

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Rendi Tharp, CSSAC Chair
Re: Minutes for April 9, 2024 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 1:32 p.m.

Item #2 - Adoption of Agenda

Chair asked for additions to the agenda.

- Michelle Roskuski motioned to adopt the agenda; Melissa Hay seconded.
- Motion carried; agenda is adopted.

Item #3 – Approval of Minutes

Chair asked for corrections/changes to the March 2024 minutes.

- Hearing no changes; minutes accepted as written.

Item #4 – CSSAC Vice-Chair and Emeritus Member Vote

- Vice-Chair Nominees: Jurgen Rochin Gomez, said a few words prior to vote
- Emeritus Member Nominees: Rendi Tharp, Jacquie Carroll, Jennifer Kawlewski, Mark Fields

Item #4– University Officers’ Reports

- Amy Boyle, Vice President for Human Resources
 - Indianapolis update
 - process is moving along well
 - Possible celebration in the spring for those transferring
 - Merit pool of 3%
 - Succession planning module in July, training for those using system and demos etc.
 - Department of Labor – possible increased salary threshold for exempt status from \$35,500 annually (approximate) to \$55,068 annually (approximate); employees’ salaries would become non-exempt and would be eligible for overtime
- Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships
 - 12 astronaut alumni participated in Eclipse
 - President meeting with Prime Minister of Japan
 - Jeff Dean, Google lead, will be on campus for talk
 - Family Weekend, groundbreaking for new res hall, Aviation Day on Saturday, faculty member in Polytechnic brought largest drone, cancer run, spring football game, National Medal of Science recipient in Washington DC
 - Hosting 17^t Annual Semi-Conductor summit
 - Presidential Lecture Series – April 25 will be Indiana Sen. Todd Young, Sethuraman Panchanathan, Director of U.S. National Science Foundation, and Mounqi Bawendi, The Lester Wolfe Professor of Chemistry at MIT and Nobel Prize winner in Chemistry in 2023
 - Graduation is the weekend of May 10-12
 - Commercial air service out of the airport begins May 15 – flights directly to O’Hare terminal
 - PU terminal being renamed for Amelia Earhart

Item #5 – Cindy Moscript, Senior Organizational Development Specialist, Human Resources

- STAR program presentation
 - She will present at the May full meeting

Update on STAR program provided by Terri Griffin

- Amy Boyle is supportive of program
- For support personnel and skilled trades at West Lafayette and Indy campuses
- Goal is to expand workforce capabilities – note in SuccessFactors about completing program
- Organizational Effectiveness will update content and work with CSSAC/Professional Development
- Pillars are Customer Service, Digital Literacy, Leadership, and Project Management
- Within Pillars are skills and competencies
- Explained achievement levels
- Learning Management System (LMS) in SuccessFactors will be utilized for tracking
- Possible post-program graduation
- Timeline – Launch pilot in spring of 2025
- Courses would be 20 – 30 hours
- Cohort will be 25 employees

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 May flower, since we've had lots of April showers?

Item #7 – Discussion/Questions of Subcommittee Written Reports

Executive

Tharp/Cahoon/Jasek

- Member of the Quarter
 - Amy Atkinson was selected
- Membership drive
 - Currently six applications
 - Encouraged everyone to reach out to those who might be interested
 - Applications due April 12th
- Subcommittee Chair / Vice Chair

Communication

Hay/Butram

- Working on May newsletter
- 966 reached in social media posts
- Social media numbers increasing
- Newsletter submission requests increasing, specifically for training/educational
 - Will add to newsletter with Professional Development approval
- Stephanie working on Purdue Day of Giving – social media posts, please share on personal social media

Professional Development

Griffin/Fields/Atkinson

- 10 Excellence service award applications to review
- Employee/dependent grants open until April 15th – 22 dependent applications, no employee applications

Purdue Employees Activity Program (PEAP)

Carroll/Michel

- Currently just assisting Tracy with Discount Program
 - Possible discounts for Purdue Indy
 - Will complete Tracy's worksheet on suggestions and who they will contact
- No other PEAP updates

Purdue Discount Program

Reifel/TBD

- 25 businesses on the website now
- Asked for suggestions or names of those already offering discounts
- Certificates for businesses

Item #8– Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne

Burton

- Meeting scheduled in May with MaPSAC and Chancellor
- High turnover of service staff so discussing why and how to change (happens at all campuses)

