



**CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE
FORT WAYNE CAMPUS**

**Monthly Meeting Minutes
November 15, 2016
Opened 1:38pm
Closed 2:44pm**

MEMBERS PRESENT: Liane Ambrose, Josh Bacon, Brian Johnson, Frank Rosales, Dunyale Tolliver, Jacqueline Warfield

MEMBERS ABSENT: Christine Hall, Teri Luce, Diane Weber, Lane Westerfield

CALL TO ORDER: Dunyale Tolliver called the meeting at 1:38pm.

SPECIAL GUEST: Carrie Romines, **Center for Healthy Living and Wellness Programs.** Carrie discussed the “Be Empowered” Program beginning in January 2017. Each month a specific preventative service will be the focus. Calendar distributed. There are employees that are not familiar with the services that are being offered and asking for ways of getting the information to the departments. It was suggested to reach out to the departments, specifically department secretaries. It may be advantageous to contact new secretaries so that they promote the services and programs within their own department. Carrie is also suggesting to set specific times to visit each department periodically so that employees can easily take advantage of services available. Handouts distributed:

- Come to Tai Chi Classes
- November – American Diabetes Month
- Be Empowered Calendar
- Be Health Empowered Series form – Let Us Come To You!
- Stay Healthy Pamphlet
- Tobacco Cessation Program
- 28th Annual IPFW Health Fair – March 22, 2017
- IPFW Diabetes Awareness Days
- Positively Produce – Monthly Produce Series – November 2016
- Anthem – Preventative Care Benefits

APPROVAL OF MINUTES: Will approve next month

MEMBERSHIP: Diana Weber and Lane Westerfield will be retiring so there will be a few openings on CSSAC.

COMMITTEE REPORTS:

Communication: J. Bacon will take over the website.

Fundraising: We received \$62 from the Flower Power fundraising event. The next event, Jewelry is Fun will be November 30, December 1, 2016.

Purdue WL: Perks is now available. You should have received in the mail Paycheck Direct catalog. For local deals, check out <https://purdue.perksconnection.com/home/saml>, log in with your Career Account. New VP of Human Resources, Denny Darrow.

UNIVERSITY COMMITTEE REPORTS:

Traffic Appeals: 8 Appeals, 8 Upheld

Food Service Advisory Committee: Revamping food program by clear labels since customers are concerned about what is in it. They will continue with guest restaurants. Chop'd & Top'd will offer a Thanksgiving meal on November 17, 2016.

NEW BUSINESS:

Bridge Question:

Suggestion: Laura Nagy suggested to have a retirement party for all clerical/support staff retiring.

ADJOURNMENT:

Meeting adjourned at 2:44pm.

Respectfully submitted,
Jacqueline Warfield

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| CSSAC "THE BRIDGE" |
| Question/Suggestion: |
| Name (Optional): |
| Campus Address (Optional): |

0Send BRIDGE questions to Christi Hall KT G02 1-0694, Dunyale Tolliver NF130 1-6424. An electronic version of this form is available on the CSSAC web site at:
<http://www.ipfw.edu/committees/cssac/contact-us/bridge-questions.html>

IPFW CSSAC home page address:
<http://www.ipfw.edu/committees/cssac/>

West Lafayette CSSAC home page address: <http://www.purdue.edu/hr/cssac/Welcome.html>