



CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE  
FORT WAYNE CAMPUS

Monthly Meeting Minutes  
August 21, 2018  
Opened 1:30 pm  
Closed 2:37 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

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

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

**APPROVAL OF MINUTES:** Approval of July 17, 2018 minutes; all in favor.

**CSSAC ADVISOR'S NOTES:** Success Factor launch date is January 1, 2019. Concurrent temps will be moved to Knowledge Services beginning August 27, 2018 and completed by June 30, 2019. Temps will be paid through Knowledge Services; students are not affected. Temps will be requested through Ariba. Supervise for Success will be rolling out again late November.

**NEW BUSINESS:**

- **Bridge Question 1:** "We heard that the Printing and Shipping Service Department would be moving from Printing Services/Warehouses Building to Ginsberg Hall soon. Why would these services move away from the main campus where most of the deliveries take place? How this move will change services provided by these departments? Deliveries: Will the incoming mail/packages be delayed due to boundaries with major delivery services (FedEx, UPS, USPS, others)? Will this change the vendor driver(s) that knows our campus delivery locations? Will staff members of this department have issues getting across the street (St. Joe Road) in their small delivery vehicles to come to the main campus? How many times will the Shipping Service staff members need to load/unload their delivery carts from a vehicle to make their rounds to main campus buildings if not able to drive their small delivery vehicles across the road? Will this change decrease the number of deliveries? A few years ago, we had two mail runs a day (reduced to one delivery to save time and funds) Will we see another reduction in mail runs? Will we see something similar to the change with physical plant where we need to take out the trash and sweep offices? Printing: How will this change standard printing delivery time? How will this move change rush printing requests? Sometimes we cannot plan due to other issues. Large printed items – etc. We have had requests to walk over to the current Printing Services area to transport large (dimension) items back to our office. This item

would not fit in a vehicle without possible damage. Will this place a limit on printing dimensions? If we need to pick up items from Printing Services, how will we be able to do it in a reasonable time due to location of Ginsberg hall and parking when classes are in session?" – Anonymous

**Answer:** Watch Inside PFW for the answer. (Greg Justice, Executive Director of Facilities Management, Physical Plant, Purdue University Fort Wayne)

- **Bridge Question 2:** "The July 2018 CSSAC minutes stated that Purdue Global credits do not transfer to Purdue University. However, I have heard otherwise. Is it possible to receive some clarification on this?" – Anonymous

- **Answer:** The same process would be used with any other transfer. The admissions department would have to look at those credits and make a determination on an individual basis. (Carrie Hanson, Senior Talent Management Specialist, Human Resources, Purdue University)

This is a great question and one we have been discussing recently. The quick answer is yes, but specific courses have yet to be evaluated. (Corrie Fox, Director, Student Success and Transitions, Purdue University Fort Wayne)

Those wishing to transfer credit from Purdue Global should consult with Student Success and Transitions to see if and how those credits may be applied here. (CSSAC Fort Wayne)

- **Fall Convocation:** Fall enrollment numbers are up.
- **CSSAC Meeting Room:** The September meeting will take place in RC 235. LB 275 has been booked for the monthly meetings from October 2018 through December 2019.
- **Everyone welcome to next meeting:** Everyone is welcome to come and check out the CSSAC meeting. Pictures will be taken of the next CSSAC group. J. Miller will contact Jim Whitcraft to take photos.
- **Accomplished Clerical Excellence;** ACE is a 2-year program that meets weekly. There will be a discussion of offering this program or similar program for this campus.
- **Elections;** CSSAC welcomes new member Brittany Igusky-Continuing Studies, Training Outreach. Jacqueline Warfield will continue another term. The new officers are as follows:
  - Jacqueline Warfield – Recording secretary
  - Selma Osmanovic – Treasurer
  - Julie Miller – Vice Chair
  - Tanner Clarke – Chair

**COMMITTEE REPORTS:**

**Fundraising:** During the next Flower Power Fundraising event use the general Purdue logo.

**Purdue WL:** Discussion of Tax Liability for Tuition/Fee Remission for Purdue Global. Question was referred to Tim Riley, Assistant Comptroller & University Bursar.

<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:

<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>