



Campus Support Staff Advisory Committee

Minutes

Date: July 12, 2022

Place: Microsoft Teams

1:30 p.m. to 3:30 p.m.

KRAN 202 Hollister Room in Parrish Library / Teams

Attendees:

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

Chair Laurie Hitze

The Chair called the meeting to order at 1:34pm

The Chair asked to make a change to the agenda to move the guest speaker to 2:30pm and move Item #11 to after the Vice President for Human Resources report (Item #4)

A motion to adopt the agenda with changes was made by Carla Briggs

Motion was seconded by Bethany Hohman

Motion passed

Item #2 – Approval of Minutes

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

No changes were recommended.

A motion to approve the June 2022 minutes was made by Dan Bollock

Motion was seconded by Rendi Tharp

Motion passed

Item #3 - Guest Speakers – Randall Ward from the DRC

Randal Ward from the Disability Resource Center spoke to the group about resources that can be found on campus.

Item #4– University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Merit Increases – Everything is loaded in Success Factors and effective as of July 1st.
- Open Enrollment – Candace meets next week with committee members for any changes to be made.
- Not expecting anything major to change. Will report to Board of Trustees the past year's stats.
- New @ Purdue (New Employee Experience) – Pilot program is expanding. Still gathering feedback from participants and campus community

Item #5 – Announcements

- Reminder that each subcommittee chair and university committee representatives should submit a written report to [Kristen Miller](#) and [Kaylene Shepherd](#) 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 – If I handed you \$100 what would you spend it on....
- Member of the Quarter nominations due

Taking nominations by e-mail for CSSAC Member of the Quarter. Will announce next month.

Item #6 – Professional Growth – Excel Tips and Tricks

Item #7 – Discussion/Questions of Subcommittee Written Reports

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| Executive | Hitze/Tharp/K Shepherd |
| Communication | Briggs/Hay |
| Professional Development | Bollock/Fields |
| - Working on the STAR program so that it can be forwarded to review for possible adoption and implementation in the future. | |
| Purdue Employees Activity Program | Kawlewski/Carroll |
| - Chicago trip – bus paid for | |
| - Colts game – Oct 30 th game. Tickets \$49-\$85 | |
| - Wine Trip – still working on scheduling | |
| - Aviator Games – July 16 th and Aug 6 th . | |
| Outreach & Education | Plantenga/Seay |
| - Brandi will be leaving due to promotion and Jake will be leaving in August to go back to school. New leadership will be coming in the next few months. | |

Item #8 – Discussion/Questions of Regional and University Committees Submitted Reports

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| Purdue University Fort Wayne | Koorsen |
| Purdue University Northwest | Phillips/XXXXX |
| 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/XXXX |

Item #9 – Calendar Reviews July and August**Item #10 – Unfinished business**

None

Item #11 – Area updates, Items of interest, Bridge submissions

- Follow up on mileage pay for dept errands
- Employee workload – working with MaPSAC
- President change communication

Item #12 – New Business

- Restructure Outreach & Education – Members leaving
- Vote to increase members at future meeting?
- New member call out – Purdue Today
- Symposium participation July 21st

Item #13 – Call for Adjournment

A motion to adjourn was made by Rendi Tharp

Motion was seconded by Melissa Hay-Bishop

Meeting was adjourned at 3:24pm

Next full committee meeting scheduled for August 9, 2022 via Teams