



Clerical and Service Staff Advisory Committee

Operational Procedures

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Section I – Mission

Governing Document – See Purdue University Policy VPBS 97.

<http://www.purdue.edu/policies/governance/vpbs97.html>.¹

Preamble

In 1965, following approval from the President of the University, the Clerical and Service Staff Advisory Committee was established. 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.

Our Mission

To provide an effective means of communication between the clerical and service staff and the University administration. Our goal is to improve the University system as a whole through engagement and dialogue, as well as by providing professional and personal development opportunities for clerical and service staff.

Our Purpose & Commitment

We engage with University administrators to provide perspective and feedback concerning opportunities and challenges within the University and to speak on behalf of clerical and service staff to help campus leaders make sound, informed decisions, as well as disseminate important information.

¹ Executive Memorandum No. 97, originally issued April 22, 1965, and amended March 1, 1977 and November 15, 1993. Referred to as VPBS 97.

Section II – Organization

1.0 Name

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

2.0 Overview

- 2.1 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.
- 2.2 To provide an effective means of communication between the clerical and service staff and the University administration.
- 2.3 To act in an advisory capacity and make recommendations to the Vice President of Human Resources, which has the assigned responsibility for planning and recommending policies concerning human resources and staff benefits.
- 2.4 CSSAC may consider subject matter originating from any individual staff member or group of staff members, the University's administration, or any duly appointed University committee.
 - 2.4.1 Through a member of the full committee.
 - 2.4.2 By placing a written and signed statement of the matter on file with the Officers of CSSAC.
 - 2.4.3 By submitting a written or electronic "Bridge" form.

3.0 Officers

- 3.1 The officers of the full committee shall consist of one chair and one vice chair, who jointly direct the activities of CSSAC. The chair and vice chair will assist the University officer in serving as a primary point of contact with senior administration.

4.0 Executive Committee

- 4.1 The CSSAC Executive Committee shall be made up of the chairperson, the vice chairperson, the chairs of standing subcommittees, and the CSSAC facilitator and secretary.

5.0 Subcommittees

- 5.1 Much of the work of CSSAC is accomplished through standing subcommittees (Appendix D). Each standing subcommittee is charged with the implementation of their timeline and with reviewing and/or updating their timeline on an annual basis.
- 5.2 The CSSAC chair will approve a chair, vice chair, and a minimum of two other voting members to serve on each standing subcommittee.

5.3 New members will be assigned by the CSSAC chair. Assignments will be made based on each new member's expertise and personal interest, subcommittee needs, and the overall makeup of the subcommittee.

5.4 Subcommittee chairs will:

- 5.4.1 Serve as a member of the Executive Committee.
- 5.4.2 Address issues as delegated by the full committee.
- 5.4.3 Identify, prioritize, research, and report or make recommendations on issues relevant to the subcommittee's charge.
- 5.4.4 Ensure all projects, tasks, and responsibilities are carried out in accordance with their respective timeline, which is to be approved by November of each year.
- 5.4.5 Schedule and hold monthly meetings – or bimonthly meetings of the subcommittee to conduct the business. The CSSAC chair, vice chair and/or facilitator may attend any of the subcommittee meetings.
- 5.4.6 Ensure written minutes of the subcommittee's activities are given to the CSSAC secretary each month.
- 5.4.7 Report each month to the full committee on the subcommittee's activities.

5.5 Subcommittee Vice Chairs

- 5.5.1 Serve as chair for the following year.
- 5.5.2 Record, report, and post minutes of all subcommittee meetings.
- 5.5.3 Assist the current chair to ensure all projects, tasks, and responsibilities are carried out in accordance with the subcommittee timeline.
- 5.5.4 In the absence of the chair, assume responsibility for holding a monthly meeting of the subcommittee.
- 5.5.5 Fulfill all duties of the subcommittee chair should a vacancy occur.

6.0 University and Ad Hoc Committees

6.1 CSSAC shall have opportunities to provide input and feedback by providing representation on various University committees and task forces (Appendix E).

6.2 The CSSAC chair will appoint members to represent CSSAC on the various University committees. A primary and a secondary, (or backup), member will be appointed whenever possible. Appointed members will report each month to the full committee on the University committee's actions as appropriate.

7.0 CSSAC Facilitator and Secretary

7.1 In accordance with VPBS 97, a staff member from Human Resources shall serve as facilitator and secretary.

7.2 Facilitator

7.2.1 The CSSAC Facilitator will attend all full committee meetings and provide guidance to the CSSAC chair and vice chair as appropriate.

7.2.2 The facilitator will hold monthly planning meetings with the Executive Committee.

7.2.3 The facilitator will attend subcommittee meetings as appropriate.

7.2.4 The facilitator will assist in securing space and necessary A/V equipment for all meetings, help arrange for guest speakers, and will serve as the main resource member for CSSAC.

