



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

**Monthly Meeting Minutes
November 19, 2019
Opened 1:30 pm
Closed 2:30 pm**

MEMBERS PRESENT: L. Dutrieux, S. King, C. Hall, L. Hanson, B. Hauser, M. Helmsing - CSSAC Advisor, B. Igusky, J. Miller, S. Osmanovic, C. Seymour, J. Warfield

ABSENT: E. Merritt

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

APPROVAL OF MINUTES: Approval October 15, 2019 minutes approved.

UNFINISHED BUSINESS:

- A. United Way-Arts United Campaign ends Friday, November 22, 2019
- B. Fundraising terminology – Use correct terminology

TREASURER'S REPORT: S. Osmanovic gave an update on accounts: General Account is \$1,202.89 and Scholarship Account is \$9,975.69.

COMMITTEE REPORTS:

Communication: Website up-to-date.

Fundraising: Planning gift wrapping day on December 12, 2019.

Strategic Plan Steering: Individual Campus Climate survey links were sent out by email on 11/11/19, to be completed by 12/6- all employees are encouraged to respond. The committee is working on a permanent charter; CSSAC representative will transition from Julie to Lynn Hanson at the end of this year.

Welcome Wagon: We have cards. Will reprint in January.

Facilities Management: Accident reports passed around. Safety training is available. Check with REM if you have questions regarding chemicals. Erin Turner is new employee to the department.

UNIVERSITY COMMITTEE REPORT

Faculty Senate:

10-28-19: Chancellor stated that there is no list of programs to be eliminated, but that the VCAA did make him aware of programs that are on an annual department evaluation list. Some programs have been in the yellow zone of this list for quite some time. The yellow zone programs have been meeting with people to discuss recruiting and retention efforts.

11-18-19: Questions were raised regarding the South Campus building. Chancellor stated that the South Campus, which will be the Doermer School of Business, was purchased for 3.85 million. He stated that

2.8 million already has been received and the Office of Development is still raising funds. There will be two custodians and one maintenance person hired for the cleaning of the building. These expenses will have zero impact on the university operating budget.

NEW BUSINESS:

- A. Professional Development-Send Julie ideas regarding local training. A computer lab training to access Purdue account for 2nd shift would be helpful since they do not have computers.
- B. Campus Policy is a new committee; Dr. Barrick, chair.
- C. Jana Williams is retiring.
- D. Summerfest Theme – Don on the Farm - \$8500 budget

Adjournment - Meeting adjourned at 2:30 by motion L. Dutrioux and second L. Hanson.

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/>