

PROTOCOL & PROCEDURES

Clerical and Service Staff
Advisory Committee

Purdue University
West Lafayette Campus

Updated: July 2007

CSSAC PROTOCOL AND PROCEDURES
WEST LAFAYETTE CAMPUS
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Purdue University
PROTOCOL & PROCEDURES
for
Clerical and Service Staff Advisory Committee
West Lafayette Campus
(Revised)

SECTION I. NAME

The committee is known as the Clerical and Service Staff Advisory Committee (CSSAC).

SECTION II. POLICY

It is hereby reaffirmed to be University policy to receive and consider suggestions and advice from the clerical and service staff members in the formulation of policies and in the solution of problems affecting the general welfare of, the working conditions of, and the services performed by the clerical and service staff.

SECTION III. PURPOSES AND RESPONSIBILITIES OF THE COMMITTEE

- A. To provide members of the clerical and service staff with a means of representative participation through suggestion and advice in the formulation or change of policies affecting conditions of employment.
- B. To provide an effective means of communication between the clerical and service staff and the University administration.
- C. To act in an advisory capacity and make recommendations to the Department of Human Resource Services, which has the assigned responsibility for planning and recommending policies concerning human resources and staff benefits.

SECTION IV. MEMBERSHIP

- A. The Committee shall consist of not less than ten (10), nor more than twenty-three (23) members of the clerical and service staff (representing “Districts” as defined in Section V).
- B. The members from the West Lafayette Campus shall be selected from the clerical and service staff that (1) are classified as “regular” employees; and (2) have indicated interest by completing an application for membership directed to the CSSAC Membership Subcommittee. The Membership Subcommittee shall make selection.

New members shall be officially appointed to the Committee by the Vice President for Business Services and Assistant Treasurer, based upon recommendations from the Director of Human Resource Services and the Clerical and Service Staff Membership Subcommittee.

- C. The appointment of clerical and service staff from the West Lafayette Campus to the Committee shall be a three-year term beginning 1 September and ending 31 August. Approximately one-third of the total membership shall be appointed each year.

- D.** Each Regional Campus shall select a clerical or service staff member to serve on the Committee beginning 1 September and ending 31 August.
- E.** The Vice President for Business Services and Assistant Treasurer and the Director of Human Resource Services shall serve as resource members. The Employee Group Services Consultant shall serve as facilitator. Human Resource Services shall provide a recording secretary.
- F.** When a member transfers from one district to another while serving on the CSSAC, that member shall continue to represent the district from which they were initially appointed.

SECTION V. REPRESENTATION

Generally, representation implies that Committee members shall initiate contact and communications with clerical and service staff members in their respective districts. District representation shall be proportionate to the number of clerical and service staff in schools, divisions, departments, and offices in the following groups of organizations. (See Appendix A for representation numbers/structure.)

District I

Areas reporting to the Provost and the Director of Intercollegiate Athletics.

District II

Areas reporting to the Office of the Board of Trustees, President, Vice President for Governmental Relations, Executive Vice President and Treasurer, Internal Audit, Vice President for Human Relations, Senior Vice President for Advancement, Vice President for Business Services and Assistant Treasurer, Vice President for University Relations, and Vice President for Information Technology.

District III

Areas reporting to the Vice President for Physical Facilities.

District IV

Areas reporting to the Vice President for Housing and Food Services.

District V

All offices and departments of the Calumet, Fort Wayne, and North Central Campuses.

SECTION VI. CSSAC MEETINGS

Meetings shall be held on the second Tuesday of each month from 1:00 p.m. – 3:30 p.m. The business portion of the meeting, which is called pre-conference, is attended by the CSSAC members, Facilitator, Recording Secretary, and Media Representative. This portion shall be scheduled for an hour and a half. The administrative personnel shall join the meeting for one hour, and this shall be called the full conference. Henceforth, when referring to monthly meetings, it means both the pre and full conference. There needs to be at least two-thirds of the CSSAC members in attendance in the first 15 minutes of coming to order to be able to conduct business and vote. If this quorum is not met, then the meeting is postponed until further notice.

- A. A schedule of monthly meetings September through August of each year shall be distributed to the Committee.
- B. Attendance at meetings is expected. Members are expected to stay until adjournment unless prior arrangements are made. Members have the responsibility of arranging with their supervisors and/or department heads for attendance at meetings. Supervisors and/or department heads shall arrange work schedules to permit members of the Committee to attend meetings in pay status.
- C. If a Committee member is unable to attend a monthly meeting, the member must notify the Chairperson in advance. If unable to reach the Chairperson, contact the Vice-Chairperson, or the CSSAC Facilitator.
- D. Regarding monthly meetings, after missing two (2) consecutive meetings or three (3) meetings within the CSSAC year (September through August), the Chairperson, Vice Chairperson, and Facilitator of the CSSAC shall meet with the Membership Subcommittee and observe the following procedures:
 - 1. The Committee shall review the member's absences.
 - 2. The Chairperson, Vice Chairperson, and Facilitator shall meet with the CSSAC member to review the absences.
 - 3. If it is determined that the CSSAC member is unable to be active on the Advisory Committee, or if the Chairperson, Vice Chairperson, Facilitator, and Membership Subcommittee recommend the member be replaced, they shall do so in accordance with the process for filling a CSSAC vacancy in the Membership Subcommittee section.