7.3 Secretary

7.3.1 The CSSAC secretary shall record the minutes at the monthly Executive Committee and full committee meetings.

7.3.2 A draft of the minutes will be prepared and distributed to committee members, resource members, and the University Officer prior to the following meeting.

7.3.3 Changes to the minutes will be discussed at the following month's meeting. The draft minutes will then be voted on and approved for publication by a quorum of the committee's members.

7.3.4 The secretary will take the attendance at each meeting and advise the chair if a quorum is present. The secretary will also advise the chair if a member fails to meet attendance requirements. (See Section III Part 4)

7.3.5 It shall be the responsibility of the CSSAC secretary to keep copies of pertinent documents for the CSSAC archives.

8.0 Human Resources and University Officer

8.1 A University officer appointed by the president of the University will serve as the liaison with senior administrators at the University. Recommendations to the senior administration will be made through the University officer.

Section III – Membership, Rights and Responsibilities

1.0 Composition of the Committee

1.1 The Clerical and Service Staff Advisory Committee (CSSAC) will be comprised of members of the University's clerical and service staff as listed in the CSSAC Organizational Structure Chart (Appendix A). This committee shall consist of not less than ten (10), nor more than twenty-three (23) voting members.

1.2 The voting members of the committee shall represent all areas of the campus community, representing "districts", including the regional campuses.

1.3 The committee may have up to three (3) non-voting members titled "Emeritus Member". Emeritus members shall not count towards the twenty-three members ceiling. Emeritus members shall serve as resource members for the purpose of maintaining continuity of knowledge and experience.

1.4 Any clerical or service staff CSSAC member who is promoted to an "Op/Tech" position during their term may:

1.4.1 Fulfill his/her member responsibilities to the CSSAC and complete the remainder of their term

1.4.2 Resign if they are unable to fulfill their member responsibilities to the CSSAC

1.5 Any member promoted to an "Op/Tech" position during their term is not eligible to run or hold the position of chair or vice chair of the CSSAC.

1.6 If a member is promoted to an "Op/Tech" position while serving as CSSAC chair or vice chair, they must immediately step down and hold an election per Section IV, Part 3.0, 3.2.

2.0 Term of Service

2.1 The normal term of an appointed, voting member shall be three years and shall begin at the monthly meeting in September.

3.0 Apportionment of Members

3.1 The committee's voting members shall be apportioned among the colleges, schools, divisions, departments and offices according to the number of clerical and service staff, or population, of each respective unit or district. The committee will strive to balance the apportionment of its members among represented areas as fairly and equally as practical (Appendix A).

3.2 Each voting member must be employed by at least one of the departments within their area of representation.

3.2.1 If a voting member changes employment to an area outside of their area of representation during the first eighteen (18) months of their term, the Executive Committee shall seek an immediate replacement.

3.2.2 If a voting member changes employment to an area outside of their area of representation during the last eighteen (18) months of their term, they may complete their three-year term.

3.3 The committee may reapportion itself at any other time upon a two-thirds affirmative vote of all the voting members.

4.0 Attendance

4.1 Attendance at meetings is expected. Members are responsible for arranging with their supervisor and/or department heads for attendance at meetings in accordance with VPBS 97.

4.2 Members are expected to arrive on time and to stay until adjournment unless prior arrangements are made.

4.3 Members must notify the chair, in advance, if they are unable to attend the monthly meeting. If a member is unable to reach the chair or vice chair, the CSSAC secretary should be notified.

4.4 If a member misses more than two monthly meetings in a year, the chair will review the member's participation with their respective subcommittee chair. If further action is deemed necessary, the following steps will be taken:

4.4.1 The chair or vice chair will contact the member to review his/her absences and/or non-participation.

4.4.2 If the member is unable to satisfactorily complete their term, the chair will initiate the process for replacing the member in accordance with the guidelines set forth herein.

4.5 Members are expected to attend subcommittee meetings and to complete expectations set by the subcommittee. If a member is unable to attend a scheduled subcommittee meeting, they must notify the subcommittee chair in advance. If the member is unable to reach the chair, the member should contact the CSSAC secretary.

4.5.1 Subcommittee chairs shall address non-attendance and non-participation issues. If the problem persists, the subcommittee chair will refer to the Executive Committee for resolution.

- 4.5.2 New members are expected to attend the welcome luncheon and the general meeting in August.

5.0 Resignation or Removal

- 5.1 Any member wishing to resign from the committee shall submit their resignation in writing to the CSSAC chair one month prior to the effective date.
- 5.2 Any member (voting or emeritus) of the committee may be removed from their position for any of the following:
 - 5.2.1 Non-attendance at general, subcommittee, or University committee meetings (See Section III, Part 4).
 - 5.2.2 Non-participation on committee assignments.
 - 5.2.3 Violation of ethics and/or confidentiality rules.
 - 5.2.4 Other causes as determined by the CSSAC officers, whenever, in its judgment, the best interests of the University would be served.
- 5.3 When informed of a non-compliance of a member, the CSSAC officers will investigate and, if warranted, discuss the situation with the member. The officers will make a recommendation to the Vice President for Human Resources.

