

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Laurie Hitze, Chair
Subject: Minutes for May 9, 2023 meeting via MS Teams

Present: Pam Bender, Bill Bell, Stephanie Butram, Jacquie Carroll, Anna Chang, Terri Griffin, Carrie Hanson, Melissa Hay, Laurie Hitze, Melissa Jasek, Jennifer Kawlewski, Beth Moore, Jaylene Nichols, Abbey Nickel, Kathy Obrien, Tracy Reifel, Melissa Ridgley, Michelle Roskuski, Melissa Taylor, Rendi Tharp

Guests: Amy Atkinson, Chad Cahoon, Martin O'Brien, Chris O'Bryan, Erica Tobe

Absent: Carla Briggs, Mark Fields, 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. Rendi Tharp added "Purdue dispatchers pay" to Item 11 Bridge Forms. Pam Bender motioned to adopt the agenda; Rendi seconded. Motion carried; the agenda is adopted.

Item #3 – Approval of Minutes

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

Item #4 – University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Commencement at Purdue, encourages those to participate in Purdue Global
- BOT meeting in April
 - Regarding housing on campus, board approved a resolution for 1,000 additional beds around to be built around 3rd and McCormick
 - More students wanting to stay on campus longer than in the past
 - Committee focus on housing and well-being for grad and undergrad established in January under President Chiang
- Salary policy Fiscal Year 2024
 - 4% recurring funding, 1% non-recurring funding
 - Looking to enhance Bravo Awards
 - Annually spending approximately \$500,000 on Bravos
 - Looking to double the amounts given
 - Cap is currently \$1,000
 - Additional staff awards & recognitions for (additional duties/responsibilities) retention
 - Merit worksheets launch one week from today
 - Compensation managers have until June 1 to complete compensation requests. Forward for final approvals for July 1 effective date
- Spring Fling
 - Holding Spring Fling for the first time in three years. On Memorial Mall from 11:30-4:00 p.m. on May 25
- Bill announced that he is leaving his role as VP effective June 30
- Amy Boyle will act as Interim VP effective July 1

- Encouraged to invite Amy to upcoming meetings

Item #5 – Guests/Presentations

Steve Carn, Senior Parking Manager for Parking & Transportation

- Overview of his responsibilities at Purdue and how many parking officers are on campus. (roughly 10 per day). This helps to address issues more quickly
- Purdue Parking is self-funded and receives no general funding from Purdue
- Will receive RFP – by August will have some new equipment in Grant and Harrison garages
- Agent ID program to purchase temporary permits for guests

Item #6 – Announcements

- Reminder for everyone to turn on cameras during the meeting
- Introduction of the new Vice-Chair Kathy O’Brien and Executive Secretary Melissa Jasek
- Reminder that subcommittee chairs and university committee representatives should be writing reports for all meetings and uploading those to [CSSAC’s MS 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 Melissa Hay. This includes awards, trip information, professional development, grants, etc.
- Welcome to our guests
- Roll Call – Introduce yourself and tell us what you enjoy the most about CSSAC

Item #7 – Professional Development Minute

- Jaylene Nichols, Farmer’s Market
 - Thursdays on Memorial Mall from 11:30-3:30

Item #8 – Membership/Orientation/Subcommittee Assignments

- Membership Drive
 - Currently making assignments; Rendi will send those via email to each member and the committee chair
 - Carla has resigned effective June 1

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Hitze/Tharp

- Subcommittee/University Committee – Request to change committees – email to Rendi/Laurie/Kathy/Melissa
- Recognition Luncheon & New Member Orientation – May 30th, 11:30 am – 1:00 pm @ 2550 Northwestern
- Purdue Day of Giving – Recap
- Spring Fling Volunteers – Member Sign-up Sheet
 - Rendi will send out a sign-up sheet by tomorrow
- Leadership Transition
 - Rendi Tharp will be chair, Kathy O’Brien will be vice chair, Melissa Jasek will be the first executive secretary, and Laurie Hitze and Pam Bender will become emeritus members effective June 1.

Communication

Briggs/Hay

- Deadline for June Campus Connection newsletter is May 17th

Professional Development

Bender/Fields

- Employee and Dependent Grants
 - Grants are finalized. 41 dependents at \$500. 2 employee at \$750
 - Will send to financial aid to determine eligibility
 - Carrie will confirm other eligibility

Purdue Employees Activity Program (PEAP)

Kawlewski/Carroll

- Upcoming events
 - Cancelled Casino trip due to low numbers; had 39 sign up but needed 54.

- Received bus contract for Chicago’s magnificent mile trip in December. Taking 2 buses to provide an extra stop at the field museum
- Looking at another Malibu Jacks’ Purdue day in July before school starts
- Covered bridge is sold out, not able to go
- Looking at dates for exploration acres
- Looking at discounts for Indiana Beach

Outreach & Education

Obrien/Taylor

- New employee lunch get together – May 16, 12pm in WANG 2501

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/xxxxxxx
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	XXXXXXX

Item #11 – Bridge Forms

- Parking Tickets & Citations
- Pay for Purdue dispatch
 - Look at job duties, responsibilities, pay band etc.
 - Desiree Henderson - HRBP

Item #13 – Unfinished Business

- CSSAC Employee Discount Program (local vendors)
 - Rendi will establish an ad hoc to work on this project
- CSSAC 2023-2024 Budget – Pending approval
 - Camp Tecumseh Team Building Event
 - Regional Campus Visit to PNW – Westfield

Item #12 – New Business

- Recognition Luncheon
 - May 30, 11:30 to 1:00 at 2550 (old State Farm building)
 - Lunch, program, photos taken of new members
- Orientation
 - Orientation will immediately follow the lunch. All members are encouraged to attend.

Item #13 – Area updates and/or Items of interest

Item #14 – Call for Adjournment

With there being no further business, the meeting adjourned at 3:17 p.m.
