



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

**Monthly Meeting Minutes
February 20, 2018
Opened 1:33pm
Closed 3:15 pm**

MEMBERS PRESENT: J. Bacon, R. Boyd, L. Dutrieux, C. Hall, S. King, T. Luce, J. Martinez, J. Miller, S. Osmanovic, F. Rosales, J. Warfield

ABSENT: L. Ambrose, T. Clarke, M. Helmsing

CALL TO ORDER: J. Bacon called the meeting at 1:33pm.

APPROVAL OF MINUTES: Approval of January 16, 2018 minutes; all in favor.

CSSAC ADVISOR'S NOTES: The April 1st launch date for Success Factors has been postponed to improve both our quality and risk profile. Significant gains in preparation for the launch have been made, however, challenges exist that need additional time to address. First, a key pillar of our project, Job Family Structure, deserves and needs further understanding and discussion with the units. Secondly, we have technical complexity around our interfaces that require a more robust and lengthy testing cycle than originally anticipated. Finally, a delay will allow us to intensely focus on improving the understanding of new processes by our users through additional education and training. West Lafayette is reviewing revised roll-out dates which would allow for the inclusion of previously deferred improvements, a longer stabilization period after our General Ledger project go-live and the lowest technical risk to our systems. We will make a final decision on a revised roll-out date within the next week and will communicate that as soon as it is settled.

TREASURER'S REPORT: There was one gift of \$43 of payroll deduction. CSSAC would like to send a thank you card to people that continue to give through the payroll deduction. C. Hall will bring card to next meeting for signatures. We can also send something on the listserv and Inside IPFW to remind everyone that payroll deduction is an option; a way to contribute to the CSSAC fund. There were also printing charges.

COMMITTEE REPORTS:

Communication: We are putting in place a procedure in sending out the minutes.

- 1). When minutes are sent to everyone for approval, give a 3-day deadline.
- 2). Send it URGENT
- 3). Send J. Martinez final copy to be posted. Cc everyone too.
- 4). J. Martinez will send on listserv.
- 5). J. Warfield will send to Physical Plant.

Fundraising: The next Books are Fun fundraising event will be held in the fall, September 13 & 14, 2018. We will run the Flower Power fundraising March 19 through April 8, 2018.

Grants: C. Hall received email from an employee regarding dependent IU student receiving CSSAC grant. The Common Scholarship is going away. Our CSSAC scholarship requirements

fall outside the new matrix. Shall we update our requirements? There are still some questions that require answers before a solution can be formed. C. Hall will check into and report back next month.

Pride Plus: Nominations have been reviewed and voted on. There was discussion of how to encourage the service supervisors to participate more. It was suggested to have two forms instead of one; one for service and one for clerical. It was suggested to change the verbiage.

Purdue WL: Looking for someone to travel to West Lafayette. It is the 2nd Tuesday of every month, a nine-hour day. Perhaps we can take turns. The minutes from West Lafayette stated that they had 51,300 applications for fall, HCM-no jobs will be eliminated, and everyone is encouraged to participate in Wellness Incentive Program Healthy Boiler.

UNIVERSITY COMMITTEE REPORTS:

Traffic Appeals: Upheld 7 tickets.

University Safety: A couple fender benders, but nobody hurt.

Budgetary Affairs Subcommittee: Discussion of the combination of Career Services and OACS.

Faculty Senate: Jerry Lewis is interim Vice Chancellor for Communications and Chief Marketing Officer beginning February 1, 2018. In Memoriam was read for Marie Tessier and Tiffin M. Adkins. Suggestions were made regarding enrollment; a). Priority registration gives a good prediction of where enrollment is going and 2). It is important to have waitlist added to classes that have at least 90% enrollment.

University Budget Committee: Athletics is having a reduction in budget. DCS is going into the general fund. Upper administration is aware that there has not been consistent increases in pay.

Summerfest: Possible themes have been discussed and will require approval. Need volunteers in planning.

NEW BUSINESS:

Bridge Question: "Because the handicap parking that isn't metered outside of Kettler is so far away – they should switch the non-handicap metered parking by the handicap entrance and the non-metered handicap parking to allow the individuals that need handicap parking to not have to walk so far to get inside a building without having to worry about getting a ticket. The metered parking is closer than the handicap parking which seems absurd since the purpose of handicap spaces is to provide easier access/less walking to get into a building." – Anonymous

Bridge Answer: "The original intent of the non-handicapped metered spaces near Kettler entrance #11 was to provide students that are dropping off/picking up documents at the new Financial Aid, Registrar or Student Success area a quick access parking space. These spaces are also intended for visitors to Kettler. All of the metered spaces that close to the building are intended for short term use only, not long term parking." – Jay Harris

Staff Recognition Luncheon: More help is required at event April 25, 2018, especially at the sign-in table.

Hosting Campus: This year it is IPFW's turn to host the yearly CSSAC meeting. J. Bacon will check with West Lafayette for details.

CSSAC "THE BRIDGE"
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>