6.0 Replacement of Voting Members

- 6.1 In the event an appointed member of the committee does not complete their full three-year term, a replacement member may be recruited and appointed for the remainder of the original term in accordance with Section III, Subsection 3.2.
- 6.2 If the Executive Committee decides to fill the vacancy before the next recruiting period, they will:
 - 6.3.1 Attempt to fill the vacancy from the most recent membership applications on file from the area the previous member represented.
 - 6.3.2 If there are no qualified candidates among the most recent applicants, membership may recruit new applicants within that area.
 - 6.3.3 The new member will complete the original term of the departing member, and may have up to three (3) additional years depending on the need to balance turnover.
- 6.3 Replacement of a Subcommittee Chair or Vice Chair:

6.3.1 If a subcommittee chair or vice chair resigns from their leadership position on a subcommittee, the chair shall appoint a replacement from their current members if possible.

6.3.2 The former chair or vice chair is expected to remain an otherwise active member on the subcommittee.

6.4.3 A replacement should be identified within a reasonable timeframe in order to minimize the impact on the subcommittee's work.

6.5 Replacement of Officers

6.5.1 See Section IV, Part 6.

7.0 Recruitment, Selection and Orientation of New Members

7.1 The Executive subcommittee shall be responsible for recruiting, interviewing, and selecting new members from the West Lafayette campus.

7.2 Individuals at the regional campuses who wish to become members of CSSAC will be selected pursuant to procedures developed by those campuses.

7.3 Consistent with the University's commitment to equal access and employment opportunity, all applicants will be considered for membership without regard to their race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam veteran.

7.4 All individuals recommended for membership must be approved by the Vice President for Human Resources.

7.5 There shall be a minimum 12-month waiting period before any member who has served a full term is eligible for reappointment to the committee.

8.0 Member Responsibilities

8.1 Members shall answer the call to serve.

8.2 Members shall disseminate information of use or interest to staff, and bring the concerns/comments of the districts they represent to the attention of the Executive Committee first, which will in turn bring to other University committees, and/or senior administrators, as appropriate.

8.2.1 Information of use or interest may come from a variety of sources, including CSSAC meetings, University committees, Human Resources, and the University administration.

8.2.2 Information that is distributed through CSSAC shall protect any and all confidences.

8.3 Members shall promote the use and visibility of the CSSAC website and

newsletter.

- 8.4 Members shall familiarize themselves with these Operational Procedures, and VPBS 97.

9.0 Emeritus Members

9.1 Selection

The voting membership present at the July meeting may choose to elect up to three (3) emeritus members.

9.1.1 To be eligible, a committee member must be one whose term of service ends the following month (August) and who is willing and able to serve for an additional year. Two weeks prior to the July meeting, the committee chair will verify each candidate's eligibility and interest.

9.1.2 The names of all candidates shall be submitted to the CSSAC secretary for placement on voting ballot.

9.1.3 To be elected, a candidate's name must appear on a majority of non-blank ballots cast (members may choose to turn in a blank ballot in lieu of voting for any candidate). In the event of a tie, such that there are more than three candidates receiving the majority on non-blank ballots cast, a revote shall be taken with all top vote-receiving candidates remaining on the ballot unless one or more candidates voluntarily remove their name from the ballot.

9.1.4 The chair, with majority approval, may suspend the rule requiring individuals to receive a majority of votes so that the top vote-receiving individual(s) are elected.

9.2 Term of Service

9.2.1 Emeritus members shall serve a one-year term starting September 1 of the year that they are elected. At the end of each emeritus member's one-year term, they shall no longer be titled "Member Emeritus" and shall no longer participate on the committee.

9.3 Rights

9.3.1 Emeritus members do not have voting privileges. Emeritus members may sit on and participate on any of the subcommittees at the discretion of the CSSAC chair and/or vice chair.

9.3.2 At the discretion of the CSSAC chair, an emeritus member may assist a voting member in representing CSSAC on a University or Ad Hoc committee.

9.3.3 Emeritus members shall be invited to all full CSSAC meetings that are open to voting members.

9.4 Responsibilities

- 9.4.1 Emeritus members shall be resource members, offering their knowledge of Purdue and CSSAC history as needed by the committee.
- 9.4.2 Emeritus Members may assist the committee with the continuance and improvement of any projects that they were significantly involved in during their regular term at the discretion of the chair.

10.0 At Large Members

10.1 Selection

- 10.1.1 At-Large Members may be appointed because of a change in their department of employment.
- 10.1.2 The Membership subcommittee may select at-large member(s) during the annual spring membership drive. Selection of an at-large member shall be at the discretion of the Membership subcommittee provided the total number of voting members does not exceed thirty (30).
- 10.1.3 At-Large Members shall be selected from the existing pool of candidates and cannot be posted as a separate vacancy.

