

Present: Sherry Behenna, Rick Bohan, Ginny Borolov, Cecilia Kajer, Jan Hanchar, Stacy O’Neal, Denise Sola and Stephanie Wallace.

Guests: Barb Austin and Dr. Linda Duttlinger

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

SPECIAL GUEST

Dr. Linda Duttlinger met with the committee to review the Clerical and Service Staff Satisfaction Survey portion of the 07-08 Institutional Research Report.

- The final CSSAC report will be available shortly for all employees to view in electronic format on the Share (s) Drive. If anyone would like a hard copy, please contact Dr. Duttlinger.
- The APSAC portion of the research report will be published in the coming weeks.
- When all three reports are finished (CSSAC, APSAC and Faculty), a master 07-08 Institutional Research Report will be published for all to review.

REPORTS

Administrative Announcements: Jan Hanchar gave the following updates –

- Nick Dowd is the new Video Systems Coordinator in Information Services.
- OnePurdue Updates:
  - Two bi-weekly payrolls have been processed through the new system.
  - Please note that accumulated vacation and sick leave balances are updated continuously in the OnePurdue system on ALL of your pay statements. Note that when looking at previous pay statements in OnePurdue, the vacation and sick leave balances will be current (as opposed to the actual balances at the date of the pay statement) and thus your balance might be the same when viewing multiple pay statements.

Treasurer’s Report: Sherry has not received an official report from accounting, however, she did provide current balances for the CSSAC funds, which were reviewed.

West Lafayette Report: No report available.

OLD BUSINESS

- A. Grants/Scholarships – Rick gave the following update -

1. Letters for the dependent scholarship winners will go out by next week.
  2. A sub-committee has been formed for the employee grant and the winner should be named by next week.
  3. The Bursar's Office will be notified of the winners.
- B. Summer Picnic – Thursday, August 9 from 11:30 a.m. – 1:00 p.m. (will not conflict with President Cordova's visit to PNC)
1. Pirate Theme
    - Maps on tables with treasure chest centerpieces/message in a bottle.
    - Ginny made flyers which will go out soon.
    - Make life size pirate characters.
    - Possible temporary tattoos as favors.
    - Ginny to take inventory of paper goods.
    - APSAC to provide drinks and bingo game.

The meeting was adjourned at 3:30 p.m. due to the power outage on campus and reconvened at 1:00 p.m. on July 25 in the Cyber Café.

Present: Barb Austin, Sherry Behenna, Rick Bohan, Ginny Borolov, Jan Hanchar, Cecilia Kajer, Stacy O'Neal and Stephanie Wallace.

B. Summer Picnic Continued:

2. Games
  - Pirate Relay (three or four person teams) each team member has to pass on and wear the pirate gear (hat, eye patch, parrot, etc.)
  - Bingo
  - Other ideas? Need one more game
3. Decorations
  - Message in a Bottle to deliver invites
  - Need to purchase or make treasure chests, coins, hats.
  - Committee members to bring in beads
4. Food
  - Vice Chancellor Back to provide chicken and pork
  - Attendees to bring a dish (side, salad, dessert, etc.)
  - CSSAC to provide paper goods
  - APSAC to provide drinks

NEW BUSINESS

A. Parking

- APSAC and CSSAC to possibly collaborate on a letter addressing key parking concerns (66% increase in fees, how the funds generated from parking fees are used, possibility of determining fees by pay grade, etc.)
- Have also asked HR to investigate if it would be possible to spread payroll deductions for parking over a twelve month period (as opposed to the current eight pay periods) to make the monthly amount deducted for parking from employee's pay more manageable.

Next meeting will be August 16, 2007 at 3:00 p.m. in the LSF TV Lounge.

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>
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>