

**Monthly Meeting Minutes
February 19, 2019
Opened 1:34 pm
Closed 3:20 pm**

MEMBERS PRESENT: J. Bacon, L. Dutrieux, B. Igusky, S. King, J. Miller, S. Osmanovic, J. Warfield

ABSENT: T. Clarke, C. Hall, M. Helmsing

CALL TO ORDER: J. Miller called the meeting at 1:34pm.

APPROVAL OF MINUTES: Approval January 15, 2019 minutes; Motion made by J. Bacon and second L. Dutrieux. All in favor.

NEW BUSINESS:

A. Bridge Questions

1. I am getting 1-3 spam emails a day having to do with some type of scam that wants me to click a link, send personal information in exchange for a job or internship that pays an unreal amount of money weekly, or the email claims my account has been compromised. This is getting annoying. I don't use my email except a work and it isn't linked to any of my personal accounts. What is being done to put a stop to this spam?

***Answer:** Security is an on-going process. People neglect their cyber security and compromise their accounts which gives PFW email address books to unwanted users. Our security team is constantly working on finding and blocking malicious emails. If you receive malicious email, please forward it to helpdesk@pfw.edu and we will report this to our security team. If you know it's a spam or phishing attempt email, please do the steps above and mark email as junk/spam in your inbox, this will help filter out the spam. Please feel free to contact the help desk if you have any questions or concerns.*

2. We have noticed poor snow/ice removal practices on campus. Three of us park in different locations and have regularly had a hard time walking in, particularly due to ice. I'm wondering if the committee could look into this. Thanks!

***Answer:** I would respectfully disagree with this assessment of the snow and ice removal practices. Our campus is very good for the area we cover and the sub-zero temps recently have made ice removal extremely difficult because the ice melt does not work effectively at the very low temps. Staff also need to exercise normal caution when walking on campus.*

3. On multiple occasions this winter the streets, sidewalks, and stairs around campus have not been cleared safely. Each of my two coworkers and I park in different areas and we all use different routes to get to our building and we have seen poorly cleared and salted pathways and all of us have seen someone fall. This week one of my coworkers fell two days in a row; one time a couple grounds workers even saw her approach the icy stairs and did nothing to help. When I asked the person in charge about this he said that he "disagreed" with our concern and observations. We understand that sometimes terrible weather is hard to combat but it is really frustrating to come in and see that no salt has been laid down whatsoever. This is very unsafe for everyone on campus and it's really a miracle that no one has been seriously injured yet.

Answer: *The comment below was a follow up to an earlier comment which I addressed. I certainly do not disagree with concerns about safety on campus, however, having an expectation that all of the walkways, roads, and parking lots will be completely cleared of snow and ice when you arrive at work is very unrealistic. This has been a challenging winter and Grounds personnel have been on campus many early hours plowing and salting. We just made our second salt purchase for the winter, which is unusual, and have been addressing the slick issues as quickly as humanly possible. I would just urge caution to all staff and students when we are experiencing adverse weather conditions.*

- B. Summerfest – Farm theme; Ole Mc-Don-old on July 17, 2019. There are two co-chairs.
- C. The chancellor requested 6 clerical or service members to serve on the review committees for VCAAEM and VCAFAA and an email was sent out to all clerical and service staff; we were able to fill all of those spots.

TREASURER’S REPORT: Scholarship balance is \$10,929.51 and General fund is \$540.39. Motion to accept treasurer report; first by L. Dutrieux and second by B. Igusky.

COMMITTEE REPORTS:

Communication: T. Clarke will now handle Communications. Web site updates will be handled by J. Miller.

Fundraising: The next fundraising event, Yankee Candle Fundraising and The Lotion Company, beginning February 20 through March 13, 2019. J. Warfield distributed packets and gave an overview of the procedures. Lotion samples are placed throughout campus.

Grants: Application information has to go through Financial Aid. Application can be found at the CSSAC website under tab GRANT FUND. Choose either dependent or Employee/spouse. APPLY. Complete form and submit to Christi Hall.

Pride Plus: Both Clerical and Service nomination forms have been updated and reviewed. They are ready for distribution.

UNIVERSITY COMMITTEE REPORTS

Faculty Senate – Cynthia Springer, Associate Vice Chancellor of Human Resources and Office of Institutional Equity, answered questions regarding the job family structure. She stated that the pay bands are not yet finalized. She also stated that Fort Wayne HR has asked West Lafayette to review the language in the Job Family Structure, arguing that it should be changed. One hundred and sixty job classification requests were sent to HR for review.

Respectfully Submitted,
Jacqueline Warfield

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/>

PFW CSSAC home page address:

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

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