10.2 Term of Service

- 10.2.1 If a current member becomes an At-Large Member because of a change in their department of employment, then the member shall complete the remainder of their original term.
- 10.2.2 At-Large Members chosen during the spring membership drive shall serve a three-year term starting September 1 of the year they are appointed.

10.3 Rights

- 10.3.1 At-Large Members have voting privileges. They may sit on and participate on any of the subcommittees, including the Executive Subcommittee, at the discretion of the subcommittees or at the request of the CSSAC Chair.
- 10.3.2 At the discretion of the CSSAC Chair, an At-Large Member may represent CSSAWC on University or Ad Hoc committees.

10.4 Responsibilities

- 10.4.1 At-Large Members shall have all rights, privileges and responsibilities of an CSSAC voting member.
- 10.4.2 Should an CSSAC voting member resign, or be unable to complete their three year appointment, an existing At-Large Member may be appointed by the Chair to represent the district that has lost its representation. Such appointment shall be for the remainder of the original member's term or until a permanent replacement can be appointed.

Section IV – Officers

1.0 Officers

CSSAC will have one chairperson and one vice chairperson, who will jointly direct CSSAC'S activities.

2.0 Terms

- 2.1 The chairperson and vice chairperson will serve one-year terms beginning September 1. Upon completing his or her term, the vice chairperson will automatically become the chairperson.
- 2.2 The chair's term will end on August 31 following his or her installment, except in the following circumstances:
 - 2.2.1 If the vice chair position is vacant, the chair shall continue to serve until a new chair is elected. The vice chair position will remain vacant until the committee also elects a new vice chair.
 - 2.2.2 If the current chair resigns and the current vice chair assumes the chair position before completing a full one-year term as vice chair, that individual may choose to remain as chair for another term as described in Section IV, Part 6.0.

3.0 Election of Officers

- 3.1 CSSAC will elect the vice chairperson at the May meeting. Candidates will be announced at the April meeting. The chair will seek nominations beginning in March. Before nominations are finalized, the current Chair and Vice Chair shall explain the time commitment and responsibilities of their respective offices.
- 3.2 In the event that the Vice Chair resigns or is no longer eligible for the role in before serving a full term, the chair, with majority approval, may suspend the rule requiring nomination and voting be conducted in separate months enabling nomination and voting be done in one month.
- 3.3 Criteria for Vice Chair nominees include:
 - Nominees shall be in their first year of service.
 - Nominees should be in attendance or provide a letter of acceptance to the chair prior to the May meeting to affirm their willingness to serve if elected.
- 3.4 The election of a new Vice Chair shall be the first order of business immediately following approval of the minutes and the agenda during the May meeting.
- 3.5 Prior to voting, each candidate shall be given the opportunity to address

the Committee and share their goals and expectations if elected.

- 3.6 The election of Vice-Chair shall be by secret ballot. Members must be present to vote on candidates. In order for a vote of the committee to be taken, a quorum must be present (Section V, Part 5, 5.3).
- If one candidate receives a majority vote (more than 50% of all votes cast by the members present), that candidate is elected and no further balloting for that office will be necessary.
 - For ties of ballots with three (3) or more candidates, the Committee will hold a subsequent secret ballot between the tied nominees. The candidate receiving a majority vote will be declared the winner.
 - The Chair's vote will be counted only in the event of a tie.
 - Balloting shall continue until a member receives a majority of votes cast.
 - The Chair, with majority approval, may suspend the rules on election of a Vice Chair such that a single vote may be taken and the candidate with the most votes is elected with or without receiving a majority of the votes cast.

4.0 Duties of Officers

4.1 Chairperson

- 4.1.1 Directs overall the activities of CSSAC.
- 4.1.2 Serves on the Executive Committee.
- 4.1.3 Represents CSSAC on the University Policy and University Leaves Committees.
- 4.1.4 Calls and presides over all meetings.
- 4.1.5 Delegates and coordinates responsibilities of all subcommittee chairs, CSSAC representatives to University committees, and the CSSAC vice chair.
- 4.1.6 Recommends and establishes goals and objectives for CSSAC.
- 4.1.7 Directs the execution of policies and procedures, as well as, specific programs with the approval of committee membership.
- 4.1.8 Is the official liaison to all other University organizations, committees, and governing bodies.

4.1.9 At the beginning of his/her term, reviews the o and initiates the revision process if necessary.

4.1.10 Cannot vote on motions before the floor unless he/she is breaking a tie.

4.2 Vice chairperson

4.2.1 Performs all duties of the chairperson, if the chairperson is absent or unable to perform his/her duties until the election of a new chairperson.