SECTION VII. OFFICERS

- A. The officers of the full Committee shall consist of the Chair and Vice Chair, who jointly direct the activities of CSSAC. The Vice Chair will serve a 1-year term beginning on September 1, and then automatically become Chair for an additional 1-year term beginning on September 1 of the following year.
- B. **Election of Officers:**
 - 1. Nominations for the office of Vice Chair shall be held at the April CSSAC meeting. Before nominations are made, the current Vice Chair shall explain the time commitment and responsibilities of his/her respective office.
 - a. Any first-year member may be considered for nomination for Vice Chairperson.
 - b. To be nominated for an office, a member should be in attendance or provide a letter of acceptance to the Chairperson prior to the May meeting, to affirm their willingness to serve if elected.
 - c. All nominees shall be given an opportunity to state what their expectations are if they are elected to office in the May CSSAC meeting.

2. Elections shall be conducted by secret ballot during the May meeting. Prior to voting, nominees shall be given the opportunity to address the Committee. Members must be present to vote on candidates. The election process of Vice Chairperson shall be conducted as the first order of business during the May meeting.
3. A nominee must receive a majority of votes cast to be elected. Balloting shall continue until a member receives a majority of votes cast. In the case of a tie, the current chairperson's vote shall serve as the tiebreaker.

The votes shall be counted and tabulated by the facilitator, recording secretary, and member of the CSSAC appointed by the Chair.

Extenuating circumstance clause: Upon acceptance of resignation of either Chairperson or Vice Chairperson, nominations must be taken one month and voted on the following month.

C. Responsibilities of Officers

1. The Chairperson shall preside over all monthly meetings, recommend the CSSAC appointments to University Committees, appoint CSSAC standing and/or ad hoc committees, serve as Chair of Membership Committee, serve as a resource member on all subcommittees and all ad hoc committees, work with the CSSAC Facilitator in the formation of the agenda, and for the operation of the Advisory Committee.
2. The Vice Chairperson shall preside in the absence of the Chairperson at monthly meetings, serve as Chairperson of the Bridge Suggestion Subcommittee, Inside Purdue Editorial Board, and serve on the Membership Subcommittee.

SECTION VIII. FACILITATOR AND MEDIA REPRESENTATIVE

- A. At the July meeting, the CSSAC shall vote on retaining the facilitator for the business portion of the meeting.
- B. At the July meeting, the CSSAC shall vote on retaining the media representative for the business portion of the meeting.

SECTION IX. COMMITTEES

Attendance and participation at subcommittee meetings is expected. When lack of attendance is an issue, the CSSAC Chairperson has the discretion, with recommendation from the subcommittee Chairperson, to follow the procedures in section VI, part D. If a Committee member is unable to attend a subcommittee meeting, the member should notify the subcommittee Chairperson or convener.

There are two types of permanent committees to which members are assigned for a definite period and are ongoing, and two types of committees that are temporary and the length of service varies.

Permanent Committees

A. University Committee

Decision making powers shall vary within these committees, depending upon the authority delegated by the University administration. Their decisions or recommendations are forwarded to the appropriate administration. Representatives shall share monthly minutes and mid-year and year-end reports with the CSSAC. Wherever possible, a balance of clerical and service staff should serve on the committees. CSSAC representatives to these committees shall report the results of these meetings to the CSSAC.

1. Parking and Traffic Committee

One clerical and one service staff shall be appointed for three-year terms. The committee meets monthly during the academic year and is composed of the following voting members: six administrative, six faculty, one graduate student, two undergraduate students, one clerical, and one service.

- a. The objectives are to periodically analyze campus parking and traffic flow to determine present and future needs; to manage the available parking spaces for the optimum benefit of the University and the people associated with same; and recommend policies, fees, fines, and restrictions relating to parking and traffic for administrative review and consideration by the Board of Trustees.
- b. The minutes of this committee are distributed to all the committee members, the President, all Vice Presidents, all Senate members, and the Dean of each school.

2. Staff Appeal Board for Traffic Regulations

One clerical and one service staff shall be appointed for three-year terms. The committee meets monthly during the academic year and is composed of not more than eleven members. No member of the University Police Department shall be appointed.

