

September 22, 2005

Members present: Sherry Behenna, Stephanie Wallace, Andi Baruffi, Rick Bohan, & Kim Griffin  
Jan Hanchar HR Rep

The meeting was held in the LSF Cafeteria and was called to order at 3:15 p.m.

REPORTS

Administrative Announcements:

- Jan Hanchar stated that there will be a push to use PNC ID#'s rather than SS#'s on all forms.
- The overtime calculation will be changed. Everything over 40 hours/week will be overtime. It will no longer be counted daily, but weekly. All paid time (vacation, sick leave) will count towards the 40 hours.

Treasurer's Report: Andi & Sherry met with Phil Jankowski, Comptroller, to go over the CSSAC accounts. The following was discussed:

- Group Professional Development Fund – this was a one time gift from Chancellor Dworkin. We will need to “use it or lose it”. Jan Hanchar will send us some information on a Guest Speaker Organization.
- Events Fund – money is raised through fund raisers – used for picnics & parties.
- General Fund – used for travel to and from West Lafayette – money from Dworkin & Bill Back.
- Scholarship Fund – money is raised through fund raisers and donations.
- Individual Professional Development Fund – Money added yearly from Bill Back & Dworkin. Clerical & Service employees can apply for its use. Can request more through a memo if it is needed.
- Regarding Fund Raisers – we are not allowed to do anything that resembles gambling. (Persons paying money must receive something for it in return.)

West Lafayette Report:

- We need a new West Lafayette representative Rick's supervisor will not allow him to be gone that much. Rick will ask if he can do it part-time and maybe someone else will be able to assist with the position.

OLD BUSINESS

Meeting with Dr. Pula (Sept. 15<sup>th</sup>)

- Overall the meeting seemed to go well.
- We will invite Dr. Pula to attend our CSSAC meeting once per semester – to hopefully avoid having to have such a long meeting with so many questions in the future. We can send out e-mail in advance telling everyone that he will be attending and asking them if there is anything

they would like us to add to the agenda. Persons can then read the meeting minutes to find out what was discussed.

- We need to check with Kay Toll regarding having CSSAC reps on other campus committees.

## NEW BUSINESS

### New Member

Stacy Laughlin-O’Niel has expressed interest in joining our committee. We will invite her to our next meeting.

### Fund Raisers

Butter Braids – Kim will get information on this and send out an e-mail to all of us.

Craft Sale – We will have bake sale items also. Stephanie to send out e-mail to all requesting crafts be submitted to CSSAC the last week of October. We will have the sale the first week of November.

The meeting adjourned at 4:30 p.m.

Next meeting will be Thursday, October 20<sup>th</sup> at 3:00 pm in the cafeteria.

Respectfully submitted,

*Stephanie Wallace*

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Vice Chair