4.2.2 Serves on the Executive subcommittee.

4.2.3 Represents CSSAC on the University Senate.

4.2.4 May be appointed to serve on University and ad hoc committees.

4.2.5 Performs such duties as may be delegated by the chairperson.

4.3 The chairperson and vice chairperson, along with the Executive Committee, shall meet with the CSSAC facilitator prior to the regular monthly meeting to draft the agenda.

4.4 The chairperson and vice chairperson shall review the committee's effectiveness and frame the next steps needed to move forward to new levels of engagement, innovation and creativity. Emphasis shall be placed on team continuity from one term to the next.

5.0 Discipline of Officers

5.1 Any officer may be removed for misfeasance, malfeasance, or nonfeasance by a two-thirds vote of the voting members.

6.0 Replacement of Officers

6.1 If either officer is unable to complete their term, they must submit a written resignation to the leadership as soon as possible. Thirty (30) days notification is desirable.

6.2 Upon resignation of the chairperson, the vice chairperson will automatically complete the remainder of the chairperson's term. He/she may or may not choose to serve as chairperson for their original one-year term.

6.2.1 If the vice chairperson chooses to serve both the remaining and full terms as chairperson, the following will apply:

6.2.1.1 He/she will designate a committee member as Interim vice chairperson until a new vice chairperson is elected. The interim vice chairperson will fulfill all the duties of the office.

- 6.2.1.2 Notification of a special election for vice chair will be announced no more than thirty (30) days after the leadership is notified of the resignation.
- 6.2.1.3 The chairperson will seek nominations of candidates for the special vice chair election.
- 6.2.1.4 Vote for vice chair shall be held as first order of business at the next monthly meeting following the procedures for voting set forth in this article.
- 6.2.1.5 The annual election of a vice chairperson will still be held, as scheduled, in May.
- 6.2.1.6 As the chairperson has chosen to serve the additional full year, the newly elected vice chair could not advance to the chair position and his/her tenure would end on August 31.
- 6.2.1.7 If the vice chairperson is unable or unwilling to complete both the remaining and the additional one-year terms, the following will apply:

- 6.2.1.7.1 The new vice chairperson will become chair effective September 1.

6.3 Upon resignation of the vice chairperson, the chair will designate a committee member, or vice chair elect as interim vice chair to complete the remainder of the vice chairperson's term. He/she may or may choose not to serve as vice chairperson for their original one-year term.

- 6.3.1 If the vice chairperson chooses to serve both the remaining and full terms as vice chairperson, the following will apply:

- 6.3.1.1 Notification of a special election for chair will be announced no more than thirty (30) days after the leadership is notified of the resignation.
 - 6.3.1.2 The chairperson will seek nominations of candidates for the special chair election.
 - 6.3.1.3 Vote for chair shall be held as first order of business at the next monthly meeting following the procedures for voting set forth in this article.
 - 6.3.1.4 The annual election of a vice chairperson will still be held, as scheduled, in May.

- 6.3.1.5 The newly elected chair's tenure would end on August 31.
- 6.3.2 If the interim vice chairperson is unable or unwilling to complete both the remaining and the additional one-year terms, the following may apply:
 - 6.3.2.1 The interim vice chairperson will become chair effective September 1.
 - 6.3.2.2 Notification of a special election for chair will be announced no more than thirty (30) days after the leadership is notified of the resignation.
 - 6.3.2.3 The chairperson will seek nominations of candidates for the special chair election.
 - 6.3.2.4 Vote for chair shall be held as first order of business at the next monthly meeting following the procedures for voting set forth in this article.
 - 6.3.2.5 The annual election of a vice chairperson will still be held, as scheduled, in May.
 - 6.3.2.5.1 The newly elected chair's tenure would end on August 31.

Section V – Meetings and Business

1.0 Meetings

- 1.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases to which they are applicable, and where they are not inconsistent with Purdue University Human Resources Policy VPBS 97, these Operational Procedures, or any special rules of order the committee may adopt.
- 1.2 General meetings of the committee will be scheduled on the second working Tuesday of every month from 1:30 p.m. to 3:30 p.m.
- 1.3 Special meetings may be called by the Chairperson as needed. Ideally, at least a one week notice will be given for any special meeting of the committee. Items to be considered or acted on at a special meeting shall be distributed at least two working days prior to the meeting.

