

NORTH CENTRAL

March 22, 2007

Present: Rick Bohan, Ginny Borolov, Cecilia Kajer, Stacy O'Neal, and Stephanie Wallace.

Guests: Jan Hanchar

The meeting was held in the LSF Cyber Cafe and called to order by Stephanie at 3:05 p.m.

REPORTS

Administrative Announcements: Jan gave the following reports:

- Jan brought two binders of old CSSAC minutes dating back to 1985 that had been in storage in the Human Resource office.
- A new Assistant Director of Career Development was hired and will begin on April 4, 2007.

Treasurer's Report: A treasurer's report was unavailable, as no end of the month financial reports for February have been distributed yet due to the OnePurdue accounting changeover.

West Lafayette Report: Bridget was unable to attend the March WL CSSAC meeting.

OLD BUSINESS

- A. Spring Carry-In – held Wednesday, March 7.
 - 1. The turnout was light, but all who attended seemed to have an enjoyable time.
- B. Professional Development Grants – Ginny distributed the flyers to all departments.
 - 1. Two completed applications have been received and we know a few other employees intend on turning in applications.
 - i. The deadline to apply is April 30.
 - ii. Stephanie will post the application on the CSSAC webpage.
- C. Scholarship Donation Brochure – Ginny distributed a flyer to all PNC employees detailing CSSAC Dependent and Staff Grants which included a form to sign-up for payroll deductions to support the grants.
 - 1. Ginny has contacted Rita Dagsys to ask that CSSAC receive a report detailing all contributions (but the donors would remain anonymous).
 - 2. Stephanie will post the flyer for this on the CSSAC webpage.
- D. Grants – Rick distributed the applications for the Staff and Dependent CSSAC Scholarships, but no completed applications have been received yet.
 - 1. The deadline for submitting completed application is Monday, April 2, 2007.
 - i. The staff award will be given at the Spring Fling Networking Luncheon.
 - 2. Stephanie will post the applications for both of these grants on the CSSAC webpage.
- E. OnePurdue Purchasing Procedures –

1. Stephanie looked into why many of us have to do a hard copy purchase requisition form and enter orders online into OnePurdue.
 - i. While there currently aren't first approvers in OnePurdue (as we had in Ariba), system upgrades will be taking place in the future and they look to add first approvers to the OnePurdue system who would review and approve orders before they reach the business office.

NEW BUSINESS

A. Spring Fling Luncheon: Wednesday, April 25 in the Formal Dining Room from 12:00-1:00 PM

1. Games - follow the same format as last year. Sherry and Rick will coordinate the games and prizes.
2. Stephanie has the list of new C/S employees since last year's spring fling.
 - Stephanie will e-mail all new C/S employees to invite them to the luncheon and let them know that they will be recognized.
 - New employees attending the luncheon will be announced.
3. Menu – Stephanie will contact Food Services about potential menu choices and costs. Possibilities discussed include soup/sandwich or sandwich/salad bar and should be kept to around \$6/person or attendees can bring their own lunch.
4. Room reservation – Stacy will contact Angel Cable to reserve the formal dining room.
5. Invitation – Ginny will make up a flyer and send an e-mail for the Spring Fling that will be distributed the first week in April.

The meeting was adjourned at 3:23 p.m.

Next meeting will be April 19, 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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