



CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES

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November 24, 2010

Present: Sara Soneye, Maria Watson, Ella Taylor, Kenny Clark

Guest: Kathy Matthew

The meeting was held in T160 and called to order at 9:05 am

REPORT:

Treasurer's Report: Katie submitted the report by email to the committee. The current balances are as follows.

Events Fund Balance: \$1,371.97

Gift Fund Balance: \$110.00

General Fund Balance: **-\$333.66**

Dependent Scholarship Fund Balance: **-\$142.97**

Staff Scholarship Fund Balance: \$28.00

Individual Professional Development Grant: \$500.00

Sara will email Brock Martin to see if he can meet with the committee to explain the accounts and posting process.

West Lafayette Report: No report

Fund Raising Report: Sara reported that the Pampered Chef fundraiser raised \$187.00. Kenny Clark was the top seller. The Oct. 7 book sale made a profit of \$77.46. The dessert auction profit will be split with APSAC. New ideas for a fundraiser after Christmas are the coffee and tea kits. We anticipate starting the sale in April, 2011.

Hospitality Report: No report

Bridge Report: No report

Administrative Report: No report

APSAC-CSSAC Christmas Party: Each CSSAC member will need to bring 2 cases (24 cans) of soda pop to the annual Christmas party on Dec. 9. Sara suggested bringing one case (12 pk) of regular and one case (12 pk) of diet soda. Sara will supply bottled water. Ella and Maria will each bring a cooler if the student activities cooler is not available. Keith has agreed to supply ice. Since Sara will not be here for the party, Joe has agreed to join Angel in the welcome and opening announcements.

Spring Luncheon: The committee agreed to open up the luncheon to APSAC. We will plan to have this in June, 2011. Maria will send a survey out to APSAC and CSSAC asking for suggestions on a topic. We may use the Speakers Bureau after we decide on the topic.

Scholarships: The scholarship subcommittee has been selected. The three will decide who receives the \$500 employee scholarship and \$500 dependent scholarship. The names will be removed from the applicant's goal statements so that the subcommittee can rank them accordingly without bias. Deadline for submissions is Nov. 30.

NEW BUSINESS:

Vice Chancellor Interviews: We need to list some questions for the candidates. The candidates will be here on Dec. 3, Dec. 7, and Dec. 10.

OLD BUSINESS:

VCAD Budget Report: Steve Turner spoke to a group of approx. 15 people on Nov. 19. The meeting was informative and informal. It was an open discussion. Steve asked for topics to bring to future round tables. He mentioned that many programs have grown, but their budgets haven't changed. He would like to change some of the ways that funds are defined. Also, many employees are retiring, but not all positions will be filled. Fourteen employees will be retiring and only half of those will be replaced. It is the responsibility of the department supervisor to assess the job of the retiree and assign these duties to other employees within the department. If we have questions about this, we can discuss with Jan at our next meeting.

Professional Grant: The committee has agreed to use the money to buy software CDs instead of having another speaker. Sara and Ella will look at Skillpath programs that are available.

Meeting adjourned at 10:20 a.m. Next meeting will be Dec. 6 at 2:00pm 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:

Amber Cable	SWRZ 137	alcable@pnc.edu
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