2.0 Guests

- 2.1 Guests are welcome to observe general committee meetings. Third year members are encouraged to invite prospective members to attend meetings. When a clerical or service staff member expresses interest in attending a committee meeting, the following procedure will be followed.
 - 2.1.1 The CSSAC member representing the employee's area will contact the employee to verify interest.
 - 2.1.2 The CSSAC member will contact the CSSAC chair, giving the name of the guest to be invited and to determine which month would be best suited for the visit. The CSSAC member should ensure that they will be attending the monthly meeting to which the guest will attend.
 - 2.1.3 The chair will send a memo or email to the employee (with a cc to the CSSAC member) inviting them to attend the meeting as an observer, specifying they will have no active participation; giving the date, time, and location of the meeting; and advising them that they will be contacted by the appropriate CSSAC member in advance of the meeting.
 - 2.1.4 The chair will forward the number of guests to the CSSAC secretary at least two days before the meeting.
 - 2.1.5 The CSSAC member will accompany the guest to the meeting.
 - 2.1.6 Following the meeting, the chair will send a note of appreciation to the guest, expressing the committee's hope that they have a better understanding of the role and functions of CSSAC; asking the guest to contact any of the members if they have questions or

recommendations; and encouraging them to consider membership application when appropriate for their area.

3.0 Meeting Agenda

- 3.1 Items to be included on the agenda shall be submitted to the chair at least two weeks prior to the scheduled date of the meeting.
- 3.2 The Executive Committee, in consultation with the CSSAC facilitator, will determine the agenda items and the order of presentation, based upon responses from the rest of the membership.
- 3.3 The University Officer will keep the chairperson informed of items from the University administration that should be considered as agenda items; this may be assisted through the CSSAC facilitator.
- 3.4 Agendas will be sent to the members via email sent to the membership via email at least two working days prior to the scheduled date of the meeting. Notification will be sent to all members by the secretary.

4.0 Reports and Documents

- 4.1 Items marked “For Discussion Only” will not be voted on until the next scheduled meeting. The second time an item comes before the committee is shall be marked as “for Action.”
 - 4.1.1 If an item is marked “For Discussion Only” and is not amended in any way, the item may be accepted for action by a majority vote of the members of the committee.
 - 4.1.2 Items indicated “For Action” may be amended and acted upon by simple majority vote.

5.0 Voting

- 5.1 The voting membership is defined as the appointed representatives of the schools and administrative units, as defined by VPBS 97.
- 5.2 To vote, members need to be present at the meeting in which the vote will take place. If both primary and secondary regional campus representatives are present, only the primary representative’s vote will be counted. If the primary representative is not present, the secondary representative may vote.
- 5.3 In order for a vote of the committee to be taken, a quorum must be present. A simple majority of the voting membership shall constitute a quorum.
- 5.4 Decisions of the committee shall be determined by a majority vote of committee members present. When a majority vote is not apparent through a voice vote, the Chair will call for a vote by a show of hands.

- 5.5 Any committee member may request that the vote on any issue be taken by secret ballot. This request will be granted without debate.

6.0 Communicating with Colleagues

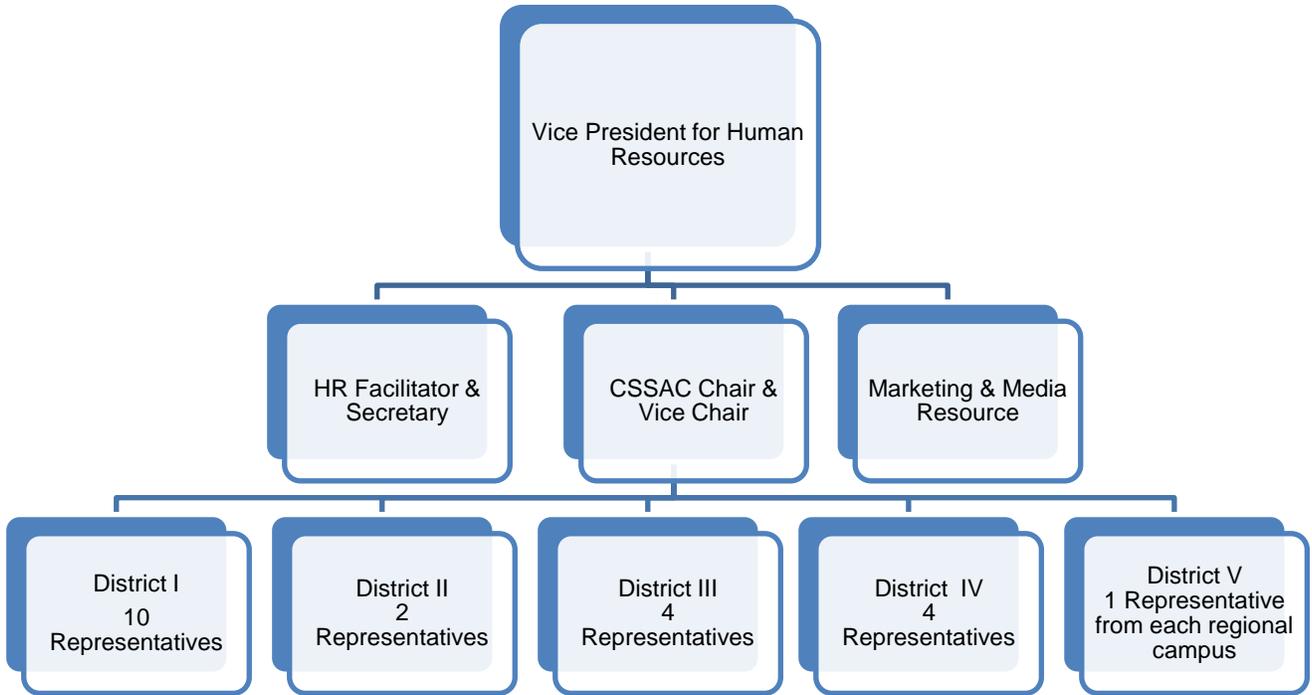
- 6.1 CSSAC will use a variety of vehicles to communicate regularly with the people it represents.
- 6.1.1 CSSAC will communicate website updates and changes as needed to the CSSAC Facilitator.
- 6.1.2 A written newsletter or update, representing a dialogue in installments between CSSAC and the districts it represents, will be sent out at regular intervals as deemed appropriate.
- 6.1.3 Face to face contacts and informal, impromptu conversations between CSSAC representatives and their colleagues will be the primary conduit for delivering information and receiving feedback.
- 6.1.4 Formal surveys will be used from time to time to help CSSAC understand or illustrate issues important to, or impacting on, staff. Data derived from surveys will be used internally to guide committee leadership. In some cases, it may be appropriate to summarize and deliver information gathered in surveys to the University administration.

