

**NORTH CENTRAL**

**May 24, 2007**

Present: Sherry Behenna, Rick Bohan, Ginny Borolov, Cecilia Kajer, Jan Hanchar, 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 3:05 p.m.

SPECIAL GUEST

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

- An updated survey was passed out for review and should go out to all C/S employees around June 6<sup>th</sup> via campus mail.
- Rick will get a list of all C/S employees and their campus location from HR to make labels for distributing surveys.
- CSSAC committee will help stuff the survey materials into envelopes on June 6 at 2 PM in the mail room.
- A confidentiality statement will appear on the survey and scantron responses will be returned anonymously via campus mail in provided, pre-addressed envelopes.

REPORTS

Administrative Announcements: Jan Hanchar gave the following updates –

- The HR portion of OnePurdue will go live July 1<sup>st</sup>.
  - HR will present training sessions in mid-June on how to use Employee Self Service (paper pay stubs will no longer be issued so employees will have to go online to review this information). Quick reference guides will also be provided to all employees.
  - New time cards will also be used beginning with the June 11, 2007 pay period.
    - All C/S employees will receive the new time cards with their information (name, Purdue ID, department, account number, etc.) pre-printed for them (new time cards follow pretty much the same format as the current time cards).
    - New time cards will be due earlier (likely by 8:30 AM on Monday).
- A Benefits Bulletin will come out in the first part of June regarding important date information changes for insurance, retirement, etc.
- Open positions – Computer Technician, Grounds Maintenance Worker, Professional Academic Advisor, Financial Aid Clerk, and Temporary Secretary Position.

Treasurer's Report: Sherry has not received an official report from Accounting, however, she did have balances for each of our CSSAC funds, which were reviewed.

- Sherry will meet with Diana Blaney to get an accurate account update for the Scholarships and Picnic in time for the June meeting.

West Lafayette Report: No report available.

### OLD BUSINESS

- A. Professional Development Grants – the sub-committee met and selected three recipients for the grant, which were notified via e-mail by Stephanie.
  1. One recipient is no longer be able to use the grant, so the funds will be re-distributed to an alternate applicant (Stephanie will notify alternate via e-mail).
  2. Limited funds remain in the professional development account. Ginny will talk with Phil Jankowski to determine if funds can be saved for next year or if we need to award the remaining funds this year.
- B. Grants/Scholarships – Rick gave the following update -
  1. Three individuals applied for the dependent grant and three grants are available, so each will receive \$250.
  2. Two individuals applied for the staff grant and only one grant is available. A sub-committee will be formed to select the recipient.
  3. All winners should be announced by the end of May.

### NEW BUSINESS

- A. FMLA leave policy – a question was raised concerning why flextime cannot be used in conjunction with FMLA leave.
  1. Jan Hanchar explained that this policy is a Purdue University system-wide policy that is in place to comply with federal FMLA regulations designed to protect the employee.
- B. Campus Smoke-free Policy, Work-study training, Vice Chair appointment, and summer picnic planning were all postponed until the next meeting.

The meeting was adjourned at 4:00 p.m.

Next meeting will be June 21, 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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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>
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