

NORTH CENTRAL

January 18, 2007

Present: Sherry Behenna, Rick Bohan, Bridget Cadwell, Cecilia Kajer, Stacy O'Neal, Denise Sola, and Stephanie Wallace.

Guests: Todd Laux

The meeting was held in the LSF Cyber Cafe and called to order by Stephanie at 3:06 p.m.

REPORTS

Administrative Announcements: Todd gave the following reports:

- OnePurdue Finance will go live in February. Many employees are already enrolled in training courses; those who have not will be shortly. The Human Resources component will come out later – no official date has been set.
- Healthy Purdue:
 - There will be a Health Fair in LSF 144 from 9:30 – 1:30 on January 23
 - Spring blood screenings will take place January 23-25
 - The deadline for completing your blood screen and the online Health Risk Assessment to receive the \$150 incentive is February 28th.
- Wellness Criteria information will come out in mid-February. Todd Laux will present information sessions – watch for more details.
- The PNC Human Resources website has undergone updating.
 - New features include a section on area businesses that offer discount specifically for PNC employees and a section on local community info for employees new to the area.
- If you are not already using the Employee Self Service feature on the HR website, it is recommended you become familiar with this feature, as it will be an important part of the OnePurdue system (for more information, visit http://www.pnc.edu/depts/hr/self_service.htm)

Treasurer's Report: Sherry submitted a report which was reviewed and approved.

West Lafayette Report: Bridget gave the following reports from the January 9 WL CSSAC meeting:

- The payroll function of OnePurdue will go live at a date still to be determined.
- The communication subcommittee for WL CSSAC put together a PowerPoint presentation to inform employees about CSSAC and what the committee does. They will visit the different departments in WL to show the presentation to clerical and service employees.
- A new logo will be developed for CSSAC. Anyone who would like to submit artwork or ideas for consideration can give them to Bridget Cadwell.
- WL CSSAC employee grants are not based on financial need, those for CSSAC dependents are. They award \$200 for employees and \$500 for dependents. Winners receive half the money at the start of the fall semester and the other half at the beginning of the spring semester.

OLD BUSINESS

- A. The photos from the December holiday carry-in are on the CSSAC website.
- B. 2006-2007 CSSAC Members/Officers are:
 - Stephanie Wallace – Chair
 - Ginny Borolov – Vice-Chair
 - Sherry Behenna – Treasurer
 - Stacy O’Neal – Secretary
 - Bridget Cadwell – West Lafayette Representative
 - Rick Bohan – Member (scholarships)
 - Denise Sola – Member
 - Cecilia Kajer - Member

NEW BUSINESS

- A. New procedures for depositing funds or requesting reimbursements from the CSSAC accounts:
 - 1. Deposits: Ginny created a form for CSSAC deposits to make posting transactions easier for the CSSAC treasurer and Cori Warnock (Bursar’s Office) to record. The committee reviewed the form and it will be posted on the ‘S’ drive for any CSSAC member to use when making a deposit.
 - 2. Reimbursements: To make it easier for the treasurer to track reimbursements, any CSSAC member who makes a purchase and needs reimbursement will fill out a petty cash slip itemizing the purchase and dollar amounts and have this initialed by the treasurer prior to going to the Bursar’s Office OR send the treasurer an e-mail detailing the purchase and dollar amounts. The treasurer will then reply via e-mail okaying the reimbursement, which you can then take to the Bursar’s office. In either case, you must give a copy of the receipts to the CSSAC treasurer and give the original receipts to the Bursar’s Office.
- B. Scholarship Donation Forms:
 - 1. Ginny met with Rita Dags in Development to discuss the process for soliciting donations from CSSAC members for our grants.
 - Ginny will make a flyer and include a payroll deduction form. The flyer will highlight how contributions directly benefit CSSAC employees and their dependents.
- C. Professional Development Flyer:
 - 1. Ginny is working on a form for CSSAC employees to fill out if they want to request CSSAC individual professional development grant funds to attend a seminar. It will also include links to various seminar websites.
- D. Recruiting Extra Help for CSSAC Events/Fundraisers:
 - 1. The committee discussed asking for volunteers from all CSSAC employees when we have an event or fundraiser. The committee agrees that we should ask for extra help for fundraisers, but not for events as these are a benefit for the employees.

The meeting was adjourned at 3:43 p.m.

Next meeting will be February 15, 2007 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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