8.0 Amendments to Governing Documents

- 8.1 The Executive Committee shall review the CSSAC Operational Procedures and update them as needed, normally every three (3) to five (5) years.
- 8.2 Amendments to the CSSAC operational procedures shall be:
- Consistent with VPBS 97;
 - Reviewed and approved by the CSSAC Executive Committee;
 - Adopted by a majority vote of the CSSAC membership.

APPENDIX A

CSSAC ORGANIZATIONAL STRUCTURE



APPENDIX B

PREPARATION and DISTRIBUTION OF THE CSSAC MINUTES

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

APPENDIX C

PROCEDURES FOR SUBMITTING PROPOSALS TO THE ADMINISTRATION

1. Any proposal or recommendation will be put forth in writing by the CSSAC Chair to the Vice President for Human Resources. The CSSAC facilitator may assist this effort.
2. The Vice President for Human Resources may request to meet with the CSSAC leadership and facilitator.
3. The Vice President for Human Resources will forward the proposal or recommendation to the Treasurer and Chief Financial Officer (CFO)
4. Once a response is received from the Treasurer and CFO, the Vice President for Human Resources shall respond to the CSSAC and initiate appropriate action to implement recommendations, form a task force to further review, or to close the proposal.

APPENDIX D

CSSAC STANDING SUBCOMMITTEES

1. Communications

The Communications Subcommittee works with the other CSSAC subcommittees to ensure important information is effectively communicated to all clerical and service staff. Responsibilities include establishing guidelines and specifications for brochures and fliers, maintaining the CSSAC website, and assessing the overall effectiveness of communication efforts across subcommittees.

Additionally, the Communications Subcommittee is responsible for organizing, designing and writing *The Campus Connection*, the CSSAC newsletter, and providing it to all CSSAC members for distribution to their colleagues.

CSSAC Newsletter Procedure:

- Members from all standing subcommittees work within their respective subcommittees to write items to be included.
- Items presented by Human Resources (HR) will be approved by the Vice President of Human Resources prior to being released.
- Items presented by guest speakers will be reviewed and approved by the guest speaker before being released.
- The CSSAC newsletter will be distributed by the facilitator to all clerical and service staff at regular intervals.

2. Employee Discounts

The Discount Subcommittee's objective is to solicit participation by area businesses in a discount program offered to West Lafayette faculty, staff and official retirees; students are not eligible.

3. Executive

The Executive Subcommittee conducts the membership drive, interviews, recommends new members, develops and conducts orientation, and fills vacancies that may occur throughout the year. The Vice President for Human Resources shall make formal appointments based upon recommendations of this subcommittee. This subcommittee provides a confidential email/mail service for clerical and service staff to address concerns, problems, or suggestions. Each submission may receive a confidential, personal reply.

4. Professional Development

The Grants Subcommittee focuses on establishing employee and dependent grants from the monies collected throughout the year from designated athletic events, vending machine sales and employee contributions. This subcommittee will oversee the administration and selection of the annual Excellence Awards.

5. Purdue Employees Activity Program (PEAP)

The PEAP Subcommittee plans and sponsors trips and events to various locales and/or functions which may be of interest to the staff of the University.

APPENDIX E

UNIVERSITY COMMITTEES WITH CSSAC REPRESENTATION

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.

1. 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.

- 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.

2. College of Engineering Deans Advisory Board

This committee will evaluate and recommend the Performance Review System for the College, advise the Dean regarding professional development for staff, and help review data from employee surveys.

