



**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS**

**Monthly Meeting Minutes
May 16, 2017
Opened 1:30pm
Closed 2:48pm**

MEMBERS PRESENT: L. Ambrose, J. Bacon, T. Clarke, L. Dutrieux, C. Hall, J. Martinez, S. Osmanovic, F. Rosales, J. Warfield

CALL TO ORDER: Josh Bacon called the meeting at 1:30pm.

APPROVAL OF MINUTES: Approval of April 18, 2017 minutes; all in favor.

SPECIAL GUEST: Pam Michalec, from Bursar, discussed the link that was put out by Purdue of how they fund their fee remission. IPFW has a different process, which is based on the Executive Memorandum No. C-7 (<http://www.purdue.edu/policies/business-finance/c-7.html>)

MEMBERSHIP: Membership is growing.

COMMITTEE REPORTS:

Fundraising: Through the Spring Flower Power fundraising event, we earned \$91.50.

Grants: Grants have been awarded. Two staff members received \$300/each and two dependents \$500/each. When filling out the grant application, be sure to check the correct option. **Click** "I am a dependent of a Service/Clerical Staff member" if 1) You are a dependent 2) You are a spouse of a Clerical/Service staff or 3) You the THE Clerical/Service Staff member.

Purdue WL: The minutes of Purdue West Lafayette have been read. It is desired to coordinate our activities with Purdue WL activities. This could be helpful in establishing a connection.

UNIVERSITY COMMITTEE REPORTS:

Traffic Appeals: Two appeals, two upheld

University Council: Discussion of United Way, Realignment, Space Usage decided by June, Progress of different steering groups, Jay Harris and projects.

University Safety: Discussion of how many incidents at the girls' dorms. Resurfacing gymnasium.

Summerfest Committee: The theme this year is Dons Around the World which will be held Wednesday, July 19, 2017. T. Clarke will take the place of C. Hall on the Summerfest committee.

NEW BUSINESS:

Bridge Questions:

- 1) "I recently noticed that the IPFW web page (under Human Resources and Office of Institutional Equity and under Rewards & Compensation) is displaying an IPFW Nonexempt staff pay scale for the fiscal year 2016-2017. Could we please get information about what the starting rate range, midpoint, and maximum pay mean for the clerical/service section? Thank you." Gave question to Kirk.
- 2) Where is the notice for construction? Inside IPFW
- 3) Restroom KT 151; when will it be handicap accessible? Signage is posted but the restroom has not been updated.

Meeting Room: Discussion of meeting room for 2017-18 year. First choice LB275.

Area Assignments: Handouts distributed.

Elections for committees:

Josie – Communication – all in favor.

Selma – Treasurer – all in favor.

Open invitation for CSSAC members; memo updated. Require 5 at-large reps. Elections in August.

CSSAC “THE BRIDGE”
Question/Suggestion:
Name (Optional):
Campus Address (Optional):

Send BRIDGE questions to Christi Hall KT G02 1-0694, Dunyale Tolliver NF130 1-6424. An electronic version of this form is available on the CSSAC web site at:

<http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html>

IPFW CSSAC home page address:

<http://www.ipfw.edu/committees/cssac/>

West Lafayette CSSAC home page address: <http://www.purdue.edu/hr/cssac/Welcome.html>