- a. The decisions of the committee are attached to the minutes that are sent to committee members and the Chairperson of the University Resources Policy Committee.
- b. The Chairperson and one other designated committee member shall handle all contacts with the Chief of Police, in relation to problems, questionable action of any police officer, complaints about police department personnel, difficulties of the appellants, and recommendations by the Board.

3. Health Plan Advisory Committee

One CSSAC member shall be appointed to the committee to serve for one calendar year, with the option of re-appointment for a total of two years of service. The committee is comprised of the Director of Human Resource

Services, Chair of the Faculty Compensation and Benefits Committee of the University Senate, one representative each from the Administrative and Professional Staff Advisory Committee (APSAC), CSSAC, faculty, and regional campuses as well as three members of the faculty and/or staff, selected at large by the President.

- a. The objective of the committee is to consider issues related to medical benefits as part of the total compensation offered to faculty and staff.
- b. The committee assesses the legal, medical, financial, and demographic issues that impact Purdue's medical plan. Provides advice and feedback on changes to the medical plan that are most appropriate, and serves as a communication conduit with constituent groups on strategies being considered.

4. **Inside Purdue Editorial Board**

The CSSAC Vice Chair shall be appointed to this committee. Members of the Board consist of the staff of University Periodicals, Vice President for University Relations, Director of Purdue Marketing Communications, Director of University News Service, Human Resource Services representative, a representative from the faculty, and a representative from the APSAC. The Board shall meet at least once per semester. The objectives include: review prior newspaper copies, making changes and additions; discuss upcoming issues and what would make interesting reading; and solicit articles from faculty and staff. CSSAC members are encouraged to contribute input through the clerical and service representatives.

5. **Recycling Steering Committee**

One CSSAC member shall be appointed to this committee for a one-year term. This committee is composed of representatives from the faculty, staff, and student body. They meet monthly during the academic year and provide general support and assistance to the Purdue Recycling initiatives, help to identify problems, and facilitate changes in the campus recycling program as it grows and develops.

6. **Spring Fling Committee**

Two CSSAC representatives (one clerical and one service) shall be appointed to this committee for a two-year term. The committee is composed of staff from Human Resource Services, Housing and Food Services, Division of Recreational Sports, Periodicals, Purdue Marketing Communications, two members from the CSSAC and two members from the APSAC. The committee meets monthly or as needed. Its function is to plan, coordinate, and produce the annual Spring Fling and ensure it goes according to schedule.

7. **Purdue Child Care Program (PCCP) Advisory Subcommittee**

One CSSAC member shall be appointed for a two-year term. The subcommittee meets periodically during the academic year and consists of representatives from the APSAC, the CSSAC, Council for the Status of Women (CSW), Child

Development and Family Studies (CDFS) faculty, PCCP Parent Advisory Committee, PCCP staff, Human Resource Services, and Women's Resource Office. The program is operated through the CDFS Department and its purpose is to provide recommendations and views on the Program's policies and practices, including services and financial arrangements. A goal of the subcommittee is to help the PCCP maintain an effective balance among its service, teaching, and research missions.

8. **Faculty Compensation and Benefits Committee (FCBC)**

The Faculty Compensation and Benefits Committee is a subcommittee of the Faculty Affairs Committee (FAC) of the University Senate. It is composed of the FCBC, one FAC liaison member, one liaison member representing President's Advisory Council on Retirement (PACR), one APSAC liaison member, and one CSSAC liaison member. The Chairperson of the CSSAC represents the clerical and service staff on this committee.

The committee's area of responsibility is to undertake a continuing study of the policies relating to both direct and indirect compensation and benefits of faculty. Indirect compensation has been understood to include, but not limited to, retirement and insurance, faculty housing, educational privileges, leaves, travel expense, and recreational athletic facilities. The committee reports to the President of the University through the FAC and University Senate.

9. **Campus Safety Task Force Committee**

One clerical and one service staff shall be appointed for a one-year term. The committee meets monthly during the academic year and is composed of representatives from the following areas: Purdue Student Government (PSG), the CSSAC, Cooperative Housing, Purdue Residence Hall Council (PRHC), Intra-Fraternity Council (IFC), Dean of Students (DOS), Panhel, the APSAC, Lighting/Utilities Department, Purdue University Police Department (PUPD), Safety & Security Department, and Purdue Off-Campus Student Coalition (POCSC). The chairperson of the committee is the Vice President of PSG.

- a. The objective of the committee is to study the safety concerns on the Purdue campus and surrounding areas. The committee periodically makes recommendations to the appropriate departments about lighting, emergency phones, and general safety/security issues.
- b. The committee also makes safety/security recommendations to PUPD concerning school events or programming suggestions.

