

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Rendi Tharp, CSSAC Chair  
**Re:** Minutes for June 13, 2023 meeting via MS Teams

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**Present:** Rendi Tharp, Kathy O'Brien, Melissa Jasek, Amy Atkinson, Pam Bender, Tom Brown, Stephanie Butram, Chad Cahoon, Anna Chang, Mark Fields, Jurgen Gomez, Terri Griffin, Melissa Hay, Laurie Hitze, Cheryl Honkomp, Debra Michel, Beth Moore, Melissa Taylor, Erica Tobe

**Absent:** Jacquie Carroll, Jennifer Kawlewski, Martin O'Brien, Chris O'Bryan, Khalia Phillips, Tracy Reifel, Melissa Ridgley, Michelle Roskuski

**1:30 pm**

## **Item #1 – Meeting Call to Order**

Quorum was met; Chair called the meeting to order at 1:31 pm

## **Item #2 - Adoption of Agenda**

Chair asked for additions to the agenda: Change to Communication meeting minutes under Subcommittee Meeting Minutes; completed by Melissa Jasek.

Kathy O'Brien motioned to adopt the agenda; Melissa T. seconded. Motion carried; agenda is adopted.

## **Item #3 – Approval of Minutes**

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

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

Mr. Bill Bell, Vice President for Human Resources

- Thanked CSSAC for work to make Spring Fling successful.
- Merit increases effective July 1 with compensation statements now available to supervisors to review and distribute; employees will see merit increases effective July 1.
- Merit increases do not affect benefit tiers for this year.
- Board of Trustees meeting updates:
  - FY24 budget was approved.
  - Tuition freeze continues for West Lafayette only.
  - The new dean of Agriculture is Bernie Engel.
  - Nation-wide search for Daniels School of Business dean; currently there is an interim.
  - Approval of runway rehab for possible commercial air traffic.
  - Introduced Amy Boyle who will be interim Vice President for Human Resources – Amy was unable to connect and speak to the committee though she was able to hear the meeting.

Alyssa Wilcox, Chief of Staff and Senior Vice President for Partnerships

- Thanked Bill for his service to Purdue and Human Resources
- Was on search committee for President Chiang when Dean of Engineering and has worked with him ever since.
- Her office is in Hovde Hall.
- She shared that she is here to serve the university, staff, and president and to reach out with any questions.

## **Item #5 – Guest/Presentation**

Ellen Stuckwisch, Purdue Reamer Club, President Spring '23

- Founded in 1923 as a booster club to spread the spirit of Purdue and keep traditions alive.

- Reamers must be a full-time student and an independent student (not in a fraternity or sorority)
- Reamers participate in all home and away games, provide community service, present IN state and US flags at football games, volleyball rotations, and spread school spirit.
- Pledge process is eight weeks - learn 64 traditions, 28 songs and cheers and Reamer preamble, take weekly written tradition test, complete Monday meeting presentation, complete an R-board, pass Boilermaker Special and Xtra Special firemen's test to demonstrate proficiency that enables co-pilot status.
- Joining provides leadership experience, networking with faculty, alumni and students, form close friendships, academic support, unique and one-of-a-kind experiences.
- Official caretaker of the Boilermaker Special
  - Training to pilot Xtra Special (5 hours and test) and the Boilermaker Special (40+ hours and test).

#### **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 a MS Word version (no PDFs) of 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 by the 17<sup>th</sup> of each month to Melissa Hay. This includes awards, trip information, professional development, grants, etc.
- Member of the Quarter Nominations – deadline for nominations will be June 26<sup>th</sup>.
- Roll Call: Fun Fact – Name, position, one fun fact to share with the group.

#### **Item #7 – Professional Development Minute**

- Fix-It system for work notifications – Terri Griffin
  - Explained the process of using the Fix-It system.

#### **Item #8 – Membership/Orientation/Subcommittee Assignments**

- None

#### **Item #9 – Discussion/Questions of Subcommittee Written Reports**

##### **Executive**

Tharp/O'Brien/Jasek

- None

##### **Communication**

Hay/Butram

- Discussed scaling back newsletter and alternating employee spotlight and CSSAC spotlight to give it a fresh feel.
- Reviewed social media and responsibilities guidelines.

