



Campus Support Staff Advisory Committee

Minutes

Date: September 13, 2022

Location: Microsoft Teams & Krannert, Room 202

1:30 P.M. to 3:30 P.M.

Attendees: Dan Bollock, Carla Briggs, Jacqueline Carroll, Anna Chang, Mark Fields, Laurie Hitze, Jennifer Kawlewski, Khalia Phillips, Mark Lester, Crystal Munoz, Jaylene Nichols, Kathy Obrien, Pam Bender, Michelle Roskuski, Rendi Tharp

Bill Bell, Carrie Hanson, Kristen Miller, Abbey Nickel, Melissa Jasek, Elizabeth Moore, Melissa Taylor

Item #1 – Meeting Call to Order & Adoption of Agenda

Chair - Laurie Hitze

The Chair called the meeting to order at 1:33pm

A motion to adopt the agenda was made by: Dan Bollock

Motion was seconded by: Jaylene Nichols

Motion carried.

Item #2 – Approval of Minutes

The Chair asked for any corrections/additions to the August 2022 minutes.

No changes were recommended.

A motion to approve the August 2022 minutes was made by: Mark Lester

Motion was seconded by: Jaylene Nichols

Motion carried.

Item #3 – Guest Speakers

Presenter: Linda Baer, Brenda Coulson, Cindy Moscrip

Topic: New Employee Experience

- Cindy Moscrip attended the meeting and presented detailed information on the “New @ Purdue” program that is being used for new hires to Purdue to onboard and welcome new employees to Purdue and set them up for success.

Item #4 – University Officers’ Reports

VP for Human Resources - Bill Bell

- Mitch Daniels announced 51K students on campus
- Benefits –
 - Open Enrollment Oct 25-Nov 8
 - Flu shot available at Center for Healthy Living
 - Also being offered on campus at different day/times for campus population
 - Also available to dependents 6 mos and older
 - Covid boosters are not available yet, but we anticipate that will become available eventually
- Success Factors – new layout/design has been rolled out as of last week.

Item #5 – Bridge Discussion

- Feedback from Bill Bell on meal benefit Food Service custodial staff
- Working with MaPSAC on employee workload.

Item #6 – Announcements

- Reminder: Kristen Miller is going on leave in October
- Reminder: Written reports for all committees are due to LOD@purdue.edu & Kay Shepherd by noon Thursday prior to the full meeting.

- Reminder: Each committee should be sending information to Carla (communications) every month for social media content and changes/updates to website (make sure you are requesting your professional information be updated if there are changes).
- Attendance in meetings and our policy.
 - Attendance per the operating procedures is very important in order for the group to be able to conduct business. Please continue to make attending full and subcommittee meetings a priority and let the Chair or Vice Chair know if you will be absent.
- Dining court meal plan for employees.
 - New option available in some locations on campus. Two different meal plan purchase options that includes small freebies throughout the year.
- Our next meeting is a joint meeting with MaPSAC.
 - Oct 11th from 1:30pm – 3:30pm

Item #7 – Membership/Orientation/Subcommittee Assignments

- New members attending and introductions
- At Large members attendance as guests and introductions
- Plan for orientation for new members by end of September

Item #8– Discussion/Questions of Subcommittee Written Reports & CSSAC Calendar

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|--|------------------------|
| Executive | Hitze/Tharp/K Shepherd |
| • | |
| Communication | Briggs/Hay |
| • Working to increase number of “clicks” for newsletter e-mail. Secrets & Traditions segment will be expanded going forward. | |
| Professional Development | Bollock/Fields |
| • What makes a good supervisor is the next topic that they will look into and help provide LinkedIn Learning trainings. | |
| Purdue Employees Activity Program | Kawlewski/Carroll |
| • Finalized date/time for Exploration Acres (1:30pm – 4:30pm on Oct 8 th). Newly designed flyer will be sent to the Communications team to get the word out to help advertise the event. | |
| Outreach & Education | Shepherd/O’Brien |
| • Will be helping with New Employee Lunches/Meet Me at the Union events. Presentation will be available on the website. | |

Item #9 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne	Koorsen
Purdue University Northwest	Phillips
Big Ten Collaboration Staff Advocacy	Hitze/K Shepherd
College of Engineering Staff Advisory Council	Tharp
Martin Award	Munoz/Carroll
Healthy Boiler	Kawlewski/Mouser
New Employee Experience	Tharp/Briggs/Bender
Recreational Wellness Advisory Board	Lester/J Shepherd
Retirement Investment Planning Meeting	J Shepherd/O’Brien
Spring Fling	Kawlewski/Mouser
Staff Memorial Committee	Hitze/Tharp
Survey Oversight Committee	Bender/Roskuski
University Policy Committee	Nichols
University Senate	Hitze

University Senate: Staff Appeals Board Traffic Regulations	Plantenga/Lester
University Senate: Committee for Sustainability	Nichols/Fields
University Senate: Faculty Compensation and Benefits	Hitze/Bollock
University Senate: Parking and Traffic	Lester
University Senate: Visual Arts and Design Committee	Hohman/Geiger

Item #10 – Unfinished Business

- New employee luncheons
- Hobbies – creating Teams channels and general guidelines
- Meet Me at the Union – Outreach and Education
- Outreach & Education presentation on CSSAC website

Item #11 – New Business

- Purdue Employee movie night
- Teaming up with Athletics department for discounted tickets
 - Reached out to partner with them for this week’s volleyball game

Item #12 – Call for Adjournment

A motion to adjourn was made by: Carla Briggs
 Motion was seconded by: Melissa Ridgley
 Meeting was adjourned at 3:18pm

Next full committee meeting scheduled for October 11, 2022 via Teams.

- *This is a joint meeting with MaPSAC.*
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Item #9 – Subcommittee Written Reports Follow:

COMMUNICATION

Communications Subcommittee Meeting – Thursday, September 1, 2022

Attendance:

- Laurie Hitze
- Rendi Tharp
- Kaylene R. Shepherd
- Carla Briggs
- Melissa Hay-Bishop
- Bethany Hohman
- Michelle Roskuski

Discussed ways to increase clicks in new school year.

Reviewed Heatmap of Newsletter

- August Newsletter – 1,738 total clicks
- July Newsletter –966 total clicks

Facebook/Twitter:

- Facebook Post reached 144+ people in August
 - Daytime Campus parking impacts for Boilermaker football home reached 110
 - Enjoy Bowling reached 40
 - Don’t miss your free trial membership to Ismail Center reached 31
 - Fall is just around the corner! The Purdue Flu Shot reached 28

Kathy O’Brien mentioned Veteran’s Day discounts for families.

May be helpful to view Purdue calendar for sports events to promote CSSAC.

Aviators
Colts
Volleyball
Soccer

Announcement Ideas for October:

- Halloween events (ex. Trick or treat times in community)
- Hispanic Heritage month
- LGBTQ month (also construction of new center)
- Movie night with psychological sci fi thriller for October
- PMO
- Xmas parade downtown
- Future Christmas tree for Union.
- Recipes for tailgating, holiday and wellness

Thoughts for Future Additions to newsletter:

- Recipes for tailgating, holiday and wellness
- Post pictures of children or pets #CSSACPURDUE or #PURDUECSSAC
- Thanksgiving dinner volunteer times
- Cross Cultural Interface calendar

PEAP

Not Submitted

PROFESSIONAL DEVELOPMENT

Not Submitted

OUTREACH & EDUCATION

Not Submitted

Item #10 – Regional Committees & University Subcommittees Written Reports Follow: