



CSSAC Offers Wisdom, Functionality to Help Members

As the administrative assistant for the Office of Admissions, Jenny Bower's responsibilities include answering emails to ask@pfw.edu.

"They will ask any question under the sun," Bower said.

And usually, she knows the answers, where on campus to go, or whom to recruit if she needs an assist. When Bower started in the position five years ago, she replaced someone who had already been gone for six months and had to learn all the ins and outs on the fly. Fortunately, Campus Support Staff Advisory Committee members helped her gain some of that knowledge.

Part of the university community since 1975, CSSAC consists of more than 200 hourly-paid employees, including the administrative assistants, clerical, and service staff from each

department. There are no membership dues. A 12-person leadership committee attends monthly board meetings and relevant campus meetings to keep members informed.

READ MORE

Service Catalog
Organization's services, aiding in effective communication and delivery

Search here Search Catalog

All General Work

- Bleachers**
Any work to be done for the bleachers must be reported...
- Custodial**
Any work to be done for Custodial must be reported...
- Door and Lock**
Any work to be done for the doors and locks must be...
- Electrical**
Any work related to Electrical appliances must be reported...
- Elevator**
Any work to be done for the elevators must be reported...
- General Request**
Any General Request must be reported here
- Heating and Cooling**
Any work to be done for Heating and Cooling must be...
- Lighting**
Any work to be done related to lighting must be reported here.
- Moving**
Any work to be done for moving must be reported here
- Painting**
Any work to be done related to painting must be reported here
- Pest Control**
Any Pest Control request must be reported here
- Plumbing**
Any work to be done related to plumbing must be reported...
- Signage**
Any signage request must be reported here
- Trash Removal**
Any Trash Removal request must be reported here

Facilio Debuting as New Work Order System

Since 2006, Purdue University Fort Wayne has utilized Brightly as a way for faculty and staff to initiate work orders with Facilities Management, but that's no longer the case. Effective immediately, **Facilio** is the new system being utilized.

"One hope for the new system was to make submitting work orders easier for the requestors," said Ashley Tash, director of building operations and maintenance. "A new feature to make this possible includes Facilio's occupant app, which is available in the **Apple** and **Google** app stores, where requestors can submit work orders, view status updates, communicate with Facilities Management, attach photos, and receive notifications."

Someone making a request can also offer feedback after the work has been completed through an email link, which the technicians and supervisors will have access to.

"We absolutely rely on our campus community to report concerns that they see, even those that do not directly relate to themselves personally," said Laural Dailey, PFW's Facilio administrator. "Those that take a moment and report even small concerns often help resolve small matters that would become major issues if they had simply walked away."

Contact Facilities Management at facilities@pfw.edu for additional information.



Volunteers Needed for Military Appreciation Day

Military Student Services will host Military Appreciation Day Sept. 12 from 11 a.m. to 2 p.m. on the Science Mall. The annual observance is intended to honor campus veterans and military-affiliated students, staff, and faculty. Volunteers are needed to help make this event successful.

Please sign up here.

Veterans, reservists, and active-duty members of the campus community are invited to share their names and service-related photos (optional) for inclusion in a display on the mall. Submit names and/or photos to mss@pfw.edu.

In a Snap

Seen and noted around campus. Monitor our university social feeds for more great moments of Mastodon life.



A crew is currently working on the stream outlet near Alumni Plaza. The project is intended to stabilize the bank of the St. Joseph River to prevent erosion, while looking attractive.

News Center



Inside PFW Archive



Athletics



Ripples



Inside PFW is an official university communication for faculty and staff. All submissions should be sent to inside@pfw.edu no later than 2 p.m. on the day prior to the next edition to be considered for inclusion. Newsletter guidelines can be accessed in the PFW **News Center**.

Inside PFW is produced twice weekly on Tuesday and Thursday by the Office of Communications and Marketing. *Inside PFW Special Edition* is a supplement to the regularly scheduled newsletter. It covers breaking news and time-sensitive information directly related to university operations.

PURDUE UNIVERSITY
FORT WAYNE



