Dear Colleague:

Would you like to be part of a continuing effort to enhance an equitable, participative, and productive working environment? The Clerical and Service 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 University Leaves, University Senate, College of Engineering Deans Advisory Board, University Policies Committee, the University Senate and in the past, Strategic Planning Committees, the University Master Plan Review, and Sustaining New Synergies Steering 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. Attached is a membership application. Please complete and return it to CSSAC, Human Resources, KPTC, Suite 1100, no later than June 9, 2017. The membership committee will review each application and conduct interviews in July. 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 2016. All applicants must have their supervisor’s approval in order to be considered. I encourage you to discuss your interest with your supervisor, complete the application, and take this opportunity to make a difference.

Sincerely,

Tiffany Eakin
CSSAC Chair
The Clerical and Service 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 and task forces. This committee welcomes your application.

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____ Number of years employed at Purdue____________________
Email Address ____________________________________________________________
Fax Number____________________________
Immediate Supervisor_________________________________________Campus Phone________________________
Department Head_________________________________________Campus Phone________________________
Have you ever served on University or community committees? ____Yes ____No
If yes, complete the following:
  Committee ______________ When ______ # of Years _______ Office(s) held ______________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

Employee’s signature_____________________________________________________

Does your staff member have your approval and support to be away from work for meetings and CSSAC business? ____Yes____No  The minimum time commitment is eight to ten hours per month.
Supervisor Signature______________________________________________________

MAIL TO:  CSSAC Facilitator, Human Resources, KPTC, Ste 1100
DEADLINE:  June 9, 2017