



CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE  
FORT WAYNE CAMPUS

Monthly Meeting Minutes  
November 20, 2018  
Opened 1:35 pm  
Closed 2:50 pm

**MEMBERS PRESENT:** J. Bacon, T. Clarke, L. Dutrieux, M. Helmsing, B. Igusky, S. King, J. Martinez, J. Miller S. Osmanovic, J. Warfield

**ABSENT:** C. Hall

**CALL TO ORDER:** T. Clarke called the meeting at 1:35pm.

**APPROVAL OF MINUTES:** Approval of October 16, 2018 minutes; Motion made by S. Osmanovic and second J. Miller. All in favor.

**CSSAC ADVISOR'S NOTES:** Letters of Job Family Structure will be distributed by December 7, 2018. March 20, 2019 will be the release of the pay structure that goes along the job family structure. The leave policy will be adjusted, yet nobody will lose any time. We are not going to PTO structure. HCM Fair will be held December 13, 2018, from 10:00am to 1:00pm in Walb Classic Ballroom.

Success Factors and You – Watch for upcoming emails. All job postings will be removed December 14, 2018. New job postings will begin January 7, 2019.

**NEW BUSINESS:**

- **Bridge Question:** No Bridge questions this month.
- **Strategic Planning** – Voice concerns. Recommend going to focus group next week.
- **University Committee Assignments** – J. Miller will handle traffic appeals and we require someone for University Safety.
- **Mad Ants** – Employee Night with the Mad Ants on February 10, 2019. Waiting for link.

**TREASURER'S REPORT:** There were two transactions in general account; balance is \$649.61. The balance of the scholarship fund is \$12,152.51.

**COMMITTEE REPORTS:**

**Communication:** Everything is posted and up-to-date.

**Fundraising:** We will continue Books R Fun fundraising. Our name has been passed on to the regional manager so they can find a representative close to Fort Wayne area. J. Miller presented a Scrip Program, in which case we would earn 5%. All agree to move forward with the Yankee Candles in the spring. Other possibilities were discussed.

**Purdue WL:** J. Miller attended the West Lafayette CSSAC meeting. In December, a request for \$10.9 million is being submitted for building renovations for PFW. After a complaint, an ad hoc committee

has been created to address how to better communicate to the service staff. WL CSSAC are creating a Twitter account.

Purdue Employee Night with the Indianapolis Pacers went well on November 16 and another one is scheduled in the future. Fort Wayne employees will be invited.

Purdue NW will be hosting the regional meeting in June.

## UNIVERSITY COMMITTEE REPORTS

**Traffic Appeals** – Six appeals, 5 upheld

**University Council** – Winter Recess Operations; there will be a few departments open during the recess. IPFW email addresses will go away June 30, 2019.

**URPC** – Did have a meeting but needs additional information for committee resolve, next meeting scheduled for late January.

**University Budget Committee** – Student Government gave a presentation. They had a record number of traveling grants. Students can get \$1500, and cap of \$9000.

**Faculty Senate** – No new business. The Steering Committee that was created is in charge of guiding the Strategic planning process. There will be an ‘All Hands Meeting’ in January in which all faculty and staff are invited to attend, where the idea is to gather enough information to have the pillars of the next strategic plan. Library is asking that instructors provide textbook information to library before registration begins.

<b>CSSAC</b> <b>“THE BRIDGE”</b>
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/>

PFW CSSAC home page address:

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

West Lafayette CSSAC home page address: <https://www.purdue.edu/cssac/>