

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Rendi Tharp, CSSAC Chair
Re: Agenda for September 12, 2023 meeting via MS Teams

Attendance: included at bottom

1:30 pm

Item #1 – Meeting Call to Order

Quorum was met; Chair called the meeting to order at 1:30 p.m.

Item #2 - Adoption of Agenda

Chair asked for additions to the agenda.

- Addition to Item 13: Parents and Family Weekend
- Mark Fields motioned to adopt the agenda; Melissa Taylor seconded.
- Motion carried; agenda is adopted.

Item #3 – Approval of Minutes

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

- Hearing no changes; minutes accepted as written.

Item #4– University Officers’ Reports

Amy Boyle, Interim Vice President for Human Resources

Was unable to attend so Carrie Hanson provided the following update on her behalf:

- **Purdue Indianapolis**
 - August Discovery Intake Survey went out to all impacted staff (this was to find out more about the work being performed)
 - Preliminary Job Family Structure mapping completed late August
 - September Discovery Staff Meetings scheduled in person on September 6, 11, 14 and 19
 - Finalize Job Family Structure Mapping in October based on Discovery meetings
 - Begin to determine placement of impacted staff (division assignment and supervisor) this fall
 - Host fair for impacted staff and faculty – tentative date November 17 (Benefits, other misc. Purdue information)
 - Provide training- tentative date February 2024
- MaPSAC and CSSAC will receive an email this week from Amy about the Employer Value Proposition project.

Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships

- Attending quarterly – October, January, April, July

Item #5 – Guest/Presentations

Brandy Royer, Associate Director, Benefits Administration

Teresa Schnarr, Associate Director, Benefits Service Center

- 2024 medical plans – approved items
 - No premium increase
 - Expansion to PFW all campuses now
 - Physical Therapy – ATI
 - Working to steer members to ATI
 - Center for Healthy Living (CHL)

- New hours; adding one hour at end of day Monday-Thursday
 - Hiring a new provider
- Expanded Telehealth
 - Begins January 1, 2024, and is available to all benefit eligible employees and dependents on a Purdue medical plan
 - 24/7 access
 - Call CHL and select Telehealth from the menu option
- Increased deductibles for 2024
 - Small changes but meets IRS compliance requirements
- Navigation services
 - Begins January 1, 2024, and is available to all benefit eligible employees and dependents on a Purdue medical plan
 - Available during CHL business hours
 - Call HR Service Center and select Navigation from the menu options
- Non-Cash Healthy Boiler Initiative
 - Begins January 1, 2024, and is available for benefit eligible employees and spouses on a Purdue medical plan
 - To increase Healthy Boiler portal engagement and increase participation in HB activities
 - Complete five (5) “bingo” challenges to earn HB swag incentives to be given away quarterly
- Open Enrollment
 - October 24 – November 7
 - One on One appointments – October 2 – 13, 9 am – 4 pm
 - OE presentations – October 9 – 20
 - OE computer labs – October 24 – November 3, 9 am – 4 pm
- Upcoming Events
 - CHL Open House (WL) – September 21, 7 – 8 am and 1 – 2 pm
 - Healthy Boiler Fair – 9 am – 1 pm at PMU Ballrooms

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 17th of each month to Melissa Hay-Bishop. This includes awards, trip information, professional development, grants, etc.
- Roll Call – What is your favorite fall drink?

Item #7 – Professional Development Minute

- Safety Committee presentation – Amy Atkinson
 - Discussed service committees, why they are important and how they support staff with injuries or to prevent injuries
 - Safety Committee can be found in each building or area

Item #8 – Discussion/Questions of Subcommittee Written Reports

Executive

Tharp/O'Brien/Jasek

- Member of the Quarter
 - Jurgen Gomez was selected out of several deserving nominees
- Purdue Discount Program committee
 - Changed to full committee
 - Martin O'Brien and Chad Cahoon moved to committee

Communication

Hay/Butram

- Committee Updates

- December Newsletter info is due in November before Thanksgiving
- Asked for suggestions for changes to the newsletter

Professional Development

Griffin/Fields/Atkinson

- Committee Updates
 - Working on STAR – currently waiting on info from HR

Purdue Employees Activity Program (PEAP)

Carroll/Michel

- Committee Updates
 - Canceled September Malibu Jacks event - Malibu Jacks holding their own Purdue event at a better cost
 - Pacers - still waiting on schedule to get Purdue Night scheduled
 - Exploration Acres
 - Chicago trip

Outreach & Education

Taylor/Ridgley

- Committee Updates
 - New Employee Luncheon scheduled for September 21
 - Finishing PowerPoint presentation and ready to send invitations

