



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

**Monthly Meeting Minutes
September 17, 2019
Opened 1:32 pm
Closed 2:43 pm**

MEMBERS PRESENT: L. Dutrieux, B. Igusky, S. King, L. Hanson, B. Hauser, E. Merritt, J. Miller, S. Osmanovic, C. Seymour, J. Warfield

ABSENT: C. Hall, M. Helmsing - CSSAC Advisor

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

APPROVAL OF MINUTES: Approval of August 20, 2019 minutes approved.

UNFINISHED BUSINESS: WL CSSAC voted to change the name to Campus Support Staff Advisory Committee, must go to Policy Review before adopting. PFW will vote to change at that time. The handbook, website, and logo will be updated. WL: Benefits open enrollment is **10/29-11/12**

TREASURER'S REPORT: S. Osmanovic gave an update on accounts: General Account is \$1319.74. Awaiting on final settlement from the Summerfest revenue. There were five scholarships distributed with balance of \$9,474.51.

COMMITTEE REPORTS:

Communication: B. Igusky is now handling communications. J. Miller and L. Dutrieux will also have access to the CSSAC listserv. J. Miller and B. Igusky will continue to edit the CSSAC website as needed. She is checking to see who our marketing specialist is so that we can begin advertising through other channels. E. Merritt and B. Igusky will entertain the idea of a Facebook page.

Fundraising: Setting up the Yankee Candle event is in process; timetable is not yet set so that product can be delivered by Thanksgiving. Collective Goods/Books are Fun is on schedule for Spring 2020 and Fall 2020.

Purdue WL: WL staff discussed enrollment figures for Fall 2019: WL total 44,500 with 8,056 freshman - the 2nd largest in school history; NW - 10,000; PFW - 10,200; IUPUI - 6,000. Discussed Chick-fil-A controversy. VP of HR: open enrollment October 29 through November 11, 2019; discussed Compensation website and Pay Bands and Employee Engagement survey is in the works.

Strategic Plan: September 13, 2019 Strategy session was a great success, over 200 faculty, staff, and students participated. Steering committee is awaiting the Leadership team's recommendations.

UNIVERSITY COMMITTEE REPORTS

Diversity Council: Temporarily suspended until strategic plan is finalized.

University Council: Dr. Drummond led meeting: enrollment down slightly - 3.9% total credit hours, mainly due to loss of Health Sciences to IU. Presentation on LGBTQ Task Force; new LGBTQ Resource center to open October 1, 2019.

URPC: Discussed the master plan of the university. Doerner School of Business, Office of Development, Communications and Marketing, and Career Services will be housed at Park 3000.

Food Service Advisory Committee: C. Seymour will be on this committee.

Budgetary Affairs Advisory Subcommittee: They are all new members. Logistics are being worked out.

Faculty Senate: Jeff Malanson gave an update on the Strategic Plan and what was to be expected at the event that took place on September 13, 2019. David Wesse gave an overview on the University budget. David Wesse stated that there was an overflow in student housing again this year, and that some of the capital construction projects that are going to take place in fiscal year 2020 include: Parking garage 1, Athletics Center, Williams Theatre, Student Housing, and South Campus. A discussion took place regarding the closing of CTV. The chancellor stated that CTV was under review for fourteen months and suspended based on a variety of variables. The resources from CTV are being strategically placed in other areas. The University will continue to strengthen its relationship with PBS 39.

University Budget Committee: E. Merritt will sit on the University Budget Committee and B. Hauser will be the backup.

NEW BUSINESS:

- A. United Way Campaign planned for this fall, the campaign dates are being discussed. Hoping to increase campus participation.
- B. Employee discount link added to CSSAC homepage, review and if you know of new local discounts, forward to committee to see if we can get an update.
- C. New employees received handout; 2019-2020 CSSAC Committee Members

Adjournment - Meeting adjourned at 2:30.

Respectfully Submitted,
Jacqueline Warfield

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Julie Miller, GB 103 1-6791, 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/>