

Present: Karen Brown, Erik Kispert, Christina Nevill, Katie Sirko, Amber Cable, Dave Surbey, Ella Taylor, Sherry Behenna, Carol Wright, Ginny Borolov, Jan Hanchar and Amy Lutterman

Absent: Cecilia Kajer and Sara Soneye

The meeting was held in Schwarz 214 and called to order at 3:01 p.m.

REPORT:

Administrative Report: Jan Hanchar gave the following report:

- Thanks to everyone for getting in their insurance selections. PNC faculty and staff did a great job.
- There are only four people at PNC who have not signed up for direct deposit or the pay card. West Lafayette is very happy about that.
- We are doing a search for the following; Athletics / Activities Coordinator, Accountant, Disabilities Services Coordinator and the Vice Chancellor for Administration. Interviews are being held this Saturday in Chicago for the Vice Chancellor for Administration.
- This year W-2's will probably be mailed from West Lafayette and we won't have to pick them up from HR.

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

- Corrections were made to move funds to the proper accounts.
- There was a new account created for donations that are not intended for the scholarship fund and the balance is \$58.00.
- Katie will talk to Brock to figure out the parameters of the new account.
- Treasurer's Report will be emailed to the committee again.

West Lafayette Report: Katie Sirko gave the following report:

- Freshmen are going to get a \$250 rebate with the stimulus package.
- West Lafayette is searching for a Vice President of Human Resources.
- Jim Almond talked about the budget forecast being less than last year. We won't know how it will affect us until the next one comes out at the end of June.
- They also discussed the issue with insurance when an employee's spouse also works at Purdue. The employee who earns the most has to carry the insurance. It is cheaper for the employee and spouse who work here to insure separately.

COMMITTEES:

Scholarship Committee Report: None

Fundraising: Katie Sirko gave the following report:

- Pampered Chef fundraising event earned \$224.60.
- The book fair earned us \$86.15.
- Ginny brought up the question on whether or not we should do the book fair again since we earned little money. Christina said that there was very little work involved in the book fair and we raised money. The committee thinks that we should do it again and see how it goes. The company was in transition, so by the time we do it again they will probably have more of a selection.
- Student Government did a Butter Braid sale already. The thought of having a master calendar of fund raising was brought up. It would be nice; however, you cannot trust that everyone will put in their events ahead of time or if they will even do it at all. It would be a lot of work for someone to try and coordinate this type of calendar.

Bridge Report: Ella Taylor gave this report:

- Renni Stallings asked, “Can you please find out if they will be offering the option of having Purdue employee’s spouses and/or family members, (especially those that are covered on our insurance) the ability to use our exercise facility on campus? Purdue wants a healthier Purdue and it would be great if you and your spouse could use the facility. Currently it is only for employees and students.”
  - Ella got in touch with Todd Laux and this is his response, “I spoke with Keri Marrs and she told me that spouses can use the campus fitness center, they would just pay the same rate as employees. Keri is going to sit down with John Coggins and see if they can work out a discount for employees.”
- An anonymous person asked, “There used to be an employee lounge that was near the exterior doors of the cafeteria. There used to be a CSSAC lounge where Fred McNulty's office is (tv included), then it was moved to where Keith Peffers' office is (tv included). It was also in SWRZ 214 for a while because that room wasn't used for so many meetings like it is now. I believe at one point a lounge was no longer designated so faculty, staff and students would be encouraged to mingle. Lately several other people and I have noticed faculty and A/P staff taking their trays from the Gallery Cafe to eat in LSF 132, with no Dean of Students employees present in the room. It would be nice to once again have a place away from the office where we can get away from interruptions from students and employees for our half-hour lunch. Could we also eat in LSF 132? Or somewhere else?”
  - Ella has not gotten an official response to this yet and Jesse Cohn is in control of the room. The committee thinks that Steve Turner should be included in giving the answer since it is an issue of space on campus.

Hospitality Report: None

Employee Discounts: Katie Sirko/David Surbey gave the following report:

- They do not have anything concrete yet.

- They are going to get an up-to-date list from Alumni on the places that already give students a discount. Maybe since they are already giving students a discount, they will give it to staff.
- The discounts have to be with local vendors and they have to last for the whole year and have to be standing discounts, not just a onetime thing. It has to be for all faculty, staff and retirees.
- Katie and David asked that we come up with some ideas. Amy had brainstormed a list of possibilities. Other ideas the committee came up with were the movie theatre and local Westville restaurants.

### EVENT PLANNING:

#### Holiday Party:

- The poem “Twas the Night Before Christmas” was re-written to go along with a PNC theme.
- We have the police, Steve Turner, Karen Schmid and Larry Barrett who are all willing to participate. Amber will talk to Chancellor Dworkin about participating also. Pounce will be our Santa.
- Deb Kohler offered to make little Christmas mice for decorations. She will make them up to the point that all we have to do is stuff them and sew them closed. We also will have to buy the materials.
- The food has been ordered.
- We are doing a silent dessert auction.
- We decided not to do the “Secret Santa” this year. We will redesign it and possibly try it again next year.

### OLD BUSINESS:

#### CSSAC Satisfaction Survey:

- Laura Odom will be having some specific training workshops and training opportunities.

#### Budget Meeting with APSAC:

- Is postponed until January 2010 due to changing officers and the holiday season.

#### Administrative Support of CSSAC:

- Meeting was canceled again. When Ginny meets with Steve she is going to talk to him about CSSAC having an endowed scholarship since we are doing so well with fund raising this year.

#### CSSAC Representatives Terms of Office:

- There was a majority vote that we go to being in line with West Lafayette. It will be effective January 1, 2010. The idea is that when the committee membership changes, it will have a mix of both new and old members.

### NEW BUSINESS:

#### Vice Chancellor for Administration Search Committee:

- Erik Kispert has been appointed to the committee.

Meeting Minutes:

- We will be approving the minutes by email before we put them out on the S Drive.

New Business will be further discussed at the next meeting on December 1<sup>st</sup>.

- Holiday Party
- Administrative Support of CSSAC
- Employee Discounts

Meeting adjourned at 4:00 p.m.

Respectfully submitted,

Amber Cable  
CSSAC Representative

## 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>
Ginny Borolov	SWRZ 203B	<a href="mailto:gborolov@pnc.edu">gborolov@pnc.edu</a>
Karen Brown	PP 101	<a href="mailto:kbrown@pnc.edu">kbrown@pnc.edu</a>
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