

Present: Karen Brown, Erik Kispert, Christina Nevill, Katie Sirko, Sara Soneye, Dave Surbey, Ella Taylor, Carol Wright, and Amy Lutterman

Absent: Cecilia Kajer, Ginny Borolov, Sherry Behenna, and Amber Cable

Guests: Dr. Duttlinger and Todd Laux

The meeting was held in Schwarz 214 and called to order at 3:05 p.m.

REPORT:

Administrative Report: Todd Laux gave the following report:

- Welcome new employee: Amy Davis Navardauskas
- New benefits information packets for open enrollment will be distributed the week of October 26<sup>th</sup>. Visit [www.myCIGNAplans.com](http://www.myCIGNAplans.com) and enter Purdue2010 for username and cigna for password to compare plans. A toll free help line is available at 1-800-767-7141. Open Enrollment starts October 26<sup>th</sup> and ends on November 13<sup>th</sup>. Enrollment packet should be filled out even if decision is to opt out of benefits.
- Health Screenings will be taking place October 27-29.
- Due to high demand on the seasonal flu shot, the dates have been rescheduled for November 16<sup>th</sup> and 18<sup>th</sup>
- Deadline to earn apples for Healthy Purdue is November 20<sup>th</sup>.
- Laura Odom and Todd Laux are working on training sessions for PNC employees. Sessions that will be offered can be viewed on the HR homepage under Human Resources Links. Email notifications will also be sent as a reminder of the scheduled training sessions.

Guest Report: Dr. Duttlinger gave the following report:

- CSSAC Satisfaction Survey participation was up from last year. 64% of the total were returned by the due date
- Dr. Duttlinger went over result packet explaining different areas.
  - xxx – less than 5 people answered the question
- One question was asked: Why is the survey so long? The length of the survey is due to the frequency it is administered. A shorter survey would lead to more throughout the year. Using a longer survey allows more time to compile questions that people want covered.

- The results are now available in the share drive.

Treasurer's Report: Katie Sirko gave the following report:

- Flower Bulb Sale fundraising event brought in \$735.50.
- Corrections will be made to move funds to the proper accounts.

West Lafayette Report: Katie Sirko gave the following report:

- There was a joint meeting with CSSAC and APSAC with HR about medical insurance and direct deposit.
- Indiana state budget is 14% less
- New policies will be introduced for the WL Campus for use of campus vehicles
- Discussed issues about WL Campus becoming a smoke-free campus.

### COMMITTEES:

Scholarship Committee Report: None

Fundraising: Sara Soneye gave the following report:

- Flower Bulb Sale fundraising event brought in \$735.50.
- We are still waiting to hear how eventful the Book Fair fundraising event was.
- Pampered Chef fundraising event earned \$244.60.

Bridge Report: None

Hospitality Report: Carol Wright gave the following report:

- Letters were sent to Autumn Perkins and Amy Davis Navardauskas to welcome them to PNC.

### EVENT PLANNING:

Holiday Party:

- Theme will be "Twas the Night Before Christmas but will be tweaked to represent campus life.
- There are plans to have a silent dessert auction. Where desserts may be donated.

### OLD BUSINESS:

Budget Meeting with APASC:

- Amy Lutterman, CSSAC Representative and Alexandria Densmore, APSAC Representative will be meeting to plan a campus meeting with Steve Turner about the budget process.

Newsletter:

- Committee discussed sending the newsletter to all employees and that it would be good to include everyone.

Administrative Support of CSSAC:

- Meeting was rescheduled for October 23<sup>rd</sup>.

CSSAC Seat on Faculty Senate:

- Tabled until next meeting.

NEW BUSINESS:

CSSAC Representative Terms of Office

- Terms of office will be changing to stay in line with the WL Campus.

Employee Discounts

- Katie Sirko and Dave Surbey will be checking with local companies to see if they would be willing to offer PNC employees discounts. CSSAC representatives will be asking other employees which places they would like to receive discounts.

New Business will be further discussed at the next meeting on November 17th.

- Holiday Party
- CSSAC Campus Committee Seats
- Administrative Support of CSSAC
- Employee Discounts

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Amy Lutterman  
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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Karen Brown	PP 101	<a href="mailto:kbrown@pnc.edu">kbrown@pnc.edu</a>
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