

**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE MINUTES**

**April 9, 2019**

<b>Members Present</b>	Allen Bol, Brenda Breece, Renè Celeste, Jessica Christian, Rebekah Clark, Cindy Cory, Marla Funk, Carrie Hanson, Patti Hauck, Laura Holladay Mykesha Kennedy, GuyAnne Lillpop, Wendy Medbourn, David Montgomery, Alfred Nesvold, Sara Ostheimer, Brandi Plantenga, Jennifer Scruggs, Mandy Smith, Andi Waibel, Jeremy Wampler	
<b>Members Absent</b>	Rose Haite, Julie Miller	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Meeting called to order at 1:30 p.m.  A motion to adopt agenda: Seconded	M Smith  S Ostheimer R Celeste
<b>Item #2 Approval of Minutes</b>	Mandy asked for any correction/additions to the minutes, hearing none, the minutes are approved.	
<b>Item #3 Announcements</b>	<ul style="list-style-type: none"> <li>• Reminder that if you are a subcommittee chair, or if you serve on a University committee, you are responsible for submitting a written report to Carrie by noon Thursday prior to the full meeting so that they may be included with the agenda</li> <li>• Reminder that April 15 is the cookout at Westwood; deadline to RSVP is April 10</li> <li>• Purdue Day of Giving             <ul style="list-style-type: none"> <li>○ Raised nearly \$900 last year for CSSAC grants</li> <li>○ Will promote through newsletter &amp; social media</li> <li>○ 2019 goal is to raise \$1000</li> </ul> </li> </ul>	M Smith
<b>Item #4 University Officer</b>	VP Bell and Chief of Staff DeSanto had prior commitments and unable to attend.	
<b>Item #5 Standing Committee Written Reports</b>	<p><b>Executive</b></p> <p>Michele Arthur attended for Interim CIO</p> <ul style="list-style-type: none"> <li>• Asked for feedback regarding communication of services with ITaP             <ul style="list-style-type: none"> <li>○ Put her in touch with Rene for newsletter information</li> </ul> </li> <li>• Brainstorming ideas for a 4<sup>th</sup> subcommittee             <ul style="list-style-type: none"> <li>○ Public Relations – responsible for                 <ul style="list-style-type: none"> <li>▪ Information sessions</li> <li>▪ Recruiting</li> <li>▪ Collaborate among committees for outreach</li> </ul> </li> </ul> </li> </ul>	M Smith



	<p>Staff Memorial</p> <ul style="list-style-type: none"> <li>Everything is going well, May 13 at 4pm at the black cultural center</li> </ul>	S Ostheimer
<b>Item #7 Unfinished Business</b>	<ul style="list-style-type: none"> <li>Kimberly Neuendorf vacancy <ul style="list-style-type: none"> <li>Patti Hauck is the new vice chair for Professional Development</li> </ul> </li> </ul>	M Smith
<b>Item #8 New Business</b>	<ul style="list-style-type: none"> <li>Nominations for CSSAC vice chair</li> <li>Eligible: Patti Wendy David Marie <ul style="list-style-type: none"> <li>September 1 – through august 30</li> <li>In your first year with CSSAC</li> <li>Should be in attendance or provide acceptance letter</li> <li>If nominated, let your supervisor know</li> <li>All nominations should go to Mandy</li> </ul> </li> <li>Jennifer nominated David Montgomery</li> <li>Jeremy nominated Wendy Medbourn</li> </ul> <p>Emeritus Eligible</p> <ul style="list-style-type: none"> <li>Laura, Mykesha, Fred, Mandy,</li> </ul> <p>During Exec – brainstormed regarding launching an online application for CSSAC. Will still send paper copy this year as well. Will also send through social media.</p> <p>Member of the Quarter will be presented in May – go online and submit your nominations.</p>	
<b>Item #9 District Updates and Bridge Submissions</b>	<p><b>Bridge Form:</b> <b>Rollover IRS maximum</b> Forwarded to Candace Shaffer – response was: currently do not offer rollovers due to the IRS not allowing it.</p> <p><b>District I</b> Asking about- can you donate sick leave? Why are merit raises based on percentages rather than dollar amount. On Facebook – family friendly Purdue may be a good connection. Rene will reach out to Candace</p> <p><b>District II</b> No updates</p> <p><b>District III</b> No updates</p> <p><b>District IV</b></p>	<p>W Medbourn</p> <p>R Clark</p>

	Level 9 position open (supervisor)	M Kennedy
	<b>District V</b> Working on regional visit to Purdue Northwest on June 11.	M Funk
<b>Item #9</b> <b>Call for Adjournment</b>	With there being no further business, the meeting adjourned at 2:37 p.m.	