Dear Colleague:

Would you like to be part of a continuing effort to enhance an equitable, participative, and productive working environment? The Campus Support Staff Advisory Committee (CSSAC) is currently conducting its annual membership drive to fill vacancies on the Advisory Committee. Since its creation in 1965, CSSAC has provided the clerical and service staff with representation in the formulation or change of policies affecting their conditions of employment. Over the years, CSSAC and the University administration have developed a cooperative working relationship that has proven to be mutually beneficial. CSSAC also serves on University Committees such as the Faculty/Staff Compensation and Benefits, University Senate, College of Engineering Deans Advisory Board, University Policies Committee, and in the past, Strategic Planning Committees, the University Master Plan Review, and Business Process Re-Engineering Advisory Committee.

This committee which represents more than 3,800 clerical and service employees at the West Lafayette and regional campuses meets monthly. This time is devoted to discussing issues that impact the clerical/service staff with the Vice President for Human Resources and other selected administrators. All members of CSSAC serve on subcommittees and/or University committees where clerical/service representation is appropriate. Such a commitment requires a minimum of eight to ten hours a month to be spent in committee and subcommittee meetings and in working on authorized projects.

I would like to encourage your participation. Please complete an application online at: www.purdue.edu/cssac, or complete and return this hard copy to CSSAC, Human Resources, 2550, Suite 1100, no later than May 31, 2021. The membership committee will review each application and conduct interviews in June. Clerical and service staff who best meet the selection criteria and needs of the committee may be selected to fill a three-year term beginning September 2021. All applicants must have their supervisor’s approval in order to be considered; supervisors will be contacted to verify approval. I encourage you to discuss your interest with your supervisor and take this opportunity to make a difference.

Sincerely,

Sara Mellady
CSSAC Chair
The Campus Support Staff Advisory Committee was sanctioned as a University Committee in 1965. It was created to provide a positive and productive means of communication between clerical and service employees and the administration regarding University policy and procedures. Through the years, CSSAC has contributed to the development of programs and benefits that not only affect the clerical and service employees but the University as a whole. Accomplishments of CSSAC include the development of several successful CSSAC Programs as well as having clerical and service representation on University committees. This committee welcomes your application. You can apply online at www.purdue.edu/cssac

A minimum time commitment for serving on CSSAC is eight to ten hours per month. CSSAC members may spend more time, depending upon their commitment level. Have you discussed possible CSSAC membership with your immediate supervisor and/or department head and informed them of this time commitment? _______Yes_______No

CSSAC MEMBERSHIP APPLICATION

Name____________________________________Department____________________________________Building__________

Campus Phone_____________ Clerical _____ Service____ Original date of employment at Purdue______________

Email Address _____________________________________________________________

Please provide Supervisor name and phone number. Used to verify approval and support of CSSAC application and membership.

Immediate Supervisor_____________________________________Campus Phone________________________

Have you ever served on University or community committees? _____Yes _____No

If yes, complete the following:

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Please state below why you want to serve on CSSAC (Attach an additional page if needed)

___________________________________________________________________

___________________________________________________________________

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Employee’s signature______________________________

For Office Use Only:

Supervisor Approval: _______Yes_______No Confirmed by: ________________________

MAIL TO: CSSAC Facilitator, Human Resources, 2550, Ste 1100

DEADLINE: May 31, 2021