



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

**Monthly Meeting Minutes  
August 20, 2019  
Opened 1:30 pm  
Closed 2:30 pm**

**MEMBERS PRESENT:** J. Bacon, B. Igusky, S. King, M. Helmsing, J. Miller, J. Warfield

**ABSENT:** L. Dutrieux, C. Hall, S. Osmanovic

**GUEST:** Lynn Hanson, Elana Merritt

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

**APPROVAL OF MINUTES:** Approval July 16, 2019 minutes tabled.

**CSSAC ADVISOR'S NOTES:** There have been some enhancements to Success Factors in regards to hiring students. M. Helmsing gave detailed information regarding the creation of a Professional Development account that is similar to APSAC, which is helpful for conferences and training off-campus. There will be no new accounts created at this time, but any designated money may be deposited into the general fund. Records will need to reflect the designation. If there is a better way to handle the situation, proposals are welcome.

**NEW BUSINESS:**

- A. Awards distributed to those that fulfilled a term; J. Bacon, J. Miller, and J Warfield
- B. New Members are Lynn Hanson, Bonnie Hauser, Elana Merritt, and Courtney Seymour

**TREASURER'S REPORT:** Treasurer not present.

**COMMITTEE REPORTS:**

**Communication:** B. Igusky will handle communications.

**Fundraising:** Collective Goods/Books Are Fun is back on the schedule for September 4 and 5, 2019, March 3 & 4, 2020, and November 4 & 5, Fall 2020. We will also pursue the Yankee Candles again with delivery by Thanksgiving. We will also determine if accepting credit card is possible. L. Dutrieux will check into Shigs In Pit BBQ.

**Grants:** Financial Aid has applied the grants to accounts.

**Purdue WL:** J. Miller attended formal meeting at West Lafayette. Per Bill Sullivan, VP HR at Purdue: we will remain with Anthem for next 2 years. HR rolling out new program for communications. Benefits open enrollment October 29 – November 11. PPO will eventually be no longer available, to be replaced. In August 12 Purdue Today is the Compensation Guides. Promotion and Place roll-out by end of 2020. CSSAC name may be updated.

**UNIVERSITY COMMITTEE REPORTS**

Nothing to report at this time.

**OLD BUSINESS**

- A. New CSSAC members will officially begin September 2019.
- B. Summerfest Recap. We will chair the event next year.
- C. If there is an interest, we can have September 17 meeting outside: Suggestion to order box lunches for September 17 meeting rather than a potluck was accepted. Julie will coordinate delivery from Apple Spice Junction. If weather permits, we may eat outside. Meet at LB 275 at 12:30 pm

**Adjournment** - Meeting adjourned at 2:30.

Respectfully Submitted,  
Jacqueline Warfield

<b>CSSAC</b> <b>“THE BRIDGE”</b>
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/>