

Present: Cecilia Kajer, Ginny Borolov, Sherry Behenna, Karen Brown, Amber Cable, Christina Nevill, Katie Sirko, Sara Soneye, Ella Taylor, Carol Wright, and Amy Lutterman

Guests: Jan Hanchar and Dr. Linda Duttlinger

The meeting was held in Schwarz 214 and called to order at 3:00 p.m.

REPORT:

Administrative Report: Jan Hanchar gave the following report:

- There are some important deadlines coming up soon. Please contact HR for questions.
 - May 8th is the deadline for open enrollment for the new life insurance with Minnesota Life.
 - May 13th is the deadline to submit required documents for the Dependent Eligibility Audit to Mercer. Required documents must be submitted by this deadline or your dependents will be dropped from the medical insurance. If you do not have any dependents, no documents need to be filled out.
- Purdue will have mandatory direct deposit for all which includes work-study students. They hope to have this in effect by Fall 2009. If a student does not have a bank account, a pay card through Purdue Credit Union will be issued.

Treasurer's Report: Ginny Borolov gave the following report:

- There was a Treasurer's Report submitted for the month of April. Once scholarships are determined, funds will be transferred to cover the scholarship amounts.

West Lafayette Report: Cecilia Kajer gave the following report:

- West Lafayette will be hosting all regional campuses on July 14, 2009. Members will need permission from their supervisors to attend. This will become an annual event in July for all regional campuses.

Scholarship Committee Report: Amy Lutterman gave the following report:

- CSSAC received three scholarship applications. A committee will be formed to review them and the recipients of the scholarships will be announced at the Networking Luncheon on May 21, 2009.

CSSAC Satisfaction Survey Report:

- Dr. Duttlinger met with the CSSAC Committee to review the upcoming Clerical and Service Staff Satisfaction Survey. Each CSSAC committee member will review the survey and suggest changes with revisions sent to Ginny no later than May 15th.
- The survey will be conducted during this summer. The last time Clerical and Service Staff completed the satisfaction surveys was in 2007.

OLD BUSINESS:

- Networking Luncheon will be held on May 21st from 11:30am to 1:00pm.
- Summer Picnic theme is Beach Party
- Ginny Borolov met with Steve Turner to discuss assistance with the Networking Luncheon, Summer Picnic, and Holiday Party and assistance will be provided. They discussed assistance with the scholarship program and professional development grant which is still to be determined. Also discussed was ways to raise funds for scholarships and having a joint meeting with APSAC to have Steve Turner talk about how the budget is determined, where funds come from, and how they are disbursed. Once this occurs then there will be an open forum for all A/P and C/S staff with Steve presenting the same budget information so employees can be informed as well.
- The CSSAC committee is excited to welcome our new members.
 - Sherry Behenna, Member Emeritus, Printing & Mail Services
 - Karen Brown, Building Services
 - Amber Cable, Office of the Chancellor
 - Christina Nevill, College of Science
 - Katie Sirko, Information Services
 - Sara Soneye, Advancement/Development Office
 - Ella Taylor, Physical Plant
 - Carol Wright, Physical Plant

NEW BUSINESS:

CSSAC Committee Positions:

- Ginny Borolov, Acting Chair
- Christina Nevill, Vice Chair
- Amy Lutterman, Secretary/Scholarship Coordinator
- Katie Sirko, Treasurer
- Cecilia Kajer, West Lafayette Representative (Katie Sirko has volunteered to step into this position in January to replace Cecilia at the end of her term.)
- Sherry Behenna, Member Emeritus, Newsletter Editor
- Carol Wright, Hospitality Chair
- Ella Taylor, Bridge Chair
- Sara Soneye & Christina Nevill, Co-Chairs of Networking Luncheon
- Cecilia Kajer, Bylaws Committee
- OPEN, Fundraising Chair, Christina will assist someone who is willing to chair this position

- OPEN, Picnic Chair, the whole committee will work on this event, but would like a chair person

Networking Luncheon

- The Networking Luncheon will take place on May 21, 2009 from 11:30 a.m. to 1:00 p.m. Lunch will be provided for anyone who attends.
- Carolyn Roper will be conducting a team building exercise for those who attend.

Newsletter

- The CSSAC committee is currently discussing the production of a newsletter. We have discussed many ideas on what would potentially be included in this newsletter. Information that might be included is the introduction of new staff and provide a little information about them, highlight upcoming events, provide CSSAC history, and continual updates on what's going on in CSSAC.
- Ideas and suggestions should go to Sherry Behenna on what information would be useful.

New Business will be further discussed at the next meeting on May 13th.

- Network Luncheon
- Summer Picnic
- CSSAC monthly newsletter

Meeting adjourned at 4:30 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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