

Present: Jan Hanchar, Sara Soneye, Joe Maggio, Ella Taylor, Kenny Clark, Maria Watson, Katie Sirko, Kathy Matthew

The meeting was held in T160 and called to order at 9:02 am

CSSAC Regional Visit:

- On June 14, 2011, there will be a total of 37 guests from the West Lafayette, Fort Wayne, and Calumet CSSAC committees coming to our campus. They are scheduled to arrive at 9:30am. Guests will be escorted to LSF002 for a continental breakfast followed by a short welcome from Steve Turner and presentation by Fred McNulty. We will then conduct a regular CSSAC meeting. Lunch will be served in LSF144 at 12:00pm. After lunch, Judy Jacobi will take our guests on an art tour. Guests will leave campus around 2:00pm.
- Joe spoke with Keith Peffers about the breakfast and lunch menus. The price of \$483.75 was quoted for both breakfast and lunch. The Chancellor approved this amount. Joe also invited the Chancellor to a future CSSAC meeting. Since there was no dessert included in the price of lunch, Katie will check pricing of dessert options such as cookies or pastries. CSSAC will purchase these separately from an outside source.
- Parking event signs and a golf cart for the art tour will be requested by Ella.
- Name tags will be provided for our guests at the welcoming table in LSF002. CSSAC members are encouraged to wear their own name badges.
- Alumni is donating recyclable tote bags as give-a-ways. Katie will check prices of candy to put in the bags along with some other possible donated items.

REPORTS:

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

Events Fund Balance: \$874.56

Gift Fund Balance: \$136.00

General Fund Balance: \$443.21

Dependent Scholarship Fund Balance: \$61.00

Staff Scholarship Fund Balance: \$12.00

Individual Professional Development Grant: \$500.00

West Lafayette Report:

- Katie reported that Purdue Calumet is offering Great America Admission tickets at a discount. PNC employees can also participate; check out Purdue Cal's website.
- Adedayo Adeniyi is taking the APSAC-CSSAC benefit discrepancy proposal to Luis Lewin for review.
- There is a proposal for new staff evaluations. Katie has the power point. It needs the endorsement of CSSAC. The committee thought it was a great plan and hopes it can be followed consistently. Currently, departments perform evaluations differently or sometimes not at all. Jan added that PNC will probably update our evaluations in the next year or so.

Administrative Report:

- Walter Day is back on the Police Dept. night shift. Mike Wheeler retired in January and they are currently searching for his replacement, hopeful to be filled by July 1.
- New background check on all new hires including temporary or part time (90 days or more). HireRight is the company we use for background checks.
- PNC has been selected for a pilot program called "Talx." We will no longer need the Form I-9 for employment eligibility verification.
- In the fall, on line time off requests will be available for exempt employees.
- Jan advised Katie that Bosak Honda in Michigan City contacted her about a possible employee discount offer to service employee cars. Bosak would pick up employee vehicle for oil change or detailing and then bring back to employee before the end of the work day. Katie will follow up.

Fund Raising Report:

- Sara is still waiting for a response from the book sale company about our profit from the sale on April 26.
- Committee decided to promote the employee payroll deduction for scholarships. Maria volunteered to send out an email. Sara will update the form and each committee member will get at least five to hand out. If we get enough employees to donate \$1.00 from each paycheck, we will no longer need to run so many fundraisers during the year to afford the staff and dependent scholarships. Since we have awarded \$500 scholarships to both staff and dependents for the past two years, we would like to continue with the same amounts.

Bridge Report: No report

NEW and OLD BUSINESS:

Spring Luncheon:

- Sara will check with Amber on RSVP's and move forward with invitation and food details.
- LaPorte Hospital will donate hand sanitizer for the gift bags. Ella volunteered to pick them up.

Employee Recognition:

- Both APSAC and CSSAC met with Steve Turner separately. Later, CSSAC met with APSAC to discuss ways to move forward with employee recognition. Surveys were sent out and the results of the surveys are in process by APSAC. Both committees discussed the way Purdue Calumet recognizes their employees. We would like to replicate their process which includes input and assistance from Human Resources. This would be integrated with the Recognition luncheon. We need Administration's approval first and find out the process.

Summer Picnic:

- Joe spoke with Steve Taylor about possibility of getting dunk tank again this year. John Coggins agreed to be the auctioneer for the dessert auction. Joe will need to check with Administration to supply the meat. He is also checking on availability of basketball hoops that can be brought on campus to play basketball themed games.

New Membership:

- Sara wants the committee to find ways to get new membership. Four members of the current committee will end their three year term next year.

Upcoming Meetings/Events:

- Spring Luncheon – June 8, 2011
- Regional Visit – June 14, 2011
- Summer Picnic – July 27, 2011

Meeting adjourned at 10:00am. Next meeting will be June 29, 9:00am 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:

Amber Cable	SWRZ 137	alcable@pnc.edu
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