

**NORTH CENTRAL**

**February 22, 2007**

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

Guests: Jan Hanchar

The meeting was held in the LSF Cyber Cafe and called to order by Stephanie at 3:03 p.m.

REPORTS

Administrative Announcements: Jan gave the following reports:

- OnePurdue Finance went live in February. The OnePurdue Human Resource module is scheduled to go live July 1.
  - It is still unclear as to how the new system will affect the processing of time cards. As we move towards this new system in late spring, it will be important for all hourly employees to get their time cards turned in on time (specific details to come at a later date). The same is also true of Faculty contracts.

Treasurer's Report: Sherry submitted a report which was reviewed and approved. Sherry also reminded the committee that the money in the individual professional development grant fund will need to be used soon.

West Lafayette Report: Purdue West Lafayette was closed due to the snow storm so a February CSSAC meeting was not held.

OLD BUSINESS

- A. Professional Development Grants – Ginny presented a flyer that clerical/service staff employees can use to request funds to attend training/professional seminars.
  - 1. A line will be added for the supervisor's approval.
  - 2. The flyer will be sent to each department and put on the CSSAC website for easy access.
    - i. The deadline to apply is April 30.
    - ii. A sub-committee of Ginny Borolov, Stacy O'Neal and Jan Hanchar was formed to select the recipient(s).
      - 1. Members of this committee cannot be awarded the grant(s).
- B. Scholarship Donation Brochure – Ginny presented a flyer to be distributed to all PNC employees detailing CSSAC Dependent and Staff Grants and includes a form to sign-up for payroll deductions to support the grants. Completed forms need to be returned to the Advancement Office.

- C. Grants – The committee set the grant amounts for the 07-08 academic year at three \$250 dependent awards and one \$250 staff award.
  - 1. Rick will get the applications out by March 1 and completed applications will be due back to the committee by early April.
    - i. The staff award will be given at the Spring Fling Networking Luncheon.

NEW BUSINESS

- A. ‘A’ Parking Permits – APSAC approached CSSAC about setting a joint meeting with Steve Turner to discuss the parking rates for employees (a date is to be determined).
- B. OnePurdue Purchasing System – the committee discussed how entering an order online in OnePurdue and still filling out form 12s makes double the work for some C/S staff.
  - 1. Employees can check with their supervisor to see if they can be given signature authority through Accounting/Purchasing up to a certain amount on regularly purchased items to eliminate the double paperwork.
- C. Spring Carry-In: Wednesday, March 7 from 11:30 – 12:30 p.m. in the Cafeteria
  - 1. Stephanie to check with Gus about the cafeteria/tables for food and she will also alert Keith that the carry in is scheduled for that day.
  - 2. CSSAC supplies the paper goods and everyone brings a dish.
  - 3. A flyer will go out via e-mail.
- D. Spring Fling Luncheon: Wednesday, April 25 in the Formal Dining Room
  - 1. New employees and those who have received promotions over the past year will be acknowledged.
  - 2. Stephanie and Ginny will meet with Keith to set the menu.
    - i. Attendees can either pay for the buffet lunch or bring their own lunch.
- E. Research Project: Dr. Duttlinger approached CSSAC about working together to devise questions for a new research/survey project on employee satisfaction.
  - 1. We will invite her to attend our April meeting.

The meeting was adjourned at 3:58 p.m.

Next meeting will be March 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:

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>
Ginny Borolov	LSF 27	<a href="mailto:gborolov@pnc.edu">gborolov@pnc.edu</a>
Bridget Cadwell	TECH 135	<a href="mailto:bcadwell@pnc.edu">bcadwell@pnc.edu</a>
Cecilia Kajer	TECH 186	<a href="mailto:ckajer@pnc.edu">ckajer@pnc.edu</a>
Stacy O'Neal	LSF 80	<a href="mailto:soneal@pnc.edu">soneal@pnc.edu</a>
Denise Sola	LSF 104	<a href="mailto:dsola@pnc.edu">dsola@pnc.edu</a>
Stephanie Wallace	TECH 357	<a href="mailto:swallace@pnc.edu">swallace@pnc.edu</a>