10. **Martin Award Committee**

A committee comprised of one representative from Human Resource Services, two representatives from the APSAC, two representatives from the CSSAC, and when possible, a member of the Martin family will select the recipient(s).

Generally, committee appointments will be made for a period of two years. A representative from Human Resource Services will facilitate the committee and serve as Program Coordinator. Members of the Selection Committee will not be eligible for the award nor will they be eligible to make a nomination during their term.

In addition to selecting the recipient for the award, the Selection Committee will be responsible for conducting an annual evaluation of the program in order that needed improvements be considered on an annual basis.

11. Voluntary Benefits Committee

A committee comprised of one Voluntary Benefits Coordinator, one Assistant Director of Human Resources, two representatives from the APSAC, two representatives from the CSSAC, two representatives from the faculty (with one preferably on the Faculty and Staff Compensation Committee) one representative is to be a Retiree (from the Purdue Retiree Benefits Committee), one representative is to be a Graduate Student, and one representative from each regional campus. The committee makes suggestions for possible voluntary benefits, attends vendor presentations, and is involved in the plan designs. The committee assists in determining an array of optional supplemental benefit packages to offer to the staff.

B. CSSAC SUBCOMMITTEES

The Chairperson shall appoint members to serve on the following CSSAC subcommittees. Whenever possible, a balance of clerical and service shall constitute each committee. Members of these subcommittees formulate recommendations within the committee and present them to the CSSAC. The recommendations are then discussed and acted upon by the CSSAC. Decision making power varies within these committees, depending upon the authority delegated by the CSSAC. The chairperson shall share monthly minutes and mid-year and year-end reports with the CSSAC. At the end of the year, the guidelines and files shall be passed on to the next Chairperson of each subcommittee.

1. Membership Subcommittee

This subcommittee is composed of the current CSSAC Chairperson, Vice Chairperson, Vice Chair-elect and one member from each district, with an attempt to have an equal number of clerical and service members appointed to this subcommittee. The current CSSAC Chairperson shall serve as chair of the subcommittee.

- a. The CSSAC Facilitator shall work with the members of the subcommittee in securing necessary information from Human Resource Services for each applicant; for example, determining appropriate districts and securing employee supervisory approval.
- b. The responsibilities of the Membership Subcommittee include: conducting the membership drive, interviewing and selecting the new members, developing and conducting new members'

orientation, filling vacancies that may occur during the year, and continual assessment of membership needs. The membership subcommittee shall evaluate in January the committee representation needs for each district. They shall bring any recommendation(s) to the full CSSAC in February.

- c. The Vice President of Business Services and Assistant Treasurer shall send new members a letter of official appointment to the CSSAC.
- d. Process for filling vacancies on the CSSAC.
 - i. Chairperson asks for written resignation of the CSSAC member who is resigning.
 - ii. Membership Subcommittee determines if the vacancy should be filled at the time the resignation is submitted or at the time of the annual membership drive. Consideration should be given to the length of the unexpired three-year term. A replacement shall fulfill only the unexpired term of the person resigning.
 - iii. Consideration shall be given to alternates who applied previously but were not selected. Chairperson contacts alternates regarding their interest. After contact, appropriate appointment letters/regret letters shall be sent.
 - iv. If there are no alternates available, the full CSSAC is asked for recommendations of clerical/service staff to contact for possible interest in serving on the CSSAC. Deans, directors, and department heads may also be contacted for recommendations. If an acceptable candidate cannot be found, the vacancy shall remain open until the next membership drive.
 - v. The Membership Subcommittee shall strive to fill a vacancy within two months, or as quickly as feasible. Application and appointment shall be the same as for new applications received annually.
 - vi. When voting to fill a mid-year vacancy, members of this subcommittee must be seated, voting members of the CSSAC.
 - vii. Members completing a 2 or 3 year term must wait one year before reapplying for membership.

2. **Communications Subcommittee**

The chairperson of each CSSAC subcommittee shall be appointed to the Communications subcommittee with an attempt to have an equal number of clerical and service members appointed to this subcommittee. This subcommittee's function is to improve communications between the CSSAC and constituents and the University community as a whole. This subcommittee is

responsible for updating the Web pages and CSSAC brochure, sending congratulatory letters to clerical/service staff who were promoted, and conducting CSSAC presentations. CSSAC members may be asked to participate in the presentations.

Members are appointed by the CSSAC Chairperson. The subcommittee meets at the discretion of the subcommittee chairperson. The CSSAC Chairperson, the CSSAC Facilitator, and the liaison from the Office of Periodicals are invited to attend the meetings as non-voting members.

