

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Laurie Hitze, Chair
Subject: Minutes for February 14, 2023 meeting via MS Teams

Present: Pam Bender, Bill Bell, Stephanie Butram, Jacquie Carroll, Anna Chang, Mark Fields, Terri Griffin, Carrie Hanson, Melissa Hay, Laurie Hitze, Bethany Hohman, Melissa Jasek, Jennifer Kawlewski, Beth Moore, Jaylene Nichols, Abbey Nickel, Kathy Obrien, Khalia Phillips Tracy Reifel, Melissa Ridgley, Kay Shepherd, Melissa Taylor, Rendi Tharp

Absent: Carla Briggs, Michelle Roskuski

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; Rendi asks to add “Activity to beat the winter blues” under Item #6-Roll Call, and add “possible trip” to Item #9-PEAP. Laurie asked to move Item #11-Bridge Forms Items to under Item #4. Melissa Ridgely motions to adopt the agenda with noted changes; Jackie Carrol seconds. Motion carried; the agenda is adopted.

Item #3 – Approval of Minutes

Laurie asked for corrections/changes to the January 2023 minutes. Hearing none, the minutes are approved as written.

Item #4– University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources

- [Purdue Today trustees met Friday in Feb](#)
 - Approved the naming of Mitchell E. Daniels, Jr. School of Business
 - Endorsed 12th consecutive tuition freeze
 - Approved winter recess for 2023
- [Performance management](#)
 - Encourage all staff to get in the system, review and validate goals with your supervisor
 - Employee self-assessments are due by March 15
 - A memo to Elist 39 will come out later this week regarding timeline and resources available
 - Expecting 100% completion across campus
- [Town hall/listening session for staff](#)
 - Reached in-person capacity so will be live-streamed
 - Questions can be submitted ahead of time
 - Laurie and Amanda (MaPSAC chair) will help emcee the questions

Item #11 – Bridge Forms

- Vacation time not being allowed
 - VP Bell stated that vacation time is a staff benefit accrued each pay period and should be used by those accruing it. He encourages the staff to schedule vacation days as much in advance as possible, avoiding area blackout dates if applicable. If the problem persists, please reach out to your [HR Business Partner](#).

- Weight Watcher's program
 - Regional campuses did not have good attendance/participation rates; we'll keep an eye on their program
- Excel training
 - Reached out to ITaP for in-person training
 - Referred to LinkedIn
- Workload/Staffing
 - Worry of extra work being placed on remaining staff when some leave
 - Turnover due to retirements usually, not lay offs
- Request for trip
 - Please consider a Chicago trip in the summer. Forwarded to Jennifer's subcommittee for consideration.

Item #5 – Guests/Presentations

Mr. James Dekle, Choral Director of the Purdue Black Cultural Center

- Mission of BCC
- Painting of black boilermaker that hangs in reception; importance of the 3 dates within the painting
- 50 years in 2019
- Many groups
- Art exhibitions, temporary collections
- +7,000 book library, 40 periodicals, and electronic resources
- Student lounge (new furniture installed this week)
- Offer experiences in cultural art tours (travel domestically and abroad) open to students

Item #6 – Announcements

- Reminder for everyone to turn on cameras during the meeting
- Reminder that **subcommittee chairs and university committee representatives** should be writing reports for all meetings and uploading those to the [CSSAC Teams Folder](#)
- 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 – What do you do to beat the winter blues?

Item #7 – Professional Development Minute

Mark Fields – Tips for Taxes

- Create an account with Social Security Administration and check your annual income
- W-2: you can print yours via SuccessFactors
 - Go to your paystub/print – you will see what you paid in taxes last year
- If someone does your taxes, set up a time to see them soon

Item #8 – Membership/Orientation/Subcommittee Assignments

Laurie shared information about membership vacancies

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Hitze/Tharp

Laurie stated that the committee is currently working on a budget to submit to VP Bell for yearly, recurring activities:

- Camp Tecumseh during summer months
- Regional campus visit
 - Purdue Northwest would like to host in July

Communication

Briggs/Hay

- Deadline for newsletter is Feb 17; published on March 3

Professional Development

Bender/Fields

- Dates for grants; open March 3, close on April 15

Purdue Employees Activity Program (PEAP)

Kawlewski/Carroll

- All fired up event – attend April 3-9 to receive a discount
- Casino trip – 1 bus. May 20, \$45 for the ride, first 56 people. Leave 8am back around 7pm
- [Malibu Jacks](#) – March 4 from 2-4, unlimited rides for \$22

Outreach & Education

Obrien/Jasek

- New employee lunch will be held every other month
- Held two presentations this month

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
<ul style="list-style-type: none"> • Set for May 25 on Memorial Mall 	
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	XXXXXXX

Item #12 – Unfinished Business

- Filling Executive Secretary position (see attachment)
- Nominations are open until March 3, vote on March 14
 - Please send nominations to Laurie & Rendi. Self-nominations are accepted.
 - CSSAC has three officers, Chair, Vice chair and Executive Secretary. The Executive Secretary is responsible for working with the chair, vice chair and facilitator to create the monthly agenda for the executive and full committees, take attendance, and to write and distribute the minutes.

Item #13 – New Business

No items

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

- Parking at SLHS. Guests would bring ticket to be validated but the machine wouldn’t validate it.
 - Suggestion to bring it up at the Staff Town Hall/Listening Session.
- Purdue calendar office posted the Malibu Jacks Purdue Day event.

Item #15 – Call for Adjournment

With there being no further business, Jennifer Kawlewski made a motion to adjourn; seconded by Melissa Jasek. The meeting adjourned at 3:31 p.m.

