

Members present: Debbie Lowenthal, Debbie Wing, Darlene Livingston, Jan Hanchar, Andi Baruffi, Rebecca Rapko, Rick Bohan and Sue Zahn.

Guests present: Jim Sallee and Barb Austin from APSAC, Sherry Behenna.

The meeting was held in TECH 160 and was called to order at 8:33 a.m.

Treasurer's Report: The Treasurer's reports for March, April and May were accepted. Upcoming expenses include the meat, lemonade, cups, plates, plastic ware and napkins for the picnic. Future proceeds from the Butter Braids fundraiser (usually held in October) will increase the amount in the Events Fund.

West Lafayette Report: No report.

Darlene, Andi and Kim Griffin attended the June 8 West Lafayette CSSAC meeting held at IPFW. They toured the new housing area and campus.

At that meeting, John Beelke stated the grievance policy has been updated for the first time in 18 years. Discussions are being held regarding the Family and Medical Leave Act and Purdue's more liberal use of the Act. Discussions are being held regarding a smoking survey. Purdue is looking into areas where volunteers could be used and also the Fair Labor Standards Act regarding overtime. Purdue is assigning 120 people to work on a computer project for student financial aid, Human Resources and payroll.

Administrative Announcements: Pat Nauyokas took the position of Library Assistant IV. An opening for the front desk Clerical 3 position was posted on June 15. Still open is an educational advisor part time/10 months for Success Through Education. A programmer position in IS is available. Debbie de St. Jean filled the Admissions/Career Development clerk position. Maureen Juranek took the Clerk IV position.

Picnic: The picnic is scheduled for Wednesday, August 11 from 11:30 a.m. to 1 p.m. If it rains or is too hot, the picnic will be in the cafeteria. An Olympic theme was agreed upon, and Jim and Barb said APSAC will modify Bingo to fit the theme. Rick will contact others about playing instruments and singing. Debbie Lowenthal will attend July's meeting to answer questions about the picnic.

Handing Over Files: Rebecca was appointed Secretary. Andi was appointed West Lafayette Representative. Darlene's term expires in September, so Andi will go with Darlene to the July and August meetings. Darlene stated that PNC will host the West Lafayette CSSAC meeting in June, 2005, and invitations should be extended to West Lafayette, Purdue-Cal and IPFW in September or October, 2004. The tour of campus could include the Vet Center, which wasn't open when we hosted the meeting in 2002. At that time, Mr. Back generously paid for lunch at the VAC.

Rick was appointed Treasurer and will meet with Debbie Wing and Lou Ann Robinson to become familiar with the accounts.

When Kim Griffin returns, the committee will determine who will handle the Grants and Butter Braids fundraiser. The new committee could also take up the issue of staggered terms similar to the way it's done at West Lafayette, and update the By-Laws. Debbie Lowenthal suggested that the new committee write up standard operating procedures and develop mentors, similar to West Lafayette. The outgoing members stated they would be glad to answer questions in the coming months.

Discussion: Debbie Lowenthal stated that two people approached her regarding the sudden removal of the smoking room adjacent to the cafeteria without any prior communication that this was going to be done. In order "to provide an effective means of communication between the clerical and service staff and the University administration" (By-Laws), it was suggested that a CSSAC and an APSAC representative will attend the next Chancellor's Open Office Hours to discuss this issue.

The meeting adjourned at 9:42 a.m.

The next regular meeting is Wednesday, July 21 at 8:30 a.m. in SWRZ 214.

Respectfully submitted,

*Sue Zahn*

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Recording Secretary

## CSSAC SUGGESTION SYSTEM

Suggestions for CSSAC: \_\_\_\_\_

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(Attach additional sheets if needed.)

Your name: \_\_\_\_\_

\_\_\_\_ Check here if you would prefer your name not be mentioned in conjunction with your idea.

Return this form to a CSSAC Representative:

Andi Baruffi	Continuing Education LSF 104	5343
Rick Bohan	Math/Stat/Physics SWRZ 225	5621
Kim Griffin	Education TECH 205	5485
Rebecca Rapko	Development/Alumni TECH 101	5697