

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

The meeting was held in SWRZ 060 and called to order at 10:01 am.

REPORTS:

Treasurer's Report: Katie submitted the report by email. The current balances are as follows. There were two charges that hit the events fund. One was \$14.72 and was classified as "conference meals". The other was \$53.41 and was classified as "hospitality". Katie asked if anyone had been reimbursed for anything. After discussion, Joe Maggio said that they could be the credit card charges from the Summer Picnic. Katie will check into it to be sure.

Events Fund Balance: \$1226.35

Gift Fund Balance: \$262.00

General Fund Balance: \$273.89

Dependent Scholarship Fund Balance: \$101.50

Staff Scholarship Fund Balance: \$34.00

Individual Professional Development Grant: \$500.00

West Lafayette Report: Katie reported Trustee Mike Berghoff came to the meeting to talk about the Purdue Presidential Search. Mike is the chair of the committee. The Board of Trustees will ultimately select the President after the committee does their work. The committee hopes to conduct the interviews in February/March and the Board would like to make their decision at the end of April or beginning of May.

Luis Lewin gave the same presentation on benefits to them. He said the they are going through with their on-site clinic and hope to have it going by 2012. It will be sourced out and they hope to be able to make it free or charge minimally.

Other facts that Katie told us:

- West Lafayette's enrollment is 40,000 and the three regional campuses combined enrollment is 35,000. Regionals make up about one half of the institution.
- Five-six years ago, Purdue's budget was 60% state funded and last year it was only 20% state funded.

Administrative Report: Jan reported the following positions are posted:

- Application System Administrator
- User Support Specialist
- Police officer VII is still open
- Part Time Custodian at PPC is still open
- Groundskeeper VI is still open
- Asst. Dean of Enrollment Access and Support-They hope to contact applicants in the next couple of weeks.

Jan reported that the tobacco surcharge will likely be passed at the Board of Trustees Meeting this Friday. It is important that when open enrollment starts that all employees re-enroll even if they are not changing benefits. If you do not re-enroll and certify that you are a non-smoker, it will automatically default that you are a smoker and you will be charged the surcharge. Open enrollment will go from about Halloween to Thanksgiving.

There is going to be an intermediate/advanced Excel class in November. When you register for the class, there will be a spot to indicate specific things you are interested in learning and the facilitator of the class will tailor the class to the needs expressed.

Purdue is going forward with something called the “Work Number”. They will no longer be doing employment verification. When getting a loan or something that needs employment verification, lenders will need to call this number which will be available 24/7.

Fund Raising Report: Sara reported that we will have the book sale again on October 3, 2011. Sara will send out an “Everyone” email informing them on Thursday and signs have been posted. Sara also had someone ask her when we would have another flower bulb sale. Sara asked if the committee would be interested in doing the online bulb sale. The committee said yes and Sara will get more details and let us know.

Bridge Report: The Bridge position is open. Ella Taylor will continue to do this as she will have the software for posting to the website.

Professional Development: This position was open and Maria agreed to do it since she had already contacted Continuing Education about some things. She called Rita Swartzlander and inquired about the charge of taking a class through CE. She asked Rita what the cost was and if we could get a bigger discount if group of people wanted to do it. Rita said that she would check with Phyllis and let us know. We want to look into being able to let five people take a class to use the \$500 a semester instead of trying to bring a speaker in. The classes are online and you can do them any time. If we end up doing it we will need to think about limiting people to being able to do it once a year.

Hospitality: This position was open and Joe decided to take it on. He will check the emails that Tecora and Kendra send out about new employees and contact them to set up a time to talk. Jan will send him the list of people references that HR created for new faculty so that Joe can give the list to the new employees,

New Members: Sara reported that an employee expressed interest in CSSAC, but was only willing to commit to one year. Sara asked how she should respond. The committee decided that it was best to let the employee know that we would love to have her/him, but the bylaws of the committee state that members must commit to a three-year term. The committee brought up possibly changing the bylaws because that may be the reason that people don't want to join. It would be much of a hassle to change them because we would constantly have a changing membership.

NEW BUSINESS:

Thumbs Up Nominations for Employee Recognition: An email recently went out about the new employee recognition program. The pool for the semester awards will come from the Thumbs Up nominations. We need to get more people using it so that it is successful. The committee talked about also possibly having a couple of boxes around campus that people could put paper nominations in. The use of boxes may change things because people might try and use it as a suggestion box instead. Maria will create a form for people to use and on the back it will say to put in campus mail to the CSSAC chair. Sara will take that back to the employee recognition committee and see what they think of it.

Meetings with APSAC: The APSAC chair, Angel Cable, suggested to Ella that CSSAC meet with APSAC a couple of times a year to discuss the summer picnic and holiday luncheon. We will meet with them a couple of months before the events. Ella will check with Angel regarding the schedule.

OLD Business

Scholarships: Kathy received the email for Ella but was not able to change and update it. Sara has the original file and she will change it and send to Kathy so that Kathy can send it out. The committee decided that we will give applicants two weeks to get their applications in and we would like to disperse the money by the end of October. A selection committee needs to be formed. Dr. Duttlinger has already agreed to be the faculty member. We need a Clerical/Service Rep and an Administrative Professional Rep. Kathy will contact people to get those members in place.

Meeting adjourned at 10:56am. Next meeting will be October 26, 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
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