3. **Grants Subcommittee**

Two clerical and two service staff shall be appointed to serve three-year terms with the terms overlapping by having at least one new member appointed each year. No member shall serve on the Grants Subcommittee who has a dependent enrolled in, or applying to, Purdue University, West Lafayette Campus. (Reference: Executive Memorandum C-1). No member of the Grants Subcommittee is eligible to apply for the employee grant. If a member of the Subcommittee wishes to apply for a grant or has a dependent who wishes to apply for a grant, he/she must remove themselves from the subcommittee prior to applying. The dependent and employee grant applications are due in March. Original applications are forwarded to the Division of Financial Aid contact person with requests for data on each applicant's financial need and GPA. The CSSAC Facilitator provides budget information for this committee. In May, the subcommittee reviews each applicant's data and selects the grant recipients. The Division of Financial Aid office is notified of the final selections for grant recipients. The chair of the Grants Subcommittee notifies recipients and unsuccessful applicants by letter in July.

4. **The Bridge Suggestion Subcommittee**

Two clerical and two service staff shall constitute the subcommittee in addition to the CSSAC Vice Chairperson serving as chairperson. The objective of the subcommittee is to provide a confidential mail service for clerical and service staff to address concerns, problems, or suggestions. Each signed submission shall receive a confidential, personal reply.

The "Bridge" form is provided to staff via *Inside Purdue*, the CSSAC brochure, and the CSSAC Web page. These letters are addressed to: The CSSAC Bridge Committee, ENAD. They are forwarded to the Bridge Subcommittee Chairperson prior to each month's meeting.

The subcommittee meets monthly or as needed. The chairperson shall maintain a file of employee's letters and the CSSAC responses, which shall be passed on each year to his/her successor. The chairperson shall report on specific questions received and the responses discussed in prior month's Bridge meeting at the monthly CSSAC meeting.

5. **Employee Discount Program Subcommittee**

Five members shall be appointed, with an attempt to have an equal number of clerical and service members appointed to this subcommittee. Terms for one of the newly chosen members shall be two years, with the second year serving as committee chairperson, while the other chosen members shall serve one-year terms. (There should always be one member continuing his/her term, i.e., overlap of membership from year to year.) The subcommittee shall meet monthly or on an as-needed basis. The objective of the subcommittee is to solicit participation by area businesses in a discount program that is offered to West Lafayette faculty, staff, and official retirees. An up-to-date listing of participating business firms offering discounts will be available as follows: (1) published in *Inside Purdue*, (2) distributed on a wallet-size card distributed annually in the fall to each employee, (3) posted on the CSSAC Website, (4) printed occasionally on paycheck stubs, and (5) communicated in other venues on an "as needed" basis.

The chairperson shall maintain a file of all businesses including past, present, and future prospects, which shall be passed on each year to his/her successor. The chairperson shall report any changes to the discount list at the monthly CSSAC meeting.

6. **Purdue Employee Activity Program Subcommittee (PEAP)**

Five members shall be appointed, with an attempt to have an equal number of clerical and service members appointed to this subcommittee. Terms for two of the newly chosen members shall be two years while the other chosen members shall be one year. (There should always be two members continuing their term, i.e., overlap of membership from year to year.) One of the returning members shall assume the role of chairperson of the committee. The committee shall meet monthly or on an as-needed basis. The objective of the subcommittee is to plan/sponsor trips to various locales and/or functions, which would be of interest to the clerical and service staff of the University. Participation in these trips shall not be limited to the clerical and service staff of Purdue University. Purdue faculty, staff, and official retirees, students and their families and friends shall be welcome to participate in all planned/sponsored trips.

A checking account shall be maintained at Purdue Employees Federal Credit Union and the PEAP Chairperson and the CSSAC Facilitator shall be signatories on this account. The PEAP Chairperson shall maintain the account books for this checking account; shall retain care, custody, and control of the checkbook and all blank checks; shall balance all monthly checking account statements; and shall provide the CSSAC Chairperson with a monthly statement of the account. Sums in the checking account are to be used primarily for paying deposit fees. Sums in excess of \$1,000.00 are to be used as deemed appropriate by the PEAP subcommittee as approved by the CSSAC. The PEAP Chairperson shall execute any and all contracts necessary for any planned/sponsored trips.

Temporary Committees

A. Ad hoc Committees

An ad hoc committee is appointed by the CSSAC Chairperson to study and make recommendations covering one specific area. These committees are temporary and do not have decision-making powers. They are convened for as long as necessary, and reports on recommendation(s) are shared with the CSSAC monthly. When necessary, recommendations are forwarded to appropriate administration.

B. Task Force

This is a University committee assembled by Presidential order. The CSSAC Chairperson is asked to make recommendations, appointments are selected from the recommendations, and notification is through the President's office. Each task force studies and makes recommendations on one specific area. The length of service varies with each task force.

