

**1:30 pm Item #1 – Meeting Call to Order & Adoption of Agenda**

Chair Melissa Geiger

The Chair called the meeting to order at 1:30PM

A motion to adopt the agenda was made by: Jason Shepherd

Motion was seconded by: Mark Lester

**Item #2 – Vote**

**Voting will open immediately following the announcement; Kristen will send a link to Qualtrics and the vote will remain open until 4pm. Each member can only vote one time, you may vote for a member or you may abstain.**

Voting was closed at 4pm and ballots counted. The following won each position, respectively:

- Vice Chair of CSSAC (Rendi Tharp, Dan Bollock)
  - Rendi Tharp
- Executive Secretary of CSSAC (Kay Shepherd)
  - Kay Shepherd
- Emeritus Member (Melissa Geiger)
  - Melissa Geiger

**Item #3 – Approval of Minutes**

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

No changes were recommended.

A motion to approve the March 2022 minutes was made by: Rendi Tharp

Motion was seconded by: Brandi Plantenga

**Item #4– University Officers’ Reports**

Mr. Bill Bell, Vice President for Human Resources

- Manager Assessments are underway
- Viewing the dashboard regularly to make sure everything is moving through the process
- 4% merit pool plus additional 1% authorized
- \$15/hr minimum for entry level positions across campus – working to combat inflation

**Item #5 – Announcements**

- Reminder that each subcommittee chair and university committee representatives should submit a written report to [Kristen Miller](#) by noon Thursday prior to the full meeting so that they may be included with the agenda
- *Reminder about University Committee Attendance and reports – when you attend the University Committee meetings, be sure to bring back to the full CSSAC meeting anything that may have a broad campus impact, so we can all have the opportunity to represent our Administrative and Service Staff perspective to those Committees*
- Roll Call –  
Members Present: Pam Bender, Dan Bollock, Carla Briggs, Jacquie Carroll, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Laurie Hitze, Jennifer Kawlewski, Mark Lester, Dave Montgomery, Wendy Mouser, Jaylene Nichols, Abbey Nickel, Brandi Plantenga, Jake Seay, Jason Shepherd, Kay Shepherd, Rendi Tharp, Carrie Hanson, Kristen Miller, Bill Bell, Alice Pawley, Anthony Gillund
- May 10<sup>th</sup> meeting will be in person (Lilly Hall Rm 3118)

## 2:30 p.m. Guest Speakers

Mr. Tony Gillund, Director of Sustainability

Dr. Alice Pawley, Professor of Engineering Education

- Discussed groups that are a part of the University Senate committee and what roles they play
- Sending legislation to University Senate to invest in renewable energy and divest in fossil fuel energy
- Student government asked Purdue to join Greater Lafayette Climate Action Plan initiative
- Sustainability at Purdue: reduced 140 broad goals to 13 (energy, water, materials, buildings, grounds)

### Item #6 – Discussion/Questions of Subcommittee Written Reports

Executive	Geiger/Hitze
Communication	Lester/Tharp
Professional Development	Bender/XXXXX
Purdue Employees Activity Program	Geiger/Nichols
Outreach & Education	Plantenga/Kawlewski

### Item #7 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne	Koorsen
Purdue University Northwest	XXXXX/Funk
Big Ten Collaboration Staff Advocacy	Geiger/Hitze
College of Engineering Staff Advisory Council	Seay/K Shepherd
Martin Award	Briggs/Evans
Healthy Boiler	Kawlewski/XXXXX
New Employee Experience	Nichols/Briggs
Protect Purdue	Geiger/Hitze
Recreational Wellness Advisory Board	Lester
Retirement Investment Planning Meeting	Carroll
Spring Fling	Kirchgessner/Mouser
Staff Memorial Committee	Geiger/Hitze
Survey Oversight Committee	Hitze
University Policy Committee	Bollock
University Senate	Geiger
University Senate: Staff Appeals Board Traffic Regulations	Plantenga
University Senate: Committee for Sustainability	Bender
University Senate: Faculty Compensation and Benefits	Geiger/Hitze
University Senate: Parking and Traffic	Lester
University Senate: Vision Arts and Design Committee	Tharp

