

Present: Christina Nevill, Sara Soneye, Erik Kispert, Maria Watson, Ella Taylor, Jan Hanchar, Katie Sirko, Amber Cable, Karen Brown, Carol Wright

The meeting was held in T160 and called to order at 10:00 a.m.

REPORT:

Administrative Report: Jan Hanchar gave the following report:

- Preamela Minix, secretary in the Education dept., gave her resignation
- Agnes Wainman, part time staff in Continuing Ed also gave her resignation
- Linda Utterback, building services, retired on April 7, 2010.
- The Recognition luncheon is May 6, there are three retirees being honored.

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

- Events Fund balance is \$1711.76
- Gift Fund balance is \$80.00
- General Fund balance is \$206.50
- Dependent Scholarship Fund balance is \$204.53
- Staff Scholarship Fund balance is \$140.89
- Individual Professional Development Grant balance is \$500.00

West Lafayette Report: Katie Sirko gave the following report:

- Newly hired VP of HR, Luis Lewin will be updating policies and procedures
- Dr. Christine Taylor gave a presentation on diversity
- All regional CSSAC members were invited to Fort Wayne on June 8, 2010. Katie needed to respond today, April 15. Christina, Sara, and Katie are attending.

Fund Raising Report: Sara Soneye gave the following report:

- Sara is expecting the flower bulb order to arrive by April 16. The total amount of sales was \$597.50. Since we sold 60 items, the profit was 35% of sales = \$209.12
- The book sale was held in LSF144 on April 8. We sold over \$800 at 10% profit. Christina spoke with the representative from the company and they anticipate a better turn out in the fall. If the event is better advertised, we could see sales totals of \$1500 which will earn 15% profit.
- Christina mentioned that Liz Depew offered a suggestion of fund-raising through Opportunity Enterprises.

Employee Discount Report:

- Katie is getting information from the representative in West Lafayette

Hospitality Report: No Report

Web Page: Erik Kispert gave the following report:

- We have transferred to the new system. Forms are working, but adjustments are still being made.
- The “Thumbs Up” program is doing well. Erik advised sending an email to the person receiving the thumbs up so they are aware something is on the webpage.

Bridge Report: No report

- Sara was asked the following question, “How often are job descriptions audited?”
- Ella will contact HR to find answer and report at next meeting

Networking Luncheon: Christina and Sara gave the following report:

- Networking luncheon will be May 27, 2010 (11:30 – 1:00)
- Tony Cardenas has agreed to speak on Lego team building
- Meat or Vegetable Lasagna will be served at a cost of \$9.00 per person. We will receive \$300 from administration to cover the cost of the lunch. Katie motioned to use CSSAC funds to cover any remaining expense of the luncheon. Amber seconded the motion, motioned carried.

Scholarship Committee: Sara will meet with Dr. Duttlinger and get committee together.

Professional Development: Christina spoke with Bobbi Densmore about a combined event with APSAC. Motivational speaker, Brett Eastburn was considered at a price of \$1000. Another option was Nora Atkins, “Doing more with less,” for \$450. Amber motioned to accept Nora Atkins for our spring event, Sara seconded the motion, motion carried. Christina will check on a date for June.

Membership Drive: No report

- Carol asked for ideas on new ways to market CSSAC

OLD BUSINESS:

Bylaws:

- Amber motioned to accept the bylaw change. Erik seconded the motion, motion carried. Ella will submit to Steve Turner for final approval.

Newsletter:

- Dave Surbey has resigned his position. Amber motioned to retire the newsletter and let the website serve as a newsletter. Katie seconded the motion, motion carried.

NEW BUSINESS:

Summer Picnic:

- Amber and Ella have volunteered to co-chair the summer picnic which will be held on July 28, 2010. Christina volunteered to coordinate the dessert auction. Committee agreed on a baseball theme.

Meeting adjourned at 11:00 a.m. Next meeting is May 20 at 10:00am 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:

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