SECTION X. ORIGINATION OF MATTERS FOR COMMITTEE ATTENTION

Subject matter for discussion and action by the committee may originate by any of the following methods:

- A. Any individual or group of staff members either:
 - 1. Through a member of the Committee
 - 2. By placing a written and signed statement of the matter on file with the Committee
 - 3. The "Bridge" form.

- B. The University administration from any of its officers, department heads, heads of offices, or chairpersons of duly appointed University committees.

SECTION XI. SCHEDULE FOR REPLACEMENT OF MEMBERS

In order to maintain a balanced membership, the Membership Committee shall follow the schedule below when selecting new members.

The ideal schedule for the number of CSSAC members to be replaced by year:

	<u>2007</u>	<u>2008</u>	<u>2009</u>
District I	2	3	5
District II	1	1	0
District III	2	1	1
District IV	2	1	1

District V member replacement is the responsibility of the respective regional campuses. The corrected table will be presented yearly in the April meeting for vote in the May meeting.

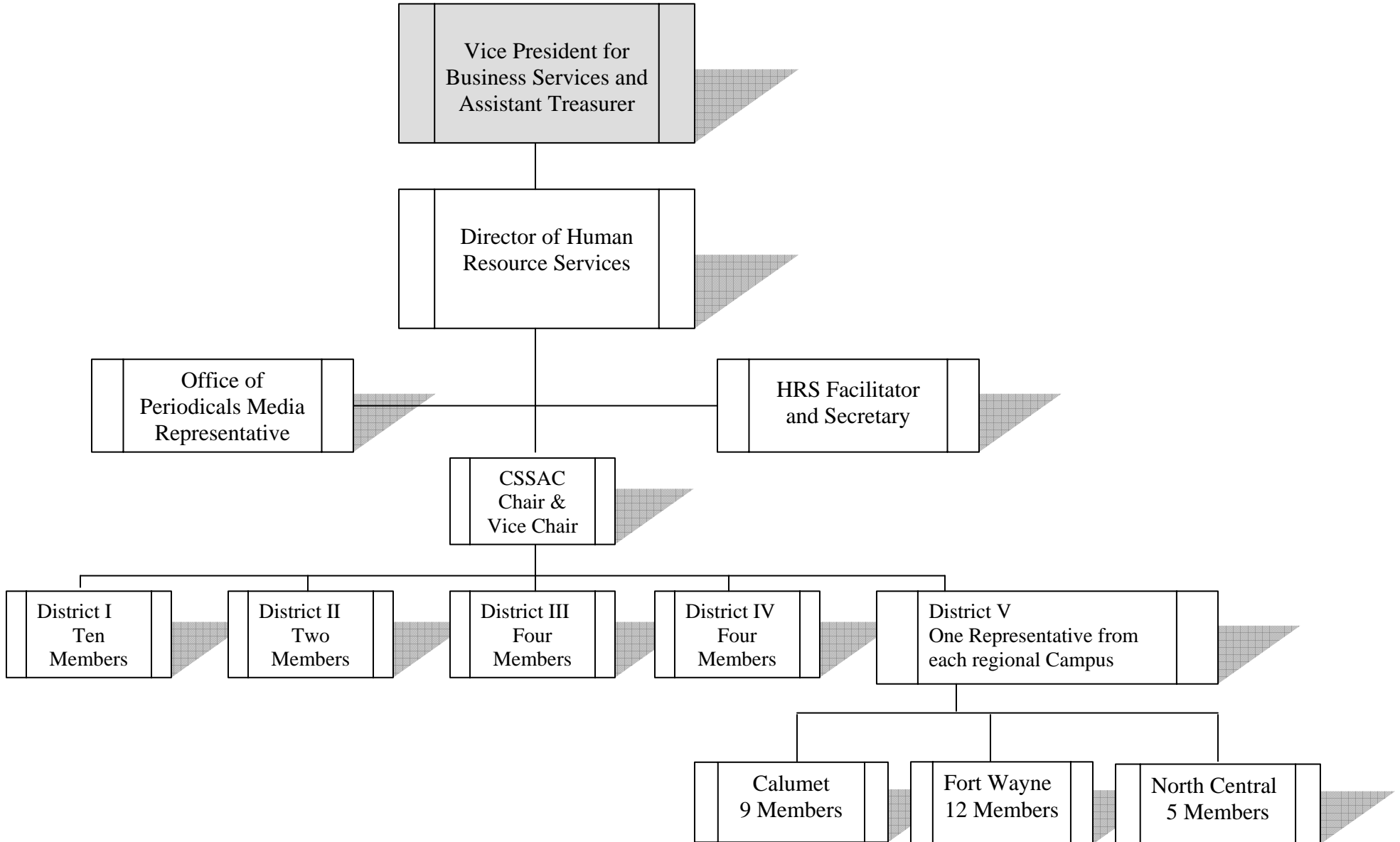
SECTION XII. STANDING RULES

- A. There needs to be at least two-thirds of the CSSAC members in attendance in the first 15 minutes of coming to order to be able to conduct business and vote. If this quorum is not met, the agenda items shall be included in the next regularly scheduled meeting.
- B. All members from all districts will vote on issues concerning the CSSAC.
- C. Proposals and items requiring a vote must be presented at the monthly meeting prior to the vote.
- D. All subcommittee chairs will submit written mid-year reports in January and year-end reports in July to the CSSAC Chairperson.
- E. The monthly meeting minutes will be distributed to an administration mailing list.

