

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Laurie Hitze, Chair
Subject: Minutes from January 10, 2023 meeting

Members Present: Pam Bender, Carla Briggs, Stephanie Butram, Jacquie Carroll, Anna Chang, Mark Fields, Terri Griffin, Carrie Hanson, Melissa Hay, Laurie Hitze, Bethany Hohman, Melissa Jasek, Jennifer Kawlewski, Jaylene Nichols, Abbey Nickel, Kathy Obrien, Tracy Reifel, Melissa Ridgley, Michelle Roskuski, Kay Shepherd, Melissa Taylor, Rendi Tharp

Members Absent: Bill Bell, Beth Moore, Khalia Phillips

1:30 pm

Item #1 – Meeting Call to Order

Carrie Hanson noted that the quorum was met; Chair Laurie Hitze called the meeting to order at 1:30 pm.

Item #2 – Adoption of Agenda

Laurie asked for additions to the agenda; none were noted.

Melissa motions to adopt the agenda with the noted changes, Tracy seconds. Motion carries: the agenda is adopted.

Item #3 – Approval of Minutes

Laurie asked for corrections/changes to the December 2022 minutes. Hearing none, the minutes are approved as written.

Item #4– University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Purdue welcomed its new President, provost, Senior Vice President of Research
- January 1, President Mung sent message to community:
 - Launch of university-wide Action Council on Student Housing and Wellbeing (SHW)
 - Led by Provost Wolfe and Treasurer Ruhl
 - Additional investment in Counseling and Psychological Services (CAPS)
 - Focus on the important issues faced by 12,000 graduate students in WL
 - Pres lecture series will continue
 - First speaker of 2023 will be David MacMillan, the 2021 Nobel Prize laureate in chemistry.
 - Fowler Hall, 6pm
 - Invitation and rsvp will open soon
 - Westwood Lectures
 - Monthly lecture series featuring a wide range of our own faculty's scholarship
 - Series of town hall meetings; 2 in January grad students, staff town hall on Feb 16
 - Medical Benefits
 - Check your paystub for correct coverages and ensure the payments are as you expected
 - Reminder that medical deductibles go back to zero at the start of each year
 - Performance Management period
 - Prepare for performance management
 - You have the opportunity for review your goal plan prior to completion of assessment
 - Have conversation with your supervisor to ensure you both have the same outlook for goals
 - All staff comments due by March 15 in SuccessFactors

Item #5 – Guests/Presentations

Ethan Vaughn, President of Toastmasters

Parag Vasekar, Vice President of membership for Toastmasters at Purdue

Hanae Sakata, Vice President of public relations for Toastmasters

Benefits of public speaking

- Improves your communication skills
- Boosts your confidence
- Presents exciting career opportunities

Item #6 – Announcements

- Reminder for everyone to turn on cameras during the meeting
- Reminder that subcommittee chairs and university committee representative should be writing reports for all meetings and sending those to lod@purdue.edu by noon Thursday prior to the full meeting.
- Subcommittee chairs should send pertinent subcommittee items to be published in newsletter each month to Carla Briggs. This includes awards, trip information, professional development, grants, etc.
- Roll Call – Share a special moment from your holiday break

Item #7 – Professional Development Minute

10 tips to improve productivity

1. Stop multi-tasking
2. Set small goals
3. Take a break
4. 5-minute rule
5. Time blocking
6. Delegate
7. Limit distractions
8. Do hardest thing first
9. Set boundaries
10. Identify when you are most productive

Item #8 – Membership/Orientation/Subcommittee Assignments

Melissa Jasek stepping down as vice chair of O&E but will remain on the committee.

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Hitze/Tharp

- Book fair, earned +\$200

Communication

Briggs/Hay

- February newsletter deadline is January 17

Professional Development

Bender/Fields

- Gearing up for grant application period
- Looking to get the application translated to Spanish
- Will be assigning professional development minute to different members

Purdue Employees Activity Program

Kawlewski/Carroll

- Trying to find local family activities but finding cost roadblocks

Outreach & Education

Obrien/XXXXX

- Upcoming meetings: Virtually on January 24 and February 8, and in-person and virtual on February 10

Item #10 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne

Honkomp

Purdue University Northwest	Phillips
Big Ten Collaboration Staff Advocacy	Hitze/Shepherd
College of Engineering Staff Advisory Council	Tharp
Martin Award	Carroll/Jasek
Healthy Boiler	Kawlewski/Carroll
New Employee Experience	Tharp/Briggs/Bender
Recreational Wellness Advisory Board	Reifel/Griffin
Retirement Investment Planning Meeting	Griffin/O'Brien
Spring Fling	Kawlewski/Tharp/Jasek
Staff Memorial Committee	Hitze/Tharp
Survey Oversight Committee	Bender/Roskuski
University Policy Committee	Nichols
University Senate	Hitze
University Senate: Staff Appeals Board Traffic Regulations	Hay/Moore
University Senate: Committee for Sustainability	Nichols/Fields
University Senate: Faculty Compensation and Benefits	Hitze/Tharp/Butram
University Senate: Parking and Traffic	Taylor
University Senate: Visual Arts and Design Committee	Hohman

Item #11 – Bridge Forms

No forms submitted.

Item #12 – Unfinished Business

The CSSAC Operating Procedures have been updated and were sent to all members in November for review and discussion. No content changes were noted. A motion to adopt the revised Operating Procedures with the updated wording for the Executive Secretary role and At-large member verbiage was made by Carla Briggs, Rendi Tharp seconded. The Operating Procedures are adopted.

Item #13 – New Business

No items

Item #14 – Area updates, Items of interest, and Bridge Submissions

Mark Fields was approached by housekeepers asking that CSSAC consider sponsoring a trip to casinos in northern Indiana. Jennifer Kawlewski stated that her team is happy to research this as a future trip.

Item #15 – Call for Adjournment

With there being no further business, Rendi Tharp made a motion to adjourn; seconded by Tracy Reifel. The meeting adjourned at 3:10 p.m.