROVAL OF MINUTES: The April 21, 2015 minutes were approved.

BRIDGE QUESTION

Q: Taking an internet course costs clerical/service employees $89.85 per credit hour in addition to regular tuition. A regular class costs roughly $290 and an internet course costs roughly $560. Is there a possibility of getting the technology fee waived or at least a discount?

A: This is the excerpt from Purdue University, Office of the President, Executive Memorandum No. C-7:

The staff rate shall apply for a maximum of seven credit hours per semester and four credit hours for the summer period. In addition, staff will be charged all applicable special fees, technology fees, lab fees, deposits, workshop fees, and differential fees. Staff authorized to enroll for more than the semester and summer period limitations shall be assessed the full credit hour fee and other mandatory fees assessed for each additional credit hour in excess of the maximums.

Distance Learning Fees are considered ‘special fees’.

- Pamela Michalec, Bursar

INTRODUCTION

Tamarah Brownlee was introduced to the group as the new Director of Human Resources and Office of Institutional
Equity. Tamarah expressed her desire to provide assistance to CSSAC and was looking forward to working with the group.

CSSAC REGIONAL MEETING

Deborah Thorpe passed around an invitation to the 2015 CSSAC Regional Meeting that will be held this year at Purdue University Calumet on June 9. Members were encouraged to let her know if they are able to attend the day-long meeting. She will send out an agenda and more details as she receives them.

RECRUITMENT

Deborah Thorpe extended the deadline for nominations for new members and has received five volunteers. She asked the group about eligibility of part-time clerical and service staff. And it was determined that part-time benefited clerical and service staff are eligible as long as they have their supervisor’s signature on the form. Teresa Goodwin was asked to create a Qualtrics report for voting. Names will be sent to her.

TREASURER’S REPORT

Patty Bodinka reported the balances of the CSSAC accounts effective at the end of April as follows:

- **Scholarship Account - $11,093.72**
  (reflects deposits of $330.50 from book sale and $45 from Development)

- **General Fund: $565.48**
  (reflects $500 that was moved to cover awards)

COMMITTEE REPORTS

Communication. Sarah Didier reported that she has put meeting minutes on the web site.

Fundraising. Patty Bodinka was contacted by a representative from Jewelry is Fun about the possibility of using them as part of the committee’s fundraising. She will send out a video which explains their business. Discussion was held and the committee agreed this would be an easy and beneficial way to raise money for the grant program. Patty asked to order labels, and the chair approved the purchase.

Pride Plus Discussion. Marcus Tulley brought up the matter of the need to increase ways to gain service nominations for the Pride Plus Award. Better communication was suggested and a change in the language of the nomination form.

West Lafayette Report. Bruce Burdick reported on his attendance at this month’s meeting at West Lafayette. Enrollment at Purdue is up about 14 percent and this means they will have the biggest freshman class to date. New channels are being developed for staff development. Definitions for transferring from one department to the next were discussed. North Central just had their annual Spring Fest.

Grand Fund. Christi Hall reported that emails have been sent out to grant recipients. She passed around a thank-you note that was received.

UNIVERSITY COMMITTEE REPORTS

Campus Food Contracts. J. J. Garcia has been asked to be a representative on the Food Service Advisory Team. Marcus asked if this was an official CSSAC assignment or separate. As most people know, Aramark has been selected as the new food vendor. Renovation has started in Kettler Hall and Walb Union.

University Safety. Marcus Tulley reported on some highlights from the recent University Safety Meeting. There are
some issues with the construction projects in regards to transporting hazardous materials and the need for security cameras in the Rhinehart Music Center.

**USAP.** Marcus Tulley noted that he is going to be a representative with USAP and will be representing CSSAC unofficially. The question arose if CSSAC had a representative on the University Budget Committee.

**NEW BUSINESS**

**Nomination of Officers.** Bruce Burdick opened the floor for nominations for chair and vice chair for the 2015-2016 term. Discussion was held. Marcus Tulley was nominated as the chair. Christi Hall was nominated as the vice chair. Liane Ambrose was nominated as the Treasurer. Voting will take place at the June meeting.

**OLD BUSINESS**

**Summerfest.** Brian Johnson confirmed that Summerfest has moved to July 29 with the garden theme. He stated he still needs a few volunteers to fill spots. A save-the-date will be going out soon. Other details of the event were discussed. Patty Bodinka will be sending out donation requests to area vendors, and she has received some items from Development.

**ADJOURNMENT**

The meeting was adjourned at 2:55 p.m. by Bruce Burdick.

**NEXT MEETING**

The next meeting of this committee will be held on Tuesday, June 16 at 1:30 p.m. in RC 235.

Respectfully submitted,

_Teresa Goodwin, Recording Secretary_
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