



CLERICAL AND SERVICE STAFF ADVISORY COMMITTEE FORT WAYNE CAMPUS

Monthly Meeting Minutes
May 15, 2018
Opened 1:33pm
Closed 2:51 pm

MEMBERS PRESENT: J. Bacon, R. Boyd, T. Clark, L. Dutrieux, C. Hall, M. Helmsing, S. King, J. Miller, F. Rosales, J. Warfield

ABSENT: L. Ambrose, S. King, J. Martinez, S. Osmanovic

CALL TO ORDER: J. Bacon called the meeting at 1:33pm.

APPROVAL OF MINUTES: Approval of April 17, 2018 minutes; all in favor.

CSSAC ADVISOR'S NOTES: Follow up meeting on training collaborative

NEW BUSINESS:

- Meeting Structure Discussion: A motion was made by C. Hall to change the order of the meeting by discussing New Business before Treasurer's Report. J. Miller second and all in favor.
- Regional Campus Hosting – Discussion of the details, such as T. Clark finalizing food menu, gifts. R. Boyd checking into parking logistics. Agenda will be sent to WL before their arrival. Event will begin in Walb 126 June 12, 2018.
- **Bridge Question 1:** "What are the rules for service staff breaks? Are they limited to the break room in the basement, or may they take their scheduled break in any public location including outdoors?"

Answer: There are not broad restrictions, however, a department or supervisor may put some guidelines in place for business reasons or even employee relations reasons. If someone has abused their break privileges, a supervisor may put some restrictions in place to help. A supervisor may not want employees having a break in front of "customers", meaning at their desk or in a waiting area for example. All this to say, there is not a straight answer, as there could be variables at play that we are not aware of. If someone has a specific concern, they can contact Human Resources for guidance on their particular situation. – Melissa Helmsing, Human Resources

COMMITTEE REPORTS:

Grants: By the request of Financial Aid, grant specifications have been updated with more specific specifications. C. Hall made a motion that awards for dependents are for the Fort Wayne campus. Motion passed.

- Must be attending IPFW
- New section will be listed on the web site featuring the criteria for spouses
- Specifically stating grant funds per semester

Pride Plus: The winner names are stored on the O: drive.

Purdue WL: Purdue West Lafayette CSSAC is looking forward to coming to Fort Wayne for their meeting in June.

UNIVERSITY COMMITTEE REPORTS:

Traffic Appeals: 6 appeals, 5 upheld, 1 dismissed

University Council: Banded tuition will begin in the fall 2018 semester. Discussion of fundraising guidelines of silent auctions, summer building projects are underway, such as classroom updates of KT G43, G50, G41, G42), LA HVAC repairs, IU renovations in Neff, and signage.

University Safety: Six injuries reported.

Call to Membership: Become a representative to the Clerical and Service Staff Advisory Committee. Contact any CSSAC Representative for name to be placed on ballot. The term will begin September 1, 2018. For more details, <http://www.ipfw.edu/committees/cssac/about-us/>

CSSAC “THE BRIDGE”
Question/Suggestion:
Name (Optional):
Campus Address (Optional):

Send BRIDGE questions to Tanner Clarke, KT 145 1-5706, Josh Bacon LA 153 1-6019. 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>