

Present: Christina Nevill, Karen Brown, Sara Soneye, Ella Taylor, Carol Wright, Erik Kispert, Dave Surbey, Amber Cable, Cecilia Kajer, Jan Hanchar, Katie Sirko, Amy Lutterman, Ginny Borolov

The meeting was held in LSF132 and called to order at 3:03 p.m.

REPORT:

Thank you CSSAC 2009: Christina brought a cake to share with everyone to celebrate the outgoing members of Cecilia Kajer, Ginny Borolov, and Amy Lutterman. She also presented them with a certificate of appreciation.

Administrative Report: Jan Hanchar gave the following report:

- W-2's will be mailed directly to employee's home. PNC will no longer hold W-2's in the HR department for pick up.

2010 CSSAC Membership Roster:

- Christina asked everyone to review the 2010 roster to make sure there were no errors or omissions. The roster is as follows:
- Christina Nevill, Chair
- Sara Soneye, Vice Chair (Fund Raising)
- Katie Sirko, Treasurer (WL Representative & Employee Discount)
- Ella Taylor, Secretary (Bridge)
- Ginny Borolov, Member Emeritus
- Karen Brown, Representative
- Amber Cable, Representative
- Erik Kispert, Representative (Web Page)
- David Surbey, Representative (Employee Discount)
- Carol Wright, Representative (Hospitality)

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

- A preliminary report was emailed to members with a note that the \$60.49 expense was unknown. Ella said she bought plates, napkins, silverware, and candy for the holiday party using Gordon Food Service card provided by purchasing dept. and gave receipt and purchase requisition to Louise Arndt. To avoid future unknown expenses on treasurer's report, committee members were reminded to email the treasurer and send a copy of the receipt for any future CSSAC purchases. Katie

also said the beginning balance will be corrected to show the \$500 deposit for professional development.

West Lafayette Report: Katie Sirko gave the following report:

- Katie was unable to attend the December meeting. She did however find out that all regional campuses will be able to use “skype” for meetings they are unable to attend.

Fund Raising Report: Sara Soneye gave the following report:

- Sara will look into a spring flower bulb fundraiser since our fall sale did so well.
- Sara asked if the committee still wants to sell butter braids this spring. Committee will decide at next meeting.
- Sara has been asked about bringing Market Day on campus. She will be speaking with a representative to explain the whole program and keep us updated.
- An employee asked about buying and then raffling an “A” parking permit. Jan Hanchar mentioned that this was brought up in the past and not accepted.

Employee Discount Report: None

Hospitality Report: None

Web Page: Erik Kispert reported that the web page will be up in the next month or two.

Bridge Report: None

OLD BUSINESS:

Holiday Party:

- Christina asked if it would be too late to send out surveys. Committee decided to go ahead and send out the 10 question survey. Next year, a web survey would be implemented
- Christina supplied a CSSAC activity planning sheet along with comments for next year’s planning committee (attached).

Bylaws:

- Ella will change current bylaws, section III, letter C. to show the change in new membership appointment dates (Sept. 1 through Aug 31) which now coincide with West Lafayette. She will also change section III, E. so that any member vacancies that are filled will finish the CSSAC calendar year and then begin their three-year term. These corrections will be emailed to all committee members at least two weeks before the next meeting. The amended bylaws must have a 2/3 vote by the committee and are subject to approval by the Vice Chancellor for Administrative Services.
- Once this process is complete, the bylaws will be posted to CSSAC’s web page.

NEW BUSINESS:

Newsletter:

- Dave Surbey has agreed to take over the CSSAC newsletter. He will reformat the current newsletter and have on our web page.

Scheduling Committee Representative:

- Christina requested a member of CSSAC be assigned to this committee. The response was that other groups with an interest in the scheduling process would be invited to meet with the committee to voice their group's concerns. Christina asked if anyone would be interested in gathering information to report to the committee on behalf of CSSAC. Erik Kispert agreed. Jan Hanchar mentioned the annual contract meeting HR schedules where all clerical staff would be present and would be willing to share the event with Erik. Dates to be determined.

Campus Efficiencies Committee Representative:

- Per Amber, a CSSAC rep. may have been chosen. She will check with the Chancellor. If no one was assigned, Dave Surbey agreed to this position.

Scholarship Committee and Professional Development Committee:

- Sara will chair the Scholarship Committee. This position involves soliciting applications and assembling a committee to review. This is the time to start the process.
- The professional development fund which is \$500 in the spring and \$500 in the fall is not to be used for credit classes. Christina and Katie will co-chair this committee. Ginny suggested using \$500 for spring networking lunch and \$500 for individual use.

Contact List for Emergencies:

- Christina suggested setting up a contact list for emergencies that may affect a committee member. Jan reminded the committee that no emails were to be viewed at home and personal information about an employee cannot be disclosed. Jan suggested a phone tree to contact committee members. Ginny will work with HR to come up with something for emergency communication.

Sick Leave Pool:

- An incident happened where an employee had depleted all their sick leave time. Another employee asked if they could donate their own personal sick leave to this employee to help him/her out during that time. Jan replied that someone had requested this in the past and it cannot be done according to Purdue policy.

Membership Drive:

- Carol Wright accepted the position to chair the membership drive. Carol knows an employee who would like to join, but cannot make the 3:00pm meetings.

Meeting Times:

- Christina used "Doodle" to schedule current meeting, which worked well. The committee decided to keep the meetings on the third Thursday of the month at 3:00pm. Sara will schedule future meetings in T160 since LSF132 was a little crowded.

Networking Luncheon:

- Christina asked the committee to think about a theme. Alumni is donating a little extra money to help create a “complete” meal which would include a sandwich to go with the soup and/or salad.
- Christina and Sara have agreed to chair this event.

Summer Picnic:

- Christina asked if anyone was interested in chairing the summer picnic. No one accepted the position at this time. We should all be thinking of a theme. Amber mentioned a possible “baseball” theme.

Group Photo:

- We need a new group photo for 2010. Stephanie Wallace agreed to take the photo. Stephanie will set up a time in the near future.

Meetings with VCAD Candidates:

- On Jan 25, Jan 28, and Feb 1, APSAC & CSSAC will be able to meet with the candidates in T134 from 11:30am – 12pm. Please plan to attend these meetings if at all possible. The committee may have a few extra or different questions for Steve Turner and Linda Baer since they are employees of Purdue.

New Binders:

- All new members should receive a CSSAC binder. Currently, Erik and Dave do not have binders.
- Ella has agreed to make binders for all CSSAC newcomers. She has submitted a purchase requisition for more binders and will put together one for Erik and Dave and any new members in the future.

Meeting adjourned at 4:05 p.m. Next meeting will be Feb. 18 at 3:00 in T160.

Respectfully submitted,

Ella Taylor
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:

Ginny Borolov	SWRZ 203B	gborolov@pnc.edu
Karen Brown	PP 101	kbrown@pnc.edu
Amber Cable	SWRZ 137	alcable@pnc.edu
Erik Kispert	SWRZ 229	ekispert@pnc.edu
Christina Nevill	SWRZ 120	cnevill@pnc.edu
Katie Sirko	TECH 226	ksirko@pnc.edu
Sara Soneye	TECH 101	ssoneye@pnc.edu
Dave Surbey	LSF 249	dsurbey@pnc.edu
Ella Taylor	SWRZ 158	etaylor@pnc.edu
Carol Wright	PP 101	cwright@pnc.edu