

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Chad Cahoon, CSSAC Chair  
**Re:** Minutes for July 9, 2024 meeting via MS Teams

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**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.

- Rendi Tharp 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 2024 minutes.

- Minor typo corrected; otherwise, minutes accepted as written.

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

- Amy Boyle | Vice President for Human Resources
  - Purdue Indianapolis
    - Very few issues with transition on July 1
    - Positions still need to be filled
    - Compensation study being completed
- John Gipson | Chief of Staff to Provost, Assistant Vice Provost for Academic Operations
  - June Board of Trustees meeting
    - One Health – Eric Barker announced as Vice President for Health Affairs
      - Four pillars
        - Health Academic Affairs
        - One health Innovation District – Purdue Indianapolis
        - Life Science/Chem+ Research Facility Study
        - Eli