Purdue Discount Program

Reifel/Tobe

- Committee Updates
 - Lots going on including:
 - Talking to vendors to get them set up
 - Setting up to send letter and application
 - Website set up being discussed

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

Purdue University Fort Wayne

Honkomp/Burton

- Regional Updates
 - Thanked Communications Committee for info on CSSAC Newsletter
 - Will be reintroducing a newsletter for their campus
 - PFW now is a committee of 12 members

Purdue University Northwest

Bugg

- Regional Updates
 - Recruiting for members
 - Planning holiday party with MaPSAC and chancellor

Big Ten Collaboration Staff Advocacy

O'Brien/Jasek/Cahoon

College of Engineering Staff Advisory Council

Tharp

Eudoxia Girard Martin Award

Carroll/Jasek

Healthy Boiler

Kawlewski/Chang

New Employee Experience

Hay-Bishop

Recreational Wellness Advisory Board

Gomez

Retirement Investment Planning Meeting

Michel/Butram

Spring Fling

Kawlewski/Tharp/Jasek/Ridgley

Staff Memorial Committee

Tharp/O'Brien/Jasek

Survey Oversight Committee

Reifel

University Policy Committee

Atkinson

University Senate

Tharp/O'Brien

- Discussion of removing CSSAC and MaPSAC from Sustainability Committee to reduce membership to 10
- MaPSAC vice-chair asked that CSSAC and MaPSAC remain on committee
- Will be discussed and voted on in October meeting

University Senate Advisory

Tharp/O'Brien

University Senate: Staff Appeals Board Traffic Regulations

M. O'Brien/Roskuski/Taylor

University Senate: Committee for Sustainability

Griffin/Fields

University Senate: Faculty Compensation and Benefits

Tharp/O'Brien/O'Bryan

University Senate: Parking and Traffic

Moore

University Senate: Visual Arts and Design Committee
University Senate: Equity and Diversity Standing Committee

Tobe
Brown

- Discussed new Chief Diversity Officer
- Provost will not be attending meetings
- Discussed retention of faculty, staff, students of color
- Wants to invite cultural center directors to speak to learn about their issues and programs

Item #10 – Bridge Forms

- None

Item #11– Unfinished business

- None

Item #12 – New business

- Benefits Fair
 - CSSAC participating and will share table with MaPSAC
 - Asked for volunteers to staff table

Item #13– Area updates, Items of interest

- Parent and Family Weekend (Beth Moore)
 - Friday and Saturday, September 15-16
 - Asking for volunteers

Item #14 – Call for Adjournment

- Jennifer Kawlewski motioned to adjourn; Jacquie Carroll seconded.
- The meeting adjourned at 2:51 p.m.

Next full committee meeting scheduled for October 10, 2023 via Teams

Subcommittee Written Reports – CSSAC

COMMUNICATION

CSSAC-Communications Meeting

September 7, 2023 minutes

Meeting began at 9:00am via teams

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

Melissa reviewed the Delivera Heat Map for the August newsletter. There were 7,317 total recipients, 3,328 unique opens of the newsletter & 1,151 total clicks.

Stephanie reviewed the social media information. There were 2,172 post reached, 329 post engagements, and 4 new page likes. The top 3 posts were the Administrative Operations Job fair, CSSAC Chicago trip and CSSAC Exploration Acres event.

Discussed social media promotion of the Community Spirit Award from MaPSAC and the Benefit Fair being held on October 4th

Discussion on Early Learning email about featuring the department, sending information to employees, or having them as a guest speaker. There were concerns to promote due to long waiting lists. There is a flyer which has information that could be sent out.

IT is interested in a monthly spot in the CSSAC newsletter. Discussion on there being enough information each month and having people click to read information. IT sends out information directly now. Discussion of possibility to get articles bi-monthly or if there are huge changes in IT.

Future newsletter ideas for November are PMO 90th anniversary, Campus secret and traditions, International programs will be department spotlight. December newsletter to feature holiday information, alumni spotlight, winter recess announcements and winter break ideas if needed.

Next Meeting will be October 5th at 9am on Teams

Employee Discount Ad Hoc Committee Meeting

Date: 8/22/2023 **Time:** 11:00 a.m. – 11:30 a.m. via Microsoft Teams

Attendance: Tracy Reifel, Chair and Erica Tobe, Vice Chair

Not in Attendance: Rendi Tharp

1. Meeting called to order.
2. Received several requests now to have limited time discounts/offers i.e. Sam's Club Membership offer for PurdueUniversityEdu and Purdue Alumni. Tracy has sent these requests to Melissa Hay-Bishop to post in the CSSAC Newsletter. Offer has been attached at the end of the meeting minutes.
3. Talked about Purdue Federal Credit Union offer. They wanted to offer merchandise instead of a discount. We didn't think that it was a good fit for our program since we are a discount program.
4. Erica is going to put together a list of items that still need to be done.
5. Call for adjournment.