3. Community Spirit Award

The Community Spirit Award recognizes the significant contributions of Purdue University employees to the life and welfare of the local community and its people. It is presented for outstanding community service, public service and/or significant charitable or philanthropic contributions of benefit to the local community.

4. Division of Recreational Sport Advisory Group

The Division of Recreational Sports Advisory Board is dedicated to bringing about the best in Recreational Sports for the Purdue community. Chaired by students, faculty and staff, the advisory board mission is to take an in-depth look at relevant issues which impact DRS the overall health and fitness of the Purdue community.

5. Faculty Compensation and Benefits

This committee undertakes a continuing study of the policies relating to both direct and indirect compensation and benefits of the faculty. The committee reports to the president through the Faculty Affairs Committee (FAC) and the Senate. The committee consists of five faculty members and three liaison representatives appointed by the president. They also ask for representatives from both APSAC and CSSAC to attend their meetings. Terms are generally for one year and go through the academic year.

6. Eudoxia Girard Martin Staff Recognition Award

The Eudoxia Girard Martin Memorial Staff Recognition Award was established in memory of the mother of Dr. Leslie L. Martin, Colonel Carlton J. Martin, Retired

USAF, and Mr. Roland P. Martin. She was a valued member of the Engineering Administration staff. The annual award is designed to recognize a full-time administrative assistant or level five secretary who possesses those qualities of heart, mind, and spirit, which evince a love for helpfulness to students, faculty and staff, as demonstrated in the performance of their professional duties. There are two APSAC and two CSSAC members serving on this committee.

7. IT Strategic Governance Committee

The IT Strategic Governance Committee (SGC) was formed as a part of the Purdue University Campus Information Technology Plan (CITP). The SGC approves the campus IT vision and guiding principles. It also approves and prioritize key university IT initiatives, and ensures that campus IT strategy is aligned with the University strategic plan.

8. One Brick Higher Award Committee

Presidential award that recognizes faculty, staff, and students who perform the responsibilities of their positions with excellence. These individuals go beyond the requirements of their role by preventing or solving problems, providing outstanding mentorship, improving the lives of students or their parents, or increasing the effectiveness of their workplace. "One Brick Higher" awards will be selected based upon nominations and will be presented at selected Presidential Forums.

9. Parking and Traffic Committee

The committee makes a continuing, systematic review of parking and traffic needs and possible solutions in light of the University's growth, faculty and student needs and campus beautification, including regulations for the control of parked vehicles and traffic flow.

The University Senate Nomination Committee makes nominations in March or April for the appointment by the president for terms beginning June 1 and running through the academic year:

- Each year two faculty members and two administrative members for three year terms.
- Every third year one clerical staff member for a three year term
- Every third year one service staff member for a three year term
- Each year the student body president or designee, a representative of Student Government, and a graduate student recommended by the Student Senate for a one year term.

10. Retirement Plan Committee

This committee selects and monitors investment options offered through Purdue's defined contribution retirement plan and its voluntary retirement savings program. This policy supports retirement plan enhancements that were developed after an 18-month review by a university-wide task force. The committee is scheduled to meet twice a year.

11. Smoking Policy Committee

The Smoking Policy Committee meets annually to discuss, review and make recommendations in regards to Purdue's smoking policy on the West Lafayette Campus.

12. Spring Fling Committee

The Spring Fling Committee's function is to plan, coordinate, and produce the annual Spring Fling event and ensure it goes according to schedule. Two CSSAC representatives shall be appointed to this committee for a two-year term. The committee is composed of staff from across campus, PURA, two members from the CSSAC and two members from the APSAC. The committee meets monthly or as needed.

13. Staff Appeal Board for Traffic Regulations

The board hears and determines the disposition of all appeals made to it regarding traffic regulation violations and related fines. The University Senate Nominating Committee makes nominations in March or April for appointment by the president for terms beginning June 1:

- a. One or two members of the faculty for three year terms
- b. Every third year, one member of the clerical staff for a three year term
- c. Every third year, one member of the service staff for a three-year term

A representative from APSAC also serves on the board.

14. Staff Memorial

Joint APSAC/CSSAC committee established to oversee, plan and administer the Staff Memorial, an annual ceremony held in April in recognition of staff members who died during the past calendar year.

15. University Policy Committee

The University Policy Committee (UPC) provides institutional review, approval or recommendation of approval of Purdue University system-wide policies. All new or revised system-wide policies must be approved by this committee before they are brought forth to the Executive Policy Review Group (EPRG).

16. University Senate

The University Senate is the governing body of the faculty and it exercises the legislative and policy-making powers assigned to the faculty. It has the power and responsibility to propose or to adopt policies, regulations, and procedures intended to achieve the educational objectives of Purdue University and the general welfare of those involved in these educational processes. One APSAC member and one CSSAC member serve on this committee. A CSSAC member may also serve on the Sustainability Planning & Assessment subcommittee.