



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

**Monthly Meeting Minutes  
December 19, 2017  
Opened 1:28pm  
Closed 2:37 pm**

**MEMBERS PRESENT:** J. Bacon, T. Clarke, L. Dutrieux, C. Hall, M. Helmsing, S. King, J. Martinez, J. Miller, S. Osmanovic, F. Rosales, J. Warfield

**ABSENT:** L. Ambrose, R. Boyd, C. Hall, J. Martinez

**CALL TO ORDER:** Josh Bacon called the meeting at 1:28pm.

**APPROVAL OF MINUTES:** Approval of November 21, 2017 minutes; all in favor.

**CSSAC ADVISOR'S NOTES:** M. Helmsing discussed two policy updates.

**TREASURER'S REPORT:** S. Osmanovic gave an update.

**COMMITTEE REPORTS:**

**Grants:** Working with Financial Aid

**Purdue WL:** J. Bacon gave an overview of the minutes of West Lafayette.

**UNIVERSITY COMMITTEE REPORTS:**

**University Safety:** F. Rosalez gave an update; There were two injuries. Remember to report incidents to REM (Radiological and Environmental Management).

**Budgetary Affairs Subcommittee** – Two student support groups, Co-op and Career Services; Would it be helpful to merge together or have one contact person?

**Faculty Senate:** Discussion of Senate procedures.

**University Budget Committee:** More budget cuts of 1.4%. Continuously looking to where the university can utilize the funds most efficiently.

**NEW BUSINESS:**

**Summerfest:** Looking for more people on committee and welcome theme ideas.

**Staff Recognition:** The event is in April and looking for people to help set up.

**Bridge Question:**

- 1) Why and how is it okay for leadership to force Admissions, Bursar, Financial Aid, and Registrar to be open every single day during winter recess? How is this fair when everyone else is off? No

matter how this is worded or explained, it is completely and utter ridiculous. Either everyone is here or we are not. Plain and simple. This is easily a huge moral crusher.

**Answer:** A few offices will be open during the winter recess with limited hours. Volunteers have been requested. No individual will have to work all three days. The detailed answer appears in IPFW Announcements December 20, 2017.

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

Send BRIDGE questions to Tanner Clarke, KT 145 1-5706, Josh Bacon LA 153 1-6019. 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>