

Present: Sherry Behenna, Rick Bohan, Ginny Borolov, Stacy O'Neal, and Stephanie Wallace.

Guests: Gary Demski, Todd Laux, and Denise Sola.

The meeting was held in the LSF Cyber Cafe and called to order by Sherry at 3:12 p.m.

REPORTS

Administrative Announcements: Todd Laux gave the following updates:

- One Purdue – Training is moving slowly. Watch your e-mail in the coming weeks for updates.
 - The first module will be Finance/Business and the second module will cover Human Resources.
 - Most training is web-based which can be done at the employee's own pace.
- PNC Wellness – For those who participated in the fall wellness screening, the website to complete the Health Risk Assessment will be available December 1st.
 - The spring screening will be at the end of January (watch your e-mail for more details).
 - The deadline for completing the HRA for the \$150 incentive is February 28, 2007.

Treasurer's Report: Ginny submitted a report which was reviewed.

- Butterbraid income was \$780 with a profit of \$312 (\$24 more than 2005) which went into the events fund.
- The Bake Sale brought in \$242.97 (\$59.78 less than 2005) which will go into the staff scholarship fund.
- \$500 was deposited into the dependent scholarship fund by the Research Foundation.

West Lafayette Report: Bridget could not attend, but submitted a written report:

- Many colonoscopies are being incorrectly coded for benefits in WL. If you plan on having this procedure, please contact Lynne Reglein in Human Resources beforehand to make sure it is processed correctly with insurance.
- November 14 is the mock month for OnePurdue to test things. This will run until December 19th.
- No CSSAC or APSAC representatives will serve on the search committee to replace Dr. Martin Jischke (this has also been true for president search committees in the past). All employees, however, will receive a letter from The Board of Trustees requesting any input – CSSAC encourages employees to share any information or concerns with the individuals listed in the letter.

OLD BUSINESS

- A. A second microwave has been installed in the cafeteria.

- B. Butterbraid Sale – this was profitable, so craft/bake sale funds can go towards scholarships.
- C. Craft Sale – overall the sale went well - profits went towards scholarships. Things to note for next year:
 - 1. Tables were not set-up on time and we did not receive the quantity of tables requested. There is also some concern that because the SWRZ table was in the vending room rather than in the hallway, business might have been hurt.
 - 2. Staffing was also an issue. Several employees volunteered to make baked goods/crafts but we did not have enough volunteers to cover all of the table shifts for selling.

PENDING BUSINESS

- A. New CSSAC Officers – (effective in January)
 - 1. Stephanie will move up to President.
 - 2. Ginny will take Vice President.
 - 3. Sherry will take over Treasurer.
 - 4. Stacy will remain Secretary.
 - 5. Rick will remain on Grants.
 - 6. Denise Sola came as a guest and will become a new member in January.

NEW BUSINESS

- A. Holiday Party –
 - 1. The Holiday Carry-In will be Wednesday, December 20, 2006 from 11:30-1:30 in LSF 144.
 - 2. Sherry to ask Bill Back to donate the meat (fried chicken and roast beef).
 - 3. APSAC will supply the beverages.
 - 4. Stephanie will send out a reminder e-mail and create a flyer with Stacy.
 - 5. Games will include the photo guessing game and other games by APSAC.
 - 6. Ginny to take an inventory of paper goods.
 - 7. Stocking Snowmen Favors:
 - Sherry to stuff the socks.
 - Ginny and Stacy to paint on faces and buttons.
 - Denise and Stephanie to sew the hats.
 - Rick to glue on hats and noses.

The meeting was adjourned at 3:57 p.m.

Next meeting will be December 14, 2006 at 3:00 p.m. in the Cyber Café.

Respectfully submitted,

Stacy O’Neal
CSSAC Secretary

CSSAC SUGGESTION SYSTEM

Revisions/Additions for CSSAC minutes (please include date of minutes): _____

Suggestions for CSSAC: _____

Your name: _____

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

Return this form to any CSSAC Representative:

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