



CLERICAL AND SERVICE STAFF ADVISORY  
COMMITTEE MINUTES

NORTH CENTRAL

September 29, 2010

Present: Sara Soneye, Katie Sirko, Jan Hanchar, Joe Maggio, Maria Watson, Ella Taylor, Amber Cable

The meeting was held in T160 and called to order at 9:00 am

REPORT:

Treasurer's Report: Event fund has a current balance of \$1442.73. Katie reported that there was \$65.00 of income to be added and \$500.00 to be withdrawn for the dependent scholarship. Sara will check with the Bursar about dependent's disbursement to the WL campus. Sara will also send a congratulatory email out to all employees stating the names of the recipients.

West Lafayette Report: Katie reported that their next meeting will be a joint meeting with APSAC on Oct. 12. Luis Lewin, vice president of Human Resources reported that 1644 employees system wide are eligible for the early retirement package. If an employee is 60 years of age or older and have 10 years of service, they can apply for early retirement. (Jan reported that there are about 45 eligible employees at PNC). They would also receive \$35,000 to be used for medical expenses within the next five years. These will be available in \$7,000 increments every January 1<sup>st</sup>. Jan mentioned that the retiree will have to pay for each medical expense and then seek reimbursement. As of Jan. 1, 2011, Purdue will move to Fidelity for health insurance. Open enrollment will be on line in November, 2010. There will be a 5% to 6% increase in premiums. Also, there will be a 30 day waiting period to receive benefits for all new hires.

Fund Raising Report: Sara reported that our next fundraiser is Oct. 7 Book Sale. We agreed to hold a Pampered Chef fundraiser on the last week of October through the first week of November. We want to insure delivery of product before Thanksgiving. Maria said that she had emailed Christina some different fundraising ideas. She mentioned coffee and tea packages as well as Innsbrook wrapping paper sales. To avoid having fundraisers too close together, we decided to have the next fundraiser in January or February.

Hospitality Report: Amber indicated there was nothing to report

Bridge Report: Ella indicated there was nothing to report. A suggestion was made to put information about the Bridge response in the Chancellor's newsletter. Ella will submit something to Deb Nielsen for next week.

Web Page: Christina is currently updating the web page because she has the software on her computer. Sara advised that we may want to have another person with access. Ella said she would speak with Dana Krill for options.

Membership Drive: Maria sent out postcards to all CSSAC employees asking for input and attendance at this meeting. Maria and Ella will put together some information for the Chancellor's newsletter. The emphasis will be on fundraising for scholarships, not "planning parties."

Administrative Report: Jan reported that four people have resigned; Donna Demko, Bobbi Desnmore, Ed Rangel, and Todd Laux. New hires are Laura Cain and Kathy McAllister. Connie Fidanza moved from advising to financial aid.

#### NEW BUSINESS:

Steve Turner offered to come to one of our meetings and explain the budget. Amber suggested having a presentation for all CSSAC and APSAC members in LSF002. Maria offered to take pre submitted questions for those who feel intimidated to ask during the presentation. Ella will send Sara the open dates in LSF002 around the lunch hour for better attendance (11am – 1pm). Sara will then check with Steve for an available date.

APSAC verified with Sara about the new role of APSAC planning the Christmas party. Sara will set a date for both committees to meet and discuss the plans.

All CSSAC employees were invited to the meeting to bring new ideas or suggestions. Five employees attended. Terry Blaschke suggested investing in training tools such as videos or CD's (Skillpath). This would help the employees who cannot get away from their desk to attend on-campus training sessions. These could be checked out like library books. Sara suggested using the professional development funds for this. Terry also commented that many new hires are not trained for their position. Can procedural manuals be created for clerical and service staff positions? This would be more detailed than the job descriptions. As the bridge contact, Ella will check with Laura Odom.

Meeting adjourned at 10:25 a.m. Next meeting will be Oct. 27 at 9:00am in T160.

Respectfully submitted,  
Ella Taylor  
CSSAC Secretary

## CSSAC SUGGESTION SYSTEM

Revisions/Additions for CSSAC minutes (please include date of minutes):

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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:

Karen Brown	PP 101	<a href="mailto:kbrown@pnc.edu">kbrown@pnc.edu</a>
Amber Cable	SWRZ 137	<a href="mailto:alcable@pnc.edu">alcable@pnc.edu</a>
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