



CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS

Monthly Meeting Minutes
September 19, 2018
Opened 1:27 pm
Closed 2:44 pm

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

CALL TO ORDER: T. Clarke called the meeting at 1:27pm.

APPROVAL OF MINUTES: Approval of August 21, 2018 minutes; all in favor.

CSSAC ADVISOR'S NOTES: M. Helmsing received a letter to Dr. Wesse regarding an all-day retreat on September 28 for West Lafayette CSSAC members. Perhaps eventually Fort Wayne committee could participate in a similar retreat. All employees should have received a SuccessFactors postcard. Take note of the weekly communications that will be sent out. Dave Reynolds is working on the alignment of CSSAC accounts that are similar to the APSAC accounts. No temporary request beyond 12-30-18 will be accepted.

NEW BUSINESS:

- Certificates were given to members that fulfilled term.
- **Bridge Question 1:** Since I am now working as a KHI employee for during those lab times, how is liability and work injury handled? Am I now having to go through them in the event of a work place injury. I have not been injured, but I work in a machine shop. This is a real potential risk.

Answer: If while working for KHI, an employee was to get hurt at work, we instruct them to call our Employee Relations Team first unless it was an emergency then they would call 911. When they call us after an injury, we direct them to call Medcor, which is an injury triage service available 24 hours a day, 7 days a week. If they are unable to get ahold of our Employee Relations Team after an injury occurs, they can call Medcor directly at 1-800-775-5866. The nurse that they are connected with at Medcor will help determine the best course of medical treatment for the injury. When off-site care is needed, we will take care of working with the employee to get that set up and scheduled. Please let us know if there are any other questions on this. -Melissa Helmsing, HR

- **United Way** – Chancellor has presented campaign to CSSAC chair and is seeking CSSAC's support.
- **Strategic Planning** – A university steering committee will be formed which includes administration, faculty, and staff.

- **PFW Employee Night at Mad Ants** – Checking to see if there is interest.

Treasurer's Report: S. Osmanovic gave report. We had one printing expense \$69.30 last month. \$32.00 added to the scholarship account.

COMMITTEE REPORTS:

Fundraising: FlowerPower Fundraising company through which we were going to launch changed their process of accepting orders. The web was no longer an option. Discussion of other fundraising opportunities, such as season wreath, gift wrapping station, sponsored night Shigs In Pit. We should send out a survey to see what people would support. Send your ideas to T. Clarke.

Purdue WL: We are looking for a committee member to travel to West Lafayette once a month.

UNIVERSITY COMMITTEE REPORTS

Traffic Appeals – J. Miller will now be on the committee.

University Council – T. Clarke said that Career Services is restructuring and it will take roughly 9 to 12 months to implement. Legislative Communication Guidelines were sent out by Kimberly Wagner. It was basically stating do not associate yourself with the university while making a political statement.

URPC – Gordon Schmidt acting as chair and president.

Food Service Advisory Committee – Committee meeting next month.

Budgetary Affairs Subcommittee – They meet only 1 or 2x a year.

University Budget Committee – Since they are getting an early start; first meeting and process should be less intensive.

Faculty Senate – Budgetary information discussed. Enrollment rates have increased. There has been a 20% increase in new students. Student housing is at 100% occupancy. Some of the Capital Construction being done for FY 2018 is: IU one stop shop, Kettler Hall classrooms, Kettler fire protection and alarm systems renovation, and Helmke Active Learning Classroom Renovation.

Welcome Wagon – Received new cards with the new Purdue branding.

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Tanner Clarke, KT 145 1-5706, Jacqueline Warfield VA 117 1-6709. An electronic version of this form is available on the CSSAC web site at:

<https://www.pfw.edu/committees/cssac/contact-us/>

IPFW CSSAC home page address:

<https://www.pfw.edu/committees/cssac/index.htm>

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