



Campus Support Staff  
Advisory Committee  
(CSSAC)

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

**Monthly Meeting Minutes  
August 17, 2021  
Opened 1:33 pm  
Closed 2:07 pm**

**MEMBERS PRESENT:** L. Dailey, K. Gyi, C. Hall, M. Helmsing - CSSAC Advisor, S. Koorsen, J. Miller, S. Randall, M. Starr, J. Warfield

**CALL TO ORDER:** C. Hall called the meeting to order at 1:33 pm on campus.

**APPROVAL OF MINUTES:** Minutes of July 20, 2021 have been approved.

**CSSAC ADVISOR'S NOTES:** COVID self-reporting is in place. Ken Christmon, the Ombudsman, said that CSSAC is the least served group. He would like to explain what his office does: advising, disputes, resolution. Dimples Smith, HR, is assessing the number of people interested in establishing a Toastmaster group. Contact Dimples Smith.

**END OF TERM:** Another term has concluded. C. Hall thanked everyone on the team that are concluding their term and role of participation. C. Hall will stay on as emeritus to guide the new group. Next year will be a focus of building the team again.

**TREASURER'S REPORT:** General Account \$2,855.44, Scholarship Account \$6,301.69, Foundation Account \$3,128.66. The only change from last month to this month was \$22 in employee contributions toward the scholarship fund. The scholarship disbursement for those that applied by the 04/2021 deadline have not gone out yet so that fund amount will change significantly very soon.

Per Dave \$1080 will still be transferred into the CSSAC operating account once the funds are pushed down to the individual account level.

**COMMITTEE REPORTS:**

**Communication:** L. Dailey will continue to handle Communication in 2021-2022.

**Fundraising:** Fundraising Books R Fun/Collective Goods is still on schedule for November, 2021.

**Grants:** N/A

**Professional Development:** J. Miller discussed potential development for Spring, 2022.

**Pride Plus:** N/A

**UNIVERSITY COMMITTEE REPORT**

**University Council:** N/A

**URPC:** N/A

**Food Service Advisory Committee:** N/A

**Budgetary Affairs Subcommittee:** N/A

**Welcome Wagon:** N/A

**Faculty Senate:** N/A

**University Budget Committee:** N/A

**Facilities Management Safety Committee:** – Second Annual PFW REM Safety Fair will be held September 7, 2021. It will be held in Walb Union Classic Ballroom from 8:00 to 11:30am.

**ADJOURNMENT:** Adjourned at 2:07 pm.

Respectfully Submitted,  
Jacqueline Warfield

<b>CSSAC</b> <b>“THE BRIDGE”</b>
Question/Suggestion:
Name (Optional):
Campus Address (Optional):

Send BRIDGE questions to Christi Hall, 1-0694, 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/>