

Monthly Meeting Minutes
January 15, 2019
Opened 1:30 pm
Closed 2:10 pm

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

ABSENT: C. Hall, J. Martinez, S. Osmanovic

CALL TO ORDER: T. Clarke called the meeting at 1:33pm.

SPECIAL GUEST: Dimples Smith, HR. Performance Competencies handout distributed. Dimples gave an overview of the Performance Competencies. The evaluation period runs from May 1 through April 30. All staff employees will receive a performance appraisal. This year evaluations will be due April 30, 2019, since it connects to the merit system. There is a Writing Assistance prompt in the system. Each person will have an Individual Development Plan, with resources and tools to assist in building skills. Informational sessions will begin January 21, 2019. Goals and Performance Module will be available and it is encouraged to place your accomplishments in it.

APPROVAL OF MINUTES: Approval December 18, 2018 minutes; Motion made by S. King and second B. Igusky. All in favor.

CSSAC ADVISOR'S NOTES: Success Factors is up and running. There are open labs and HR is fielding calls. Jobs are now posted again. The finalized temporary standards have been recently sent to everyone. Job structure review was due last Friday.

NEW BUSINESS:

- **Employee Recognition Event:** The staff recognition yearly event will be changing format and will include faculty. It will consist of the program and finger food. There will be no charge. Communication for the April 24, 2019 event will begin in February.
- **Summerfest** – In order to make Summerfest event a success, more volunteers would be greatly appreciated.
- **Mad Ants** – Discount tickets are available to see the Mad Ants vs Santa Cruz Warriors on February 10, 2019. Order \$10 tickets by Friday, February 1, 2019.

Purdue Fort Wayne Gear – PFW gear is now available to purchase; this is not a fundraising event and a closed catalog from an approved vendor. <https://pfw2019.itemorder.com/> Remember to read measurements on items before purchasing, as items are not eligible to be returned.

TREASURER'S REPORT: Nothing to report at this time.

COMMITTEE REPORTS:

Fundraising: The next fundraising event, Yankee Candle Fundraising, will begin mid-February 2019. Submitting approval request.

UNIVERSITY COMMITTEE REPORTS

Faculty Senate – Chancellor stated he will provide full list of metrics in reference to salary offer letter for January Senate Minutes, which can be found on the Faculty Senate Website.

University Budget Committee – The Chancellor and Vice Chancellors are scheduled to give their presentations on the fiscal year 2019 budget on January 23 and January 25. At this time, Purdue Fort Wayne is not projecting revenue declines for fiscal year 2019, and is expecting to come in pretty close to even on budget.

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/>