

Present: Cecilia Kajer, Ginny Borolov, Sherry Behenna, Christina Nevill, Katie Sirko, Sara Soneye, Ella Taylor, Carol Wright, Karen Brown, Jan Hanchar and Erik Kispert (new member)

Absent: Amy Lutterman, Amber Cable

Guests: Laura Odom

The meeting was held in Schwarz 120A and called to order at 3:00 p.m.

REPORT:

Guest Report: Laura Odom gave the following report:

- Laura asked about training topics the CSSAC representatives that were present felt would be beneficial.
- A list had been previously given to Laura and those topics were discussed in greater detail.
- Laura will compile the suggestions with the rest of her data and let us know about future training opportunities.

Administrative Report: Jan Hanchar gave the following report:

- New employees:
 - Autum Perkins, Financial Aid Clerk for Enrollment Services
 - Carrie Davis, Part-Time Clerk for the Student Partnerships department
 - Sandy Czekaj, Assistant Dean of Operations in the Enrollment Management and Student Services Department
- Will check with Christine Hayes about sending out updated phone lists as people are added and moved.
- A new form is being developed for new employees. This will help the flow of processing a new employee.
- New posting:
 - Vice Chancellor for Administration
- Benefits:
 - Cigna will become the new network for 2010.
 - Everyone will be required to enroll.
 - Meetings to discuss the new plans will begin in October.
 - New prescription provider – MedCo.
 - No changes to vision or dental.

- Direct Deposit update:
 - Last paper check for biweekly is November 4; monthly, November 30.
 - The last paper checks will be mailed from West Lafayette.
 - PNC is in good shape with most complying with the direct deposit program. Human Resources will be calling the few (mostly part time instructors) that are still on paper checks and encouraging them to enroll in the direct deposit program.
 - Jan has been testing the “cash card” which will replace the paper checks if not enrolled in direct deposit. There are a few issues remaining and center around gas stations and restaurants. The card is tied to a credit union system.

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

- When submitting receipts for reimbursement, give Katie a copy of the receipts as well. This will allow her to provide a better description of the expenses.
- Flower Bulb Sale
 - A miscommunication occurred with the issuing of the check for the sale which has delayed the check being cut. To prevent this from occurring again, Christine Hayes has offered to use the University credit card to pay for fund raising purchases and help us appropriate the funds to the correct accounts instead of having to have a check cut.
 - To expedite the flower bulbs being shipped CSSAC authorized asking Louise Arndt to express the check and order form to the bulb company and CSSAC will absorb the cost of the express fees.
- Funds were deposited in the dependent scholarship fund by mistake. Katie will work with Phil Jankowski to get them transferred into the general fund.

West Lafayette Report: Katie Sirko gave the following report:

- John Beelke gave an insurance update
 - 700 dependents were removed in the audit saving the University \$500,000
- Jim Almond gave a budget report and stated an average of 174 applicants for every job posting
- 80 diagnosed cases of H1N1 at West Lafayette

COMMITTEES:

Fundraising: Sara Soneye gave the following report:

This is the current schedule for fundraising events for CSSAC:

- July – Dessert Auction
 - Profit - \$363.00
- July – Fireworks food sales
 - Weather kept people away so there was not a profit. However, Joe Goepfrich was so pleased that we were willing to participate he donated \$50 toward our next luncheon.
- August – Flower Bulbs
 - Profit - \$736.00

- September – Books for Fun
 - Scheduled for September 29 – 8 a.m. – 3 p.m.
 - Will get sign-up sheet for volunteers distributed.
- October – Pampered Chef
 - Consultant will be on campus for a display October 7 during the noon rush
 - Award of 60% off for 2 top sellers
- CSSAC Fund
 - Sara proposed starting a campaign that everyone donate \$2 a week to the CSSAC general fund and possibly starting an endowment
 - Ginny has a meeting with Steve Turner about PNC matching our fundraising efforts

Bridge Report: Ella Taylor reported the following:
No Bridge Report

OLD BUSINESS:

Budget Meeting with APASC:

- CSSAC and APSAC will be meeting with Steve Turner on July 30, 2009 on discussing the budget.

Newsletter:

- Sherry will be sending the next newsletter in the next few days.

CSSAC Seat on Faculty Senate:

- A request has been sent to Caroline Roper and Jason Curtis for more information on having a seat on Faculty Senate.
- In an email dated September 9, 2009, Jason Curtis responded to this request: There seems to be some confusion about the relationship between the University Senate and PNC's Faculty Senate. University Senate is truly that, a system-wide body that has power and responsibility to advise President Cordova and the Board on any number of topics. The PNC Faculty is one of many groups represented on University Senate, as are the system-wide APSAC and CSSAC groups. This is appropriate for the University Senate because they deal with issues like benefits, which affect all University employees.

PNC's Faculty Senate is not the same kind of legislative body - Faculty Senate exists only as a body through which the Faculty fulfills its obligations and responsibilities. Our Faculty Senate has no authority over any issue that would impact the working conditions of APSAC or CSSAC employees. And because our Senate deals only with academic matters, attendance is necessarily restricted predominantly to Faculty members (and others by invitation). However, in a way, the concerns of CSSAC should already be represented loosely at PNC Faculty Senate meetings because the heads of all the various "branches" (all of the Vice Chancellors) of PNC are in the room as non-voting members. Thus, whichever Vice Chancellor a particular CSSAC employee reports to, that person is ultimately (morally) responsible for making sure that their employees concerns are expressed, if they are relevant to a topic under consideration by Senate.

Of course, if there were ever a future issue that was rightly a concern of both CSSAC and Faculty employees, I would hope that we could find a way to work together to accomplish our goals.

Summer Picnic

- KUDOS to all. A great success. Many positive comments and some even stating best picnic in years!
- It was proposed that we work with APSAC to host alternating events with the picnic and the Christmas party. Ginny will talk to Carol Kurmis about this and report back.
- Pictures are posted on the web page.
- The dessert auction should be made an annual event and Linda Duttlinger has volunteered to be the auctioneer.

NEW BUSINESS:

Holiday Party –

- Date: December 10th
 - Ella to reserve the room
- Committee:
 - Chair: Christina Nevill
 - Other volunteers – Karen Brown and Amber Cable
 - Committee will meet outside of normal CSSAC meetings and report their progress during CSSAC meetings.

New members

- Welcome Erik Kispert
- Dave Surbey would like to join starting with the October meeting however, the day of the week would need to change to accommodate his schedule.

New meeting schedule

- It was decided that starting in October, meetings would be on the third Tuesday of the month at 3:00.
- Ella will reserve the rooms.

New Business will be further discussed at the next meeting on October 20, 2009

- Holiday Party
- CSSAC Member terms
- Fundraising update
- Bylaws update

Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Christina Nevill
CSSAC Vice Chair

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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