

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Rendi Tharp, CSSAC Chair  
**Re:** Minutes for July 11, 2023 meeting via MS Teams

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**Present:** Rendi Tharp, Melissa Jasek, Amy Atkinson, Tom Brown, Stephanie Butram, Chad Cahoon, Anna Chang, Mark Fields, Jurgen Gomez, Terri Griffin, Melissa Hay, Cheryl Honkomp, Debra Michel, Beth Moore, Melissa Taylor, Erica Tobe, Jacquie Carroll, Chris O'Bryan, Tracy Reifel, Melissa Ridgley, Michelle Roskuski

**Absent:** Kathy O'Brien, Pam Bender, Robert Burton, Jennifer Kawlewski, Martin O'Brien, Khalia Phillips,

**1:30 pm**

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

Quorum was met; Chair called the meeting to order at 1:30 pm

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

Chair asked for additions to the agenda:

- Erica Tobe motioned to adopt the agenda; Tracy Reifel seconded. Motion carried; agenda is adopted.

## **Item #3 – Approval of Minutes**

Chair asked for corrections/changes to the June 2023 minutes:

- Request to check committee assignments – Rendi will review and update
- Melissa Taylor motioned to adopt the minutes; Terri Griffin seconded

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

- Amy Boyle, Interim Vice President for Human Resources
  - Candace Shaffer meeting with stakeholders next week – recommendations for benefit changes
  - Candidate Experience survey sent by Brenda Coulson; updates will be provided at next meeting
  - Employer Brand Initiative
    - How to brand Purdue as an employer
    - Gathering information on how best to market to internal and external employees
    - May be asked to be part of focus groups
  - Bravo+ is an enhancement of Bravo Award
  - Non-Exempt Temporary Assignment Pay
    - Recommendation to implement pay for non-exempt regular staff asked to take on additional duties for a limited period of time
    - Guidelines were shared in Teams chat for review
    - Will share more information as it becomes available
- Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships
  - Thanked CSSAC and entire staff for being the backbone of the University
  - Purdue Indianapolis
    - Leadership is working to pull venture together
  - Purdue Computes
    - New initiative with three areas – Computing, Physical AI, and Semiconductors
    - Leadership focused
    - Alumni and faculty are providing feedback

- Daniels School of Business
  - Leadership announcement to be made soon
- Office of Engagement
  - Roberto Gallardo named Vice President for Engagement
- President continues visits to all 92 counties in Indiana

#### **Item #5 – Guest/Presentations**

- Morgan Torres, Director  
Veterans Success Center
  - Provides support services for Purdue students who are veterans, current military members, or benefit-using family members
  - All staff are all previously military connected and Morgan served in the Army Reserves
  - Serves military connected students
  - Peer Program to help with transition to campus
  - Purdue Student Veterans Organization (PSVO) offers support and resources, camaraderie, and community service opportunities
  - Education to Occupation offers assistance with job skills, career searches, and networking
  - Assists students with:
    - Financial challenges
    - Social Challenges
    - Perception of Veterans
    - Residency
    - Activation and absence policies
    - Priority registration
    - Joint service transcript (JST) and transfer credits
    - Graduation Cords
    - Benefits
      - GI Bill – 5 chapters (brought \$6 million to Purdue Fall 2022)
      - State benefits (4 types)
      - Federal benefits (3 types)
  - Green Zone
    - Workshop to teach participants how to support military connected students, staff, and faculty

#### **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-Bishop. This includes awards, trip information, professional development, grants, etc.
- Roll Call – What is your favorite summertime activity?

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

- Star Program
  - Please review links that were sent
  - Requesting any suggestions for other training courses

#### **Item #8 – Discussion/Questions of Subcommittee Written Reports**

##### **Executive**

- Member of the Quarter - Recipient is Jennifer Kawlewski
- Laurie Hitze resignation

Tharp/O'Brien/Jasek

**Communication**

Hay/Butram

- Discussed adding Member of the Quarter to newsletter
- Jurgen sharing CSSAC information with staff who don't have email access
- Anything for the newsletter submitted by 17th

**Professional Development**

Griffin/Fields/Atkinson

- Primarily working on the Star Program

**Purdue Employees Activity Program (PEAP)**

Carroll/Michel

- Working on Purdue night at the Pacers
- No other events added beyond Exploration Acres, Malibu Jacks, and Magnificent Mile
- Announced Deb Michel as vice-chair

**Outreach & Education**

Taylor/Ridgley

- New employee luncheon – to be held virtually every quarter in September, January, March and June
- Reviewing PPT presentation for new employees

**Purdue Discount Program (Ad Hoc)**

Reifel/Tobe

- Working on discount agreement
- Communication for past vendors and new vendors
- Sorted local and non-local vendors
- Asked for volunteers to call vendors

**Item #9– Discussion/Questions of Regional and University Committees Submitted Reports**

Purdue University Fort Wayne	Honkomp/Burton
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 #10 – Bridge Forms**

- None

**Item #11– Unfinished business**

- Reminder: subcommittee timelines due July 26 – save to subcommittee folders
- Reminder: webpage changes due July 26 – submit to Rendi and she will compile for Carrie
- Budget – meeting being scheduled to discuss budget

**Item #12 – New business**

- PU First Lady Back to School event – MaPSAC/CSSAC
  - Will need volunteers
  - August 31 from 3–7 pm
  - Faculty, staff, and grad student along with families