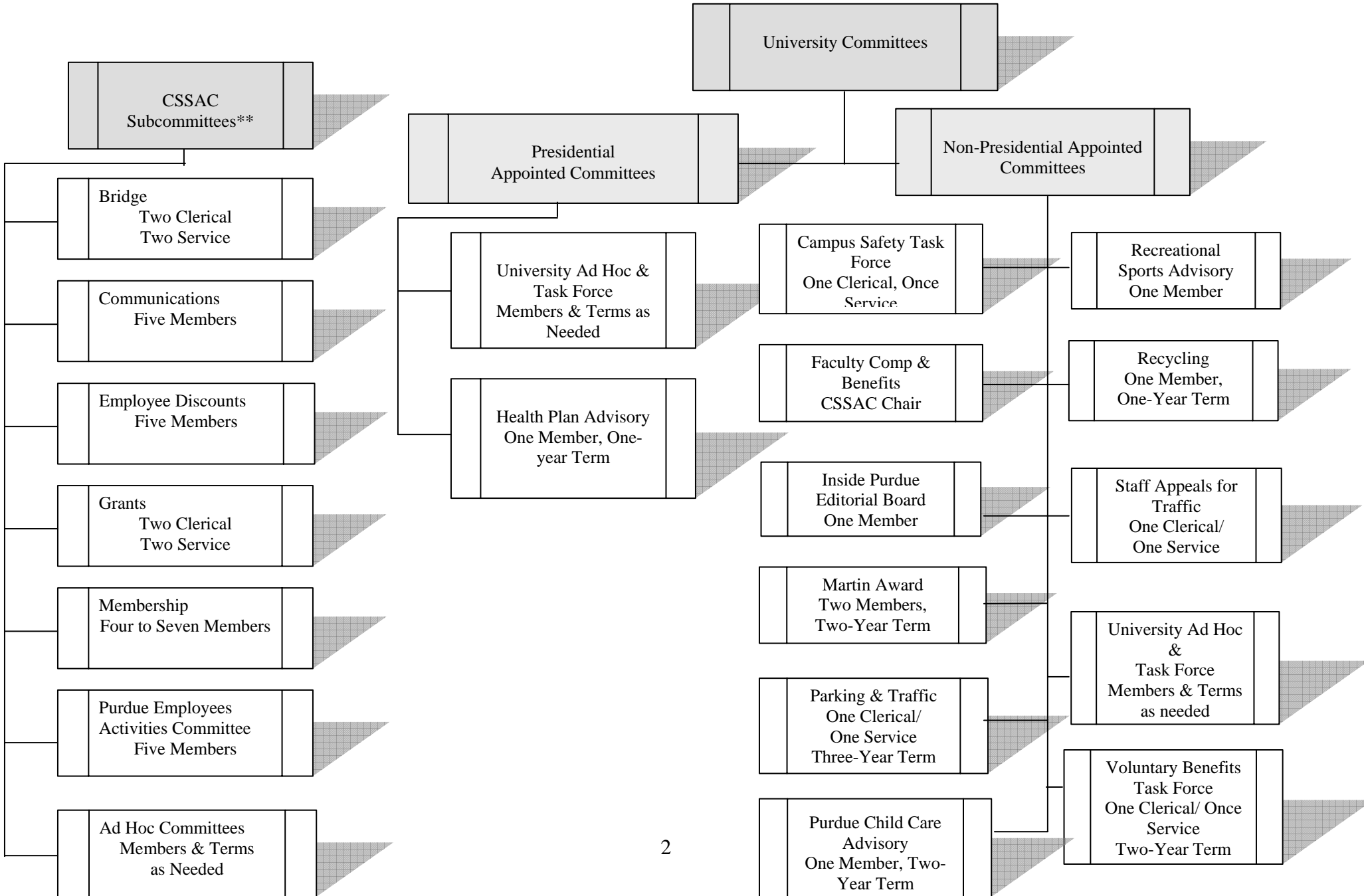
SECTION XIII. APPENDICES

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**CSSAC ORGANIZATIONAL STRUCTURE
APPENDIX A**



**CSSAC ORGANIZATIONAL STRUCTURE
APPENDIX B**



APPENDIX C

PROCEDURES FOR PREPARATION/DISTRIBUTION OF THE CSSAC MINUTES

1. Human Resource Services will provide a recording secretary who will record and type the CSSAC minutes.
2. The Human Resource Services recording secretary will make a draft copy for distribution to the CSSAC members for approval at the next meeting.
3. Following approval, the Human Resource Services recording secretary will make final copies and email/distribute to the CSSAC members, the designated administration list, and post the minutes on the CSSAC Web page.

Revised: May 2005

APPENDIX D
PROCEDURES FOR SUBMITTING PROPOSALS
TO THE ADMINISTRATION

1. Recommendations may be received from the administration, clerical and service staff, or CSSAC members.
2. The CSSAC reviews recommendations and provides input.
3. The CSSAC confirms recommendations in writing to the Director, Human Resource Services.
4. The Director, Human Resource Services reviews with the CSSAC Facilitator and obtains his/her input.
5. The Director, Human Resource Services, reviews any refinements of original recommendation with the CSSAC and other affected parties.
6. The Vice President for Business Services and Assistant Treasurer reviews recommendation. Any refinements are reviewed with affected parties.
7. The Vice President for Business Services and Assistant Treasurer responds to the Director, Human Resource Services.
8. The Director, Human Resource Services responds to the CSSAC and initiates appropriate action to implement recommendations or to form a task force to further refine recommendations.

Revised: May 2005

APPENDIX E
CSSAC PROCEDURE FOR
INVITING CLERICAL/SERVICE STAFF EMPLOYEES
AS GUESTS TO CSSAC MEETINGS

When a CSSAC member or Regional Campus Representative learns of a clerical or service employee who is interested in the CSSAC and would like to attend a meeting to observe, the following procedures will be followed.

1. The CSSAC member contacts employee to verify interest and obtain name of supervisor.
2. The CSSAC member will contact the CSSAC Chairperson, giving name of guest to be invited and supervisor's name.
3. The CSSAC Chairperson contacts the supervisor of the interested person from the West Lafayette Campus to:
 - A. Explain the date and time frame employee would be absent from his/her job (1:00-3:30 p.m.) and inquire if the supervisor will support the employee attending the CSSAC monthly meeting.
