

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

Guests: Jan Hanchar

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:

- Notifications will be sent out to individuals receiving paper checks this summer before the campus goes completely to direct deposit. The tentative deadline is August 10, 2009.
- The deadline for Dependent Eligibility Audit to Mercer was May 13th. If there were any problems with the verification, the company was sending out letters indicating the problems. If no letter was received, then the verification process was correct.

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

- Two corrections will be made to the general fund correcting a charge received in error and moving a printing charge to the Events Fund.

West Lafayette Report: Cecilia Kajer gave the following report:

- The West Lafayette Senate now has one seat for a CSSAC Representative and one seat for an APSAC Representative. Jan Hanchar will check with George Asteriadis about a seat for CSSAC on the PNC Faculty Senate.
- There is a new Vice Chair on the West Lafayette CSSAC Committee who will eventually become Chair.
- Health Savings Accounts is a form of insurance that may be offered to employees in the future. If this becomes a choice for insurance selection, informational meetings will be held.

Scholarship Committee Report: Amy Lutterman gave the following report:

- CSSAC received three scholarship applications. A committee to review the scholarships has been formed and the applicants that will receive the scholarships will be announced on May 21st during the CSSAC Networking Luncheon.

CSSAC Satisfaction Survey Report:

- Ginny collected the suggestions made by the CSSAC Committee members for the CSSAC Satisfaction Survey Report. These will be compiled and presented to Dr. Duttlinger.

Bridge Report:

- Ella Taylor received a question about having an online pictorial directory with each employee's picture and name on the share drive. Responses she received was that it is hard to keep up with the continuous changes and that the web responsibilities are too large.
- Having an online pictorial directory would be helpful when a name is heard but can't remember who they are.
- CSSAC is discussing how we could approach this and if it is possible to maintain a directory like this.

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 and where funds come from. 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.

- New Committee Members

The CSSAC committee is excited to welcome our new members.

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
Sherry Behenna, Printing & Mail Services

NEW BUSINESS:

Networking Luncheon

- The Network 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.

Summer Picnic

- The summer picnic will take place on July 29th from 11:30 am -1:00 pm.
- The picnic theme is Beach Party.
- The cafeteria will be reserved during this time.
- Reminders will be sent out the closer the date gets.

Fundraising

- CSSAC is looking at some new fundraising ideas.
 - Pizza Cards – Example: Papa John’s pizza card offers one large pizza free with a purchase of a large pizza. The card is good for twenty punches or for up to one year, which ever is first.
 - Book Sale – Work with company Books Are Fun and sell books for fundraising purposes
 - Pampered Chef – sale would be out of the book not a “party”

Newsletter

- Bridge questions will be posted in the newsletter strictly anonymous.

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

- Summer Picnic
- CSSAC monthly newsletter
- Fundraising

Meeting adjourned at 4:10 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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