

Present: Sherry Behenna, Rick Bohan, Jan Hanchar, Stacy O'Neal, and Stephanie Wallace.

The meeting was held in the LSF Cafeteria and called to order by Sherry at 3:04 p.m.

REPORTS

Administrative Announcements: Jan Hanchar gave the following HR report:

- Many new employees will begin employment at PNC on October 2, 2006.
- Current open positions include – Administrative/Professional: Financial Aid Counselor and Program Coordinator, Clerical: Secretary IV Development Office, Clerk V Human Resources, and Clerk IV Financial Aid, Service: Grounds Maintenance Worker VI.
- OnePurdue will begin scheduling training for certain areas Monday, October 2, 2006.
- Open benefits enrollment will take place in October – packets will be coming out soon.

Treasurer's Report: Ginny was unable to attend, but submitted a written report. Sherry will verify the amount in the Staff Scholarship account with Diana Blaney.

West Lafayette Report: Bridget could not attend, but will submit a written report.

PENDING BUSINESS

- A. A meeting was not held in August due to busy schedules with the start of the new academic year.
- B. Summer Picnic –
  1. Approximately 85 employees attended.
  2. The picnic was well-received and everyone seemed to have an enjoyable time.
- C. Meeting with Rita Dagens in Development –
  1. CSSAC Committee will work together to design a flyer encouraging employees to donate to the dependent and staff scholarship accounts.
  2. Donations can be made through a payroll deduction form which is available from the Development Office.
    - a. Employees can donate a minimum of \$1 per scholarship per pay period.

OLD BUSINESS

- A. Second Microwave in the Cafeteria – Sherry will approach Keith again about adding a second microwave in the cafeteria to eliminate the sometimes long wait during lunchtime to use the microwave.

NEW BUSINESS

A. Fundraisers –

1. Sherry has the Butter Braids info.
  - a. She will make up a flyer/order form to distribute in early October. A flyer will also be placed at Susan Bagby and Phyllis Mace's desks.
2. Bake/Craft Sale will take place November 14 and 15 in SWRZ and TECH from 10:00 – 2:00.
  - a. All C/S employees will be asked to volunteer baked goods or their time to cover part of a shift at the tables.
  - b. Stacy will make a flyer to advertise.

B. 'A' Parking Permits – No further action to discuss the increase in the cost of 'A' parking permits with administration will take place at this time.

The meeting was adjourned at 3:45 p.m.

Next meeting will be October 19, 2006 at 3:00 p.m. in the cafeteria.

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:

Sherry Behenna	TECH 131	<a href="mailto:sbehenna@pnc.edu">sbehenna@pnc.edu</a>
Rick Bohan	SWRZ 225	<a href="mailto:rbohan@pnc.edu">rbohan@pnc.edu</a>
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