### Item #8 – Unfinished business

None

### Item #9 – Area updates, Items of interest, Bridge submissions

Two bridge forms were submitted for discussion:

- Bridge form 1: employee asking about correlation between added workload and responsibilities and stress related health problems (missed work, medical costs). Knowing that there are mental health resources available to employees, but not being able to access them due to increased working hours. Will forward on to Bill Bell to ask about any additional information or resources to be able to provide those to the employee.
- Bridge form 2: employee asking for a few 24 hour reserved A-B parking spots near Wiley Dining for early morning hours when employees have to walk to/from work in the dark between buildings. Mark Lester is working with Parking to reach out to the employee.

## **Item #10 – New Business**

None

## **Item #11 – Call for Adjournment**

A motion to adjourn was made by: Brandi Plantega

Motion was seconded by: Dan Bollock

Meeting was adjourned at 3:13pm

Next full committee meeting scheduled for May 10, 2022 via Teams

## **Item #6 – Subcommittee written reports follow:**

### **COMMUNICATION**

#### Communications Subcommittee Meeting – Thursday, April 7, 2022

Collaboration Meeting with CSSAC and MAPSAC Committee Members

Reviewed Heatmap of Newsletter

- March Newsletter – 2 mails – 1188 and 775 respectively
- April Newsletter – 1053

First Month with the new Features:

- HR Corner
- Co-Rec Corner
- Parking & Transportation Corner

Cross collaboration with CSSAC and MAPSAC Communication Committee:

- Future Thoughts and Ideas:
  - Advise/Question Corner
  - Resource Fair
  - Annual Luncheon

Future Campus Spotlight Topics:

- Wine Grape Team – working on for May
- Boiler Baskets

Facebook/Twitter:

- Facebook Post Reach for Mar 10 – Apr 6 reached 357 people up 37% from previous month.
- Work on populating future posts

Campus Secrets, Treasures, Traditions – future topics

- Nuclear reactor
- Planet Sculpture
- “III” on Bell Tower

Memorial Day Traditions – campus celebration or special event?

Thoughts for Future Additions to newsletter:

- Retirements
- Obituaries

### **PEAP**

PEAP meeting 4/6/2022

Attendee: Kaylene Shephard and Jaylene Nichols

1<sup>st</sup> quarter event – April 3, 2022 Purdue University CSSAC with the Indiana Pacers  
Ticket, food voucher, Pacers hat, and CSSAC name on LED ribbon board  
We had a great time at the game and show CSSAC PEAP in lights. Jaylene

2<sup>nd</sup> quarter event – June 18 or 25 Wine trip

Jaylene will reach out to Wineries

Kaylene will reach out to Homestead

3<sup>rd</sup> quarter event – July 24 or Aug 6 Aviator game

Wendy will reach out to Aviator for group rate and best date for home game

Wendy has info on Colts ticket package also

4<sup>th</sup> quarter event – Dec 3<sup>rd</sup> Chicago bus trip

Imperial Buses - Kaylene will sign the contract and return it with \$200 deposit

Balance of PEAP checking account as of 4/7/2022 \$1,102.73

## **PROFESSIONAL DEVELOPMENT**

## **OUTREACH & EDUCATION**

### **Item #7 – Regional Committees and University Subcommittees Written Reports**

#### **Parking & Traffic Subcommittee Notes – March 24,2022**

- Summer Construction Projects - Construction projects are normalizing again and there are two major projects for this summer. The North end of Northwestern Garage will have normal maintenance. Watch for more updates coming in Purdue Today. There will also be repairs on the North Cary Lot (just south of the football stadium) and on the Airport NE lot.
- Conferences are normalizing as well. We have quite a few conferences returning this summer, and two large conferences (FFA Conference in June with approx. 1300 attendees and a Chemical Education Conference with approx. 1900 attendees). Be attentive to parking restrictions throughout the summer.

#### **University Policy Committee 3-16-22**

We agree to add bereavement time off for an unborn child's death. The Purdue employee can have up to five days paid time off for benefit eligible staff in the unfortunate event of an unborn child's death.