Items that still need to be done:

1. Still need to reach out to Recreation on the old vendor list.
2. Create a webpage when all prior vendors have been contacted.
 - a. Need to figure out how we want website to look and send to Carrie.
 - b. Add link to vendor application (Qualtrics Survey) on CSSAC website.
3. Procurement has an employee discount program. Possibly link all discount programs together.
4. Rendi is still in the process of making Qualtrics Survey instructions.
5. Qualtrics Survey needs to be sent out to vendors.
 - a. Rendi will pull vendors and send agreement out by the end of the day on Friday, August 4th.
6. Tracy and Erica will make guidelines on which businesses the program will accept and which ones we will not. Will send to Carrie for final approval.
7. Will call Abbey Nickel in the future about creating an article for Purdue Today.
8. In the future, we could put a link in the newsletters for Employee Discount program every month.
9. There will be no physical vendor discount card. Possibly create a digital one.
10. Advertising in the October newsletter. Will pick two or three businesses to highlight.
11. Ongoing vendor recruitment to the Discount Program.
12. Annual vendor agreement follow-up.

PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

Date: 9/6/2023

Time: 1:30 pm Virtual Meeting - Teams

Facilitator: Terri Griffin

Board members: Terri Griffin, Mark Fields, Amy Atkinson, Chris O’Bryan, Martin O’Brien, Pam Bender (Emeritus member), Rendi Tharp (CSSAC Chair)

Members in attendance – Terri Griffin, Mark Fields, Martin O’Brien, Amy Atkinson

1. Call Meeting to Order – Terri called meeting to order
2. Unfinished Business
 - a. Volunteer for Professional Development Minute – Amy is to ask Jennifer Krause to speak to our committee about the HIS training and see if she would speak to our group in October

Updated the chart for November

September	Safety Committee	Amy Atkinson
October	Expanding Horizons	Mark Fields
November	TBD	Martin O’Brien
December	TBD	Terri Griffin
January	TBD	Amy Atkinson
February		
March		
April		
May		

- b. Linked in Courses - provide any recommendations for Courses to Terri. She will provide items to the Communications team to publish each month.
 - c. Approval of last month’s minutes.
 - Mark motion to approve minutes & Martin second
 - d. HS program:
 - waiting for HR to give us more information before we can move forward.
3. New Business
 - a. Any additions to the list of certifications? * send link to Terri to be added if you have any programs that you take or recommend
 - b. Grant applications: due to issues with paper grant applications we are changing to only use Online applications and flyer will need to be changed to reflect this change
 - c. FERPA - *Confirm what information can be released to a parent to follow FERPA regulation and add to committee information for future: * review the documents attached to the email sent on 9/5 and send Terri an overview of how this will affect our grants before the next meeting*
 - d. Any other new business?
4. Call for adjournment
 - Mark Fields motion for adjournment
 - Martin O’Brien seconded the motion

25 voting members Quorum = 13	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>
	6/13/23	7/11/23	8/8/23	9/12/23
Atkinson, Amy	P	P	P	P
Bender, Pam	P	A	A	P
Brown, Tom	P	P	P	P
Bugg, Amy (PNW)			P	P
Burton, Robert (PFW)			P	A
Butram, Stephanie	P	P	P	P
Cahoon, Chad	P	P	A	P
Carroll, Jacquie	A	P	P	P
Chang, Anna (Chia Chun)	P	P	P	P
Fields, Mark	P	P	A	P
Gomez, Jurgen	P	P	P	A
Griffin, Terri	P	P	P	P
Hay, Melissa	P	P	P	P
Hitze, Laurie	P			
Honkomp, Cheryl (PFW)	P	P	P	P
Jasek, Melissa	P	P	P	P
Kawlewski, Jennifer	A	A	P	P
Michel, Debra	P	P	P	P
Moore, Beth	P	P	P	P
O'Brien, Martin	A	A	A	P
O'Brien, Kathy	P	A	P	P
O'Bryan, Chris	A	P	A	A
Phillips, Khalia (PNW)	A	A		
Reifel, Tracy	A	P	P	P
Ridgley, Melissa	A	P	P	A
Roskuski, Michelle	A	P	P	P
Taylor, Melissa	P	P	A	P
Tharp, Rendi	P	P	P	P
Tobe, Erica	P	P	P	P
Boyle, Amy - HR	P	P	P	A
Hanson, Carrie - HR	P	P	P	P
Nickel, Abbey - M&M	P	P	P	P
Wilcox, Alyssa - Chief of Staff	P	P		