##### **Professional Development**

Griffin/Fields/Atkinson

- Working on brief trainings and will share information with CSSAC committee.

##### **Purdue Employees Activity Program (PEAP)**

Carroll/Michel

- Events planned for fall: Malibu Jacks, Exploration Acres and Chicago's Magnificent Mile
- Casino trip for next spring potentially

##### **Outreach & Education**

Taylor/Ridgley

- Not yet had a meeting but will be meeting on June 23.

##### **Purdue Discount Program (Ad Hoc)**

Reifel/Tobe

- Goal is to update all local discounts.
- Want to add additional vendors from Lafayette and surrounding areas.
- Will be asking for suggestions on new vendors from CSSAC members.

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

|  |                       |
|--|-----------------------|
| Purdue University Fort Wayne   | Honkomp               |
| <ul style="list-style-type: none"> <li>Looking to fill committee membership.</li> <li>Would like to start holding events again.</li> </ul> |                       |
| Purdue University Northwest  | Phillips              |
| Big Ten Collaboration Staff Advocacy   | Tharp/Jasek/Cahoon    |
| College of Engineering Staff Advisory Council  | Tharp                 |
| Eudoxia Girard Martin Award  | Carroll/Jasek         |
| Healthy Boiler   | Kawlewski/Chang       |
| New Employee Experience  | Tharp/Hay-Bishop      |
| Recreational Wellness Advisory Board   | Reifel/Gomez          |
| Retirement Investment Planning Meeting   | Michel/Butram         |
| Spring Fling   | Kawlewski/Tharp/Jasek |
| Staff Memorial Committee   | Tharp/O'Brien         |
| Survey Oversight Committee   | Moore                 |
| University Policy Committee  | Atkinson/Tobe         |
| University Senate  | Tharp/O'Brien         |
| University Senate Advisory   | Tharp/O'Brien         |
| University Senate: Staff Appeals Board Traffic Regulations   | M. O'Brien            |
| University Senate: Committee for Sustainability  | Griffin/Fields        |
| University Senate: Faculty Compensation and Benefits   | Tharp/O'Brien/O'Bryan |
| University Senate: Parking and Traffic   | Taylor                |
| University Senate: Visual Arts and Design Committee  | Roskuski              |
| University Senate: Equity and Diversity Standing Committee   | Brown                 |

**Item #11 – Bridge Forms**

- None

**Item #12– Unfinished business**

- None

**Item #13 – New business**

- Subcommittee Timelines
  - Have been sent out to subcommittee chairs.
  - Submit updates by August 1 via Teams folder.
- Faculty/Staff Fall Family Fair Event
  - Purdue First Lady wants to organize for fall – possible dates are 8/24 or 8/31
  - Looking for resource suggestions for possible mini resource fair - submit suggestions by July 6
  - Refreshments would be provided and events (such a volleyball, etc.) would be held
- Member of the Quarter – Qualtrics Survey – Due June 26<sup>th</sup>
  - Recipient will be announced at July meeting
  - Explained member of the quarter for new members
  - Rendi, Kathi and Melissa J. not eligible

**Item #14 – Area updates, Items of interest**

- None

**Item #15 – Call for Adjournment**

- With there being no further business, the meeting adjourned at 3:07 p.m.
  - Motion by Mark, seconded by Terri

***Next full committee meeting scheduled for July 11, 2023 via Teams***

## Subcommittee Written Reports – CSSAC

### **CSSAC Communications Subcommittee Meeting**

June 1, 2023 minutes

Meeting began at 9:00am via teams

Attendance: Stephanie Butram, Melissa Hay, Michelle Roskuski, Beth Moore, Jurgen Rochin

Stephanie reviewed social media information for Facebook and top 3 posts. Melissa reviewed Social Media Guidelines.

Discussed future idea of alternating article types to help cut down on length of newsletter each month (alumni spotlight, campus secrets and traditions). This will begin with July newsletter and see how it goes. Format may change if new idea does not work.

Each team member will place upcoming events and announcements into teams folder every month for newsletter

Articles will be placed into teams folders once complete so it can be pulled when needed

Team will review newsletter each month once sent for formatting, spelling, and other errors before being released.

