



CLERICAL AND SERVICE STAFF ADVISORY
COMMITTEE MINUTES

NORTH CENTRAL

October 26, 2011

Present: Sara Soneye, Kathy Matthew, Amber Cable, Maria Watson, Ella Taylor, Kenny Clark

The meeting was held in SWRZ 60 and called to order at 10:02 A.M.

REPORTS:

Treasurer's Report: Katie submitted the report by email on 10/11/11. She was unable to attend the meeting. The current balances are as follows.

Events Fund Balance: \$1231.35

Gift Fund Balance: \$297.00

General Fund Balance: \$179.54

Dependent Scholarship Fund Balance: \$110.50

Staff Scholarship Fund Balance: \$40.00

Individual Professional Development Grant: \$500.00

West Lafayette Report: No report

Administrative Report: No report

Fund Raising Report: Sara looked into some things online. She asked what we thought about selling wreathes. She is going to check with Mary Spiess to see if Relay for Life sells them. Idea tabled until next meeting. There is no report from the book sale yet. Maria mentioned that maybe we could auction off themed baskets like they did at the Women's Association Luncheon as they had a good profit. We may do that around another holiday because we are going to check into selling cookie dough for the holiday season.

Bridge Report: No report

NEW BUSINESS:

Scholarships: Kathy reported that the scholarship committee selected Ginny Borolov as the staff recipient and Janelle Taylor as the dependent recipient. Once these are posted, Kathy will get the email out about next semester's scholarships. Only four dependents and two employees applied for the scholarships. Sara mentioned that we check to see if we could open it up so that employees could use it at other schools than Purdue and that

might increase the number of applicants. We are going to check into it and talk about it at the next meeting. Kathy is going to see if she can get a list of employees that are taking classes.

Professional Development: Maria reported that the cost of the online classes through Continuing Education will be reduced to \$83 a person. We can pay for six people to take a class. Maria will look into if a person must be benefits eligible to take a class. She will create a form that people can fill out and send back. They will have to have their supervisor sign it and tell us how it relates to their job.

New Employee Membership: Ella told us that Ginny sent her previous documents that CSSAC used the last time the committee was seeking members. Sue Miller sent out a letter to Chancellor, the Vice Chancellors, the Deans and Department Heads that asked them to encourage capable staff to participate in the committee. Ella is going to show the letter to Vice Chancellor Steve Turner to see if he would like to edit it and send it out from his name as the committee thinks it will be more effective coming from him. Ella will also ask Steve if he thinks it is appropriate to word the letter to have the supervisors recommend people. A nominating letter will be sent to those people. We would like to have new members on by the first of the year.

Miscellaneous New Business: An employee sent an email to CSSAC with some suggestions. One was starting some kind of suggestion program. The other was a Lost and Found Program that is similar to West Lafayette's. At West Lafayette if you turn something into the Lost and Found, you fill out a form and if the item is not claimed in six months then you get the item. We will check with the Chief to see what happens to the unclaimed items now and see what he thinks about this. The committee agreed that a suggestion box is not really the way to go. Who would monitor it? How would you deal with rude comments? We are going to check with HR to see how to respond to the email.

OLD BUSINESS:

Thumbs Up for Employee Recognition: A write up was on the first page of the Chancellor's newsletter as well as the names of the people that have received a Thumbs Up this semester. Maria created a form for paper nominations that will be put in Facilities, the Dean of Students Office and the Bursar to see how it goes and if we get additional nominations that way.

APSAC/CSSAC Holiday Party: We had a meeting with APSAC to discuss the holiday luncheon. We are going to have a live auction for the entertainment. We are going to supply the drinks. Some people will bring diet, some will bring regular and some will bring water.

Meeting adjourned at 10:55 A.M. Next meeting will be November 30, 10:00am in SWRZ 60.

Respectfully submitted,
Amber Cable
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
Kenny Clark	PFCP 101	kclark@pnc.edu
Joe Maggio	B 101	jmaggio@pnc.edu
Kathy Matthew	SWRZ 40	kmatthew@pnc.edu
Katie Sirko	TECH 265	ksirko@pnc.edu
Sara Soneye	TECH 101	ssoneye@pnc.edu
Ella Taylor	SWRZ 158	etaylor@pnc.edu
Maria Watson	SWRZ 156	watsonme@pnc.edu