

NORTH CENTRAL

April 24, 2007

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

Guests: Dr. Linda Duttlinger

The meeting was held in the LSF Cyber Cafe and called to order by Stephanie at 3:08 p.m.

SPECIAL GUEST

Dr. Linda Duttlinger met with the committee to discuss an upcoming Clerical/Service employee satisfaction survey.

- Survey was last done in January 2001 and compiled in an Institutional Research Report dated December 2002.
- Two surveys must be administered in the next three and a half years prior to PNC's next accreditation visit. The first of these C/S surveys will be run in June 2007.
- Dr. Duttlinger presented a draft copy of potential questions. All surveys (AP staff, CS staff, students and faculty) will share a common core of 30-40 questions, but the CS survey can also contain questions unique to CS employees.
- Dr. Duttlinger would like the CSSAC's input on what questions to add/eliminate that pertain to CS employees and also our thoughts on whether the survey should be administered in hard copy, electronic copy, or both formats.
- CSSAC committee members will meet after finals week to review and update questions and Dr. Duttlinger will attend our regular May meeting to gather our revisions.

REPORTS

Administrative Announcements: A representative from HR was not available to give announcements.

Treasurer's Report: Sherry gave an updated report which was reviewed. Sherry will also make an appointment with Accounting Services to gain access to the new online OnePurdue CSSAC financial reports and learn to run these reports.

- CSSAC will not need to do another fundraiser until the fall, and the committee discussed the possibility of doing a sundae fundraiser outside once fall classes begin.
- We will also talk with the Bursar's Office to learn the pros and cons of issuing our CSSAC scholarships all in the fall or splitting the award amount between the two semesters.

West Lafayette Report: Bridget was unable to attend today's meeting to give a report.

OLD BUSINESS

- A. Professional Development Grants – several applications have been received and the deadline for all CS employees to apply in Monday, April 30
 - 1. Ginny will contact Jan Hanchar to set a date to review applications and select the recipients of this year’s grants.
- B. Grants/Scholarships – Rick distributed the applications for the Staff and Dependent CSSAC Scholarships, but no completed applications were received.
 - 1. The deadline for submitting completed applications has been extended to Friday, May 18.
 - 2. Ginny will send out a reminder e-mail for the dependent and staff CSSAC scholarships.
- C. Spring Fling Networking Luncheon –
 - 1. Approximately 35 guests have responded.
 - 2. Stephanie will introduce the five new CS employees and welcome them to PNC.
 - 3. Sherry has an advertising slogan game that can be played while guests eat and she also got the prizes for the “Let’s Make a Deal” game.
 - 4. Rick and Denise will run the games.

NEW BUSINESS

- A. ‘A’ Parking – postponed to the next meeting date.

The meeting was adjourned at 4:13 p.m.

Next meeting will be May 17, 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	sbehenna@pnc.edu
Rick Bohan	SWRZ 225	rbohan@pnc.edu
Ginny Borolov	LSF 27	gborolov@pnc.edu
Bridget Cadwell	TECH 135	bcadwell@pnc.edu
Cecilia Kajer	TECH 186	ckajer@pnc.edu
Stacy O'Neal	LSF 80	soneal@pnc.edu
Denise Sola	LSF 104	dsola@pnc.edu
Stephanie Wallace	TECH 357	swallace@pnc.edu