- Resource info will be available and activities for all
- Bravo+ Award – update provided by Amy Boyle
- Administrative Ops Pop In event – July 18 from 2-4 pm, PFSB – tabling event to provide info about CSSAC

**Item #13– Area updates, Items of interest**

- None

**Item #14 – Call for Adjournment**

- With there being no further business, the meeting adjourned at 2:45 p.m.
  - Motion by Melissa Ridgley, seconded by Chad Cahoon

***Next full committee meeting scheduled for August 8, 2023 via Teams***

**Subcommittee Written Reports – CSSAC**

**Employee Discount Ad Hoc Committee Meeting**

**Date:** 6/27/2023      **Time:** 11:00 a.m. - 12:00 p.m. via Microsoft Teams

**Attendance:** Tracy Reifel, Chair, Erica Tobe, Vice Chair, and Rendi Tharp

Not in Attendance: N/A

- 1) Meeting was called to order.
- 2) Discussed our plans with the Employee Discount Ad Hoc Committee:
  - a) Meet twice a month – 2<sup>nd</sup> Wednesday & 4<sup>th</sup> Tuesday each month at 11:00 am-12:00 pm (next meeting July 12th)
  - b) Include Rendi in our meetings.
  - c) This committee is a temporary committee and may be absorbed into the PEAP committee – possibly two co-chairs, however, the committee may be a standalone committee. Will have to wait to see how large the program will grow.
  - d) Update Employee Discount Agreement – (must be completed by Aug. 1)
  - e) Not an open-ended contract – businesses must renew every year.
  - f) Agreements will run from July 1<sup>st</sup> through June 30<sup>th</sup>. Any business that starts their agreement this year will have a shortened agreement that will run from when they sign the agreement until June 30, 2024.
  - g) Send Updated Employee Discount Agreement to Carrie & cc Rendi for approval – sent 6/22
  - h) Send Updated Employee Discount Agreement to Executive Subcommittee Members on CSSAC – sent 6/23 A
  - i) Erica will do Qualtrics training by the next meeting.
  - j) Carrie created a new email address for CSSAC Discounts - [CSSACdiscounts@purdue.edu](mailto:CSSACdiscounts@purdue.edu) – 6/27
  - k) Added [CSSACdiscounts@purdue.edu](mailto:CSSACdiscounts@purdue.edu) to our Outlook folders – 6/27
  - l) No webpage currently until all updated.
  - m) Employee discount corner in CSSAC newsletter – ask for suggested business & post new businesses.
  - n) Procurement has an employee discount program. Possibly link all discount programs together.
  - o) Remove any national businesses from the list.
  - p) Call all businesses on the current list – after Agreement is updated.
  - q) Terri Griffin offered to help make calls in the Executive Meeting.
  - r) Make up a business card with a QR Code for new businesses to scan.
  - s) Call Abby Nickel about creating an article for Purdue Today.
- 3) Call for adjournment

**MEETING MINUTES OUTREACH AND EDUCATION SUBCOMMITTEE**

**Attendees:** Melissa Taylor, Melissa Ridgely, Chad Cahoon

**Absent:** Tom Brown

**Guest:** Rendi Tharp, CSSAC Chair, Kathy Obrien, CSSAC Vice-Chair

## I. PURPOSE OF THE SUBCOMMITTEE

- 1) This subcommittee is responsible for marketing CSSAC, engaging with stakeholders, facilitating information sessions, recruiting future applicants, and collaborating with all subcommittees.
- 2) We are committed to forming relationships with support and service staff.
- 3) To educate the Purdue community what CSSAC is about and how to be a part of this important committee.

## II. COMMITTEE GOALS

- 1) Update the Timeline document at the beginning of each year and as needed
- 2) Participate/attend each quarterly new employee information luncheon. Luncheon will be held with MaPSAC and will be held virtually from 1-2 pm. Meetings will be every 3 months.
- 3) Ensure web page has correct and accurate information
- 4) Conduct presentations as needed- Committee to review current presentation PowerPoint update it then provide Rendi and Carrie Hanson the presentation for final approval.

## III. DETERMINE WHEN MONTHLY MEETINGS SCHEDULE

- 1) Meeting date and time. Meeting must be via Zoom or MS Teams Meetings will be held from 3-4pm on July 21, August 25, September 25, October 27, November 17, December 15 for the Fall Semester.

## IV. PROFESSIONAL DEVELOPMENT GOAL

- 1) **Collaboration:** To strengthen collaboration skills by participating in 3 different optional projects by the end of the academic year. Melissa T. shared her professional development goal as an example with committee members to link their participation in CSSAC with their professional goals for their yearly review.

## V. NEW BUSINESS

- 1) New Employee Information Sessions (luncheons-remote) – September, January, March, June. Sessions will be virtual. Session schedule (third Tuesday of the month) - September 19, January 16, March 19, and June 18
- 2) Departmental Information Sessions (Virtual) – discuss how many presentations for the year (Example: one per quarter or one Per semester) Committee decided Department Information Sessions will be at random
- 3) Recorder- Chad Cahoon will be the recorder for the committee
- 4) Webpage- Melissa Ridgely will be responsible for checking and sending in webpage updates

Minutes Submitted by Melissa Taylor  
MS Teams  
6/23//23 @ 3 p.m.