 - B. Secure permission from supervisor to invite employee.
4. The CSSAC Chairperson will send a memo to the employee (with a carbon copy to the supervisor and the CSSAC member who initiated the visit) inviting them to attend a meeting as an observer, with no active participation. The letter will also include the date, time, and place of the meeting, a statement telling them their supervisor has been contacted and supports them attending, and a statement telling them they will be contacted by (CSSAC member's name) regarding the details.
5. The CSSAC member who initiated the visit will make arrangements to accompany the guest to the meeting.
6. Following the meeting, the CSSAC Chairperson will send a letter of appreciation from the West Lafayette Campus to the guest(s) expressing the CSSAC's hope that they have a better understanding of the role and functions of the CSSAC; asking them to contact any of the members if they have questions or recommendations; and encouraging them to submit an application for membership (out in April) if interested in serving on the CSSAC.
7. Each CSSAC member, including Regional Campus Representatives, may invite one guest per CSSAC year.
 - A. Guests may be invited in September, October, November, January, February, and March.
 - B. The Chairperson will maintain a calendar schedule of members and guests.

Adopted by the Clerical and Service Staff Advisory Committee 13 August 1991 – Revised: May 2005

APPENDIX F

E-mail voting example

At the discretion of the Chair or Vice-Chair (in the absence of the chair), issues requiring resolution between monthly meetings can be resolved by an official call to vote via e-mail. Committee member positions cannot be voted on via e-mail. The committee shall conduct votes via e-mail, unless at least one committee member objects to e-mail voting on that particular issue. If no member objects to e-mail voting, the committee Chair or Vice Chair shall be responsible for transmitting the proposal up for vote. The Chair or Vice Chair will do so using the campus CSSAC e-mail account. The e-mail will be sent as “receipt requested” to indicate if a quorum has been met. All voters will submit their vote by “reply to sender” only. Committee members who do not have access to email shall be notified of all votes by the Chair and shall be permitted to cast a vote in some other fashion. All votes must be submitted within 3 working days of the transmittal. The Chair and Vice-Chair will tabulate e-mail votes and report the results to the committee members and HR representative within two working days. The results shall also be reported at the next meeting to be recorded in the minutes.

