

Present: Christina Nevill, Ginny Borolov, Sara Soneye, Erik Kispert, Maria Watson, Ella Taylor, Jan Hanchar, Katie Sirko, Amber Cable

The meeting was held in T160 and called to order at 3:10 p.m.

REPORT:

Administrative Report: Jan Hanchar gave the following report:

- The Efficiencies Committee is accepting ideas on line. Everyone is encouraged to give ideas to help make PNC more efficient.
- For the VCAD search, two candidates will be going to West Lafayette and hopefully a decision will be made by the March 1 deadline.

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

- Events Fund balance is \$1774.55
- Gift Fund balance is \$72.00
- General Fund balance is -\$93.50
- Dependent Scholarship Fund balance is \$162.53
- Staff Scholarship Fund balance is \$112.89
- Individual Professional Development Grant balance is \$500.00

West Lafayette Report: Katie Sirko gave the following report:

- Newly hired VP of HR is Luis Lewin
- APSAC gave CSSAC a letter to endorse regarding health/medical benefits being decreased to 80% of coverage as well as a decrease in retirement funds.
- A new College of Health & Human Sciences is in the process of being approved

Fund Raising Report: Sara Soneye gave the following report:

- Sara gave flower bulb catalogs to all CSSAC members for spring/summer flower bulbs sales. Orders are due by March 16, 2010. CSSAC will make 50% profit from the sales.
- Christina and Sara met with Midland to discuss discount cards that could be used at local restaurants and possibly PNC bookstore and coffee central. Sara asked for the committee to put "feelers" out to see if there is any interest in these since 200 cards at \$5 each would mean spending \$1000. If all 200 cards sold for \$10 each, CSSAC would make \$1000 profit.

Employee Discount Report: No report

- Katie needs assistance. Jan suggested checking with Todd Laux in APSAC. APSAC may consider a partnership with CSSAC to start up discount program.

Hospitality Report: CSSAC welcomed Maria Watson as our newest member!

Web Page: Erik Kispert reported that the web page is up and running. The photo section is not finished yet. The “thumbs up” page will be live next week (week of Feb 22). “Thumbs Up” will be advertised in the Chancellor’s newsletter and the networking luncheon. People will be able to email cssac@pnc.edu soon.

Bridge Report: Ella reported that she had three anonymous people contact her with concerns about the new Rideshare program. Since “A” parking is already limited, why not reserve a few “B” parking spots for students who car pool. Ella sent the concerns to Jim Sallee who is in charge of this program. The following is his response:

“At this time we have three groups taking advantage of the RideShare program. According to a recent parking survey, this will not create problems for "A" permit holders. We are hopeful the RideShare numbers increase significantly and realize parking arrangements will need changed if that occurs. Please contact me if you have any questions or other concerns.”

Networking Luncheon: Christina and Sara have been brainstorming for a topic. Motivational, laughter, stress, or rock & roll history were some of their ideas. Sara may check with Cindy Roberts about the topic of “time management.”

Scheduling Committee: Erik met with the committee on Feb 17. The committee wants to alleviate scheduling problems and issues that were found by people who do the scheduling. No future meetings have been set.

Campus Efficiencies Committee: Christina will meet with the committee every Friday. A website is set up for people to voice ideas anonymously and hopefully the committee will receive constructive ideas.

Scholarship Committee: No report – Sara will check with Amy Lutterman about proper procedure.

Professional Development: Katie asked committee for ideas on how to spend the \$500. Jan will email Katie the information about a motivational speaker. Jan suggested a time other than lunch hour for the training to get better turn out.

Membership Drive: No report

OLD BUSINESS:

Holiday Party Survey Results:

- Christina handed everyone a copy of the survey results. There were 63 responses. One new idea the committee would like to consider for next year is having a gingerbread house contest and possibly making it a dept. effort.

Bylaws:

- Ella changed the 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 also changed 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 need a 2/3 vote by the committee and are subject to approval by the Vice Chancellor for Administrative Services. Since we did not have 2/3 of the committee present at the meeting, we will vote at next meeting.
- Once this process is complete, the bylaws will be posted to CSSAC's web page.

Newsletter:

- Dave Surbey is now working at PPC. No report submitted

Meeting Times:

- Christina will use doodle.com and email committee members to find the best day of week and time for future CSSAC meetings.

Group Photo:

- New photo is posted on our webpage.

VCAD Search:

- Christina thanked everyone who came to APSAC/CSSAC meetings with the candidates.

Binders for New Members:

- Ella made a CSSAC binder for Erik and Dave. She will make one for newest member, Maria Watson.

NEW BUSINESS:

Campus Scholarship Committee:

- Christina asked for a volunteer on this short term committee. Maria accepted position.

Meeting adjourned at 4:16 p.m. Next meeting date has not been decided. Christina will email committee with doodle.com to find best date and time.

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	PPCU 112	dsurbey@pnc.edu
Ella Taylor	SWRZ 158	etaylor@pnc.edu
Carol Wright	PP 101	cwright@pnc.edu
Maria Watson	SWRZ 156	watsonme@pnc.edu