Purdue University Northwest

Bugg

- Employee information sessions for CSSAC level employees, new employees
- Three scholarships applications for \$1,000 each – CSSAC level employee or dependent

Big Ten Collaboration Staff Advocacy

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 – May 23, volunteers needed – sign up available

Kawlewski/Tharp/Jasek

Staff Memorial Committee

Tharp/Jasek

Survey Oversight Committee

Butram

University Policy Committee

Atkinson

University Senate

Tharp/Cahoon

University Senate Advisory

Tharp/Cahoon

University Senate: Staff Appeals Board Traffic Regulations

Jasek

University Senate: Committee for Sustainability

Griffin/Fields

University Senate: Faculty Compensation and Benefits

Tharp/Cahoon

University Senate: Parking and Traffic

Moore

University Senate: Visual Arts and Design Committee

TBD

University Senate: Equity and Diversity Standing Committee

Brown

Item #9 – Bridge Forms

- Parking – MaPSAC and CSSAC leadership working with Parking Services
 - Garages to be closed over the summer will close after graduation and re-open first week of August
 - Will evaluate parking needs as needed
 - Evaluating metered parking needs and will adjust as needed with more to be added in the area of the Co-Rec
 - No permit increase for 2024-25 FY

Item #10 – New business

- Erica Tobe resignation – promotion to Professional position

Item #11 – Unfinished business

- University Senate – CSSAC voting status
 - CSSAC/MaPSAC meeting with Senate leadership to discuss voting status

- Purdue Day of Giving volunteers is April 24
 - Per Stephanie, still need volunteers

Item #12– Area updates, Items of interest

- Vice Chair and Emeritus results
 - Jurgen Rochin Gomez selected as Vice Chair
 - Rendi Tharp, Jacque Carroll, Jennifer Kawlewski, Mark Fields selected as emeritus members

Item #13 – Call for Adjournment

- Chad Cahoon motioned to adjourn; Tracy Reifel seconded.
- Meeting adjourned at 2:45 p.m.

Next full committee meeting scheduled for May 14, 2024, via Teams

Subcommittee monthly meeting reports: [Subcommittee Written Reports – CSSAC](#)

20 voting members Quorum = 11	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams
	6/13/23	7/11/23	8/8/23	9/12/23	10/10/23	11/14/23	12/12/23	1/9/24	2/13/24	3/12/24	4/9/24	5/14/24
Atkinson, Amy	P	P	P	P	A	P	P	P	P	P	P	
Brown, Tom	P	P	P	P	P	P	P	A	P	P	P	
Bugg, Amy (PNW)			P	P	A	P	P	P	P	P	P	
Burton, Robert (PFW)			P	A	A	A	A	A	A	P	P	
Butram, Stephanie	P	P	P	P	P	P	P	P	A	A	P	
Cahoon, Chad	P	P	A	P	P	P	P	P	P	P	P	
Carroll, Jacque	A	P	P	P	P	P	P	A	P	P	P	
Chang, Anna (Chia Chun)	P	P	P	P	P	P	P	A	P	A	P	
Fields, Mark	P	P	A	P	P	P	P	P	P	P	P	
Gomez, Jurgen	P	P	P	A	P	P	A	P	P	P	P	
Griffin, Terri	P	P	P	P	P	P	P	P	P	P	P	
Hay, Melissa	P	P	P	P	A	A	P	A	P	P	P	
Jasek, Melissa	P	P	P	P	A	P	P	P	P	P	P	
Kawlewski, Jennifer	A	A	P	P	P	A	P	P	P	P	P	
Michel, Debra	P	P	P	P	P	P	P	A	P	P	P	
Moore, Beth	P	P	P	P	P	P	P	P	A	P	P	
Reifel, Tracy	A	P	P	P	P	P	P	P	P	P	P	
Ridgley, Melissa	A	P	P	A	A	P	A	A	A	A	A	
Roskuski, Michelle	A	P	P	P	P	P	P	A	P	P	P	
Tharp, Rendi	P	P	P	P	P	P	P	P	P	P	P	
Boyle, Amy - HR	P	P	P	A	P	P	P	P	P	A	P	
Hanson, Carrie - HR	P	P	P	P	P	P	P	P	P	P	P	
Nickel, Abbey - M&M	P	P	P	P	P	Maternity	Maternity	Maternity	Maternity	Maternity		
Rosenberger, Carly - M&M						P	P	P	P	P	P	
Wilcox, Alyssa - Chief of Staff	P	P			P			P			P	