

Clerical and Service Staff Advisory Committee



The Clerical and Service Staff Advisory Committee (CSSAC) was instituted in December 1977, to enhance communications between the clerical and service staff and the administration of Purdue University North Central. The primary purpose of this committee is to give the clerical and service staff an opportunity for meaningful input on matters that affect their employment, employee relations, and fringe benefits.

I. Purpose and Scope

- A. To provide members of the clerical and service staff a means of representative participation through suggestion and advice in the formulation of change in policies affecting conditions of employment.
- B. To provide an effective means of communications between the clerical and service staff and the university administration.
- C. To act in an advisory capacity and make recommendations to the Director of Human Resources who has the assigned responsibility for planning and recommending policies concerning personnel and staff benefits.
- D. Any questions as to the scope, role or procedural matters of this committee will be decided first by the Director of Human Resources and then, if necessary, by final appeal to the Vice Chancellor for Administration.

II. Representation:

- A. The committee shall consist of a minimum of four (4) voting members from the North Central Campus clerical and service staff and one (1) ex-officio member: The Director of Human Resources.

III. Selection:

- A. The current CSSAC committee will appoint new CSSAC members. All candidates will be required to submit an [application](#). The application may be found on the CSSAC web site: <http://clubs.pnc.edu/cssac/>
- B. To be eligible for membership, the individual must:
 - 1. be classified as a "regular" member of the clerical and service staff
 - 2. indicate an interest to serve on the committee

Criteria used by CSSAC in placing names in nomination will be

- 1. length of University employment
- 2. previous CSSAC participation (those never having served will be given priority)
- 3. Approved [application](#) signed by the applicant's supervisor.

- C. Appointments to this committee will be for a three-year term effective September 1 through August 31.
- D. The selection process will take place once a year, or under special circumstances as needed.
- E. Vacancies due to termination of employment or resignation from CSSAC will be filled using the procedures as outlined above. The new member will finish the current CSSAC calendar year (Sept. 1 through Aug. 31) and then begin the three-year term.
- F. Members have the responsibility of arranging with their supervisors for their attendance at meetings. Supervisors will arrange work schedules to permit members of the committee to attend meetings in pay status.

IV. Officers

- A. The Chair will be a member of the committee and will serve as Assistant Chair prior to taking office. The term of office will be one (1) year.
- B. The Assistant Chair will be selected by the committee membership. The term of office will be one (1) year.
- C. A Recording Secretary will be selected by the committee membership. This member will prepare the minutes for each meeting. The term of office will be a minimum of one (1) year.
- D. A Treasurer will be selected by the committee membership. This member will prepare a monthly report for each meeting. The term of office will be a minimum of one (1) year.
- E. A Representative to the West Lafayette CSSAC will be chosen by the committee membership. This member will represent the North Central campus as a fully participating member of the West Lafayette CSSAC. The term of office will be a minimum of one (1) year.

V. Origination of Matters for CSSAC Attention:

Subject matter for discussion and action by the committee may originate by any of the following methods:

- A. By any member of the committee
- B. By any individual staff member or group of staff members either through a representative or by placing a written and signed statement of the matter on file with the Chair
- C. By the University Administration, any of its officers, or Department Heads

VI. Convening the Committee:

- A. The committee will convene the week following the monthly meeting of the West Lafayette CSSAC at a time and location determined by the Chair. Members will be

notified of the time and location by the Chair. Members will be responsible for informing his/her supervisor.

B. The committee may also be convened at the call of the Chair.

Minutes of each meeting will be prepared by the Recording Secretary and approved by the Chair. The minutes will then be placed on the CSSAC web site.

VII. Amendment of Bylaws:

These Bylaws can be amended by a 2/3 vote of the members of the Committee. All proposed changes in the Bylaws must be provided to the members of the Clerical and Service Staff at least two weeks in advance of the meeting at which the vote is to be taken. All changes in the Bylaws are subject to approval by the Vice Chancellor for Administrative Services.

VIII. Questions:

Questions concerning this policy should be directed to any member of CSSAC or Personnel Services.