Next Meeting will be July 6<sup>th</sup> at 9am on Teams

## **PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES**

**Date:** 6/7/2023

**Time:** 1:30 pm Virtual Meeting - Teams

**Facilitator:** Terri Griffin

**Board members:** Terri Griffin, Mark Fields, Amy Atkinson, Chris O'Bryan, Martin O'Brien

1. Call Meeting to Order
2. **Welcome**
3. Introductions – name, where you work, how long have you been at Purdue, any other item(s) you would like to share!
4. Unfinished Business
  - a. Volunteer for Professional Development Minute – identify topic, draft article for newsletter and present in full meeting. This can be anything that would help anyone do their/your job responsibilities. If you would like a month already taken, please let Terri know and she will switch! Items done in the past few months: Purdue campus map, Purdue Acronyms for buildings, Spring Fling, Farmers Market. *Possible ideas: Qualtrics, any new ideas?*

Please pick a couple/few months that you would like to present in and the topics. Let Terri know so she can fill in the below chart.

|           |                                      |               |
|-----------|--------------------------------------|---------------|
| June      | Fix-It system for work notifications | Terri Griffin |
| July      |                                      |               |
| August    |                                      |               |
| September |                                      |               |
| October   |                                      |               |

|          |  |               |
|----------|--|---------------|
| November |  |               |
| December |  | Terri Griffin |
| January  |  |               |
| February |  |               |
| March    |  |               |
| April    |  |               |
| May      |  |               |

- b. Linked in Courses - provide any recommendations for Courses to Terri. She will provide items to Communications team to publish each month. **Please send course links to Terri – any thing professional development wise that you like!**
  - c. Approval of last months minutes.
5. New Business
- a. Vice-Chair nominee – **Congratulations and Thank you to Amy Atkinson for becoming the Vice-Chair!**
  - b. Certification Modules – review and provide comments to Terri by EOB (End of Business) 5-21-23 – **Terri sent to you 6/7/23**
  - c. Any additions to the list of certifications? - provide comments to Terri by EOB 5-21-23
  - d. Any other new business? **None**
6. Call for adjournment – **Mark Called, Amy second**

**CSSAC PEAP Meeting Minutes**  
**May 31, 2023 at 10:30 am via Microsoft Teams**

**Chair: Jennifer Kawlewski**

**Vice-Chair: Jacqueline Carroll**

**Member: Deb Michel & Anna Chang**

**MAPSAC Member:**

**Call to order**

A meeting of PEAPS was held on **Teams** on 5/31/23 at 10:30 am

**Attendees**

Attendees included Anna Chang, Jacquie Carroll, Jennifer Kawlewski, Deb Michel, Rendi Tharp

**Members not in attendance**

**Approval of minutes**

**None**

**Current business**

Discount codes have been sent to the website & newsletter for Indiana Beach, Children's Museum of Indianapolis, Indianapolis Zoo, and Holiday World.

#### **New business:**

- Malibu Jacks's Day 3 hrs. of unlimited rides \$26 per person. We are looking at the event to be held on Sunday, July 30<sup>th</sup>. Waiting to hear back from Malibu Jacks.
- Sent an email to Arrion Jones with the Pacers to set up a Purdue/Pacers Hat night. Waiting on reply.
- Chicago 2023 Chicago Trip will be on December 2<sup>nd</sup>. We stuck with the 1<sup>st</sup> Saturday in December. 2 buses have been scheduled the December 2<sup>nd</sup> with 2 stops 1<sup>st</sup> at the field museum second magnificent mile. We will be offering an Early Bird special rate of \$35 if paid before September 30<sup>th</sup>. Anything paid October 1<sup>st</sup>-November 1<sup>st</sup> will be a \$40 rate. We are trying to encourage payment ahead of time. We will be using PayPal as a payment source for the Chicago trip.
- An email has been sent to Exploration Acres to set up a Purdue Day on October 21, 2023. We have opted not to do a fire pit this year.
- Contact Monster Mini Golf and see about getting a discount day for rounds of golf in January.

#### **Announcements**

Jacque will be taking over as chair as of June 1. Good Luck Jacque you will be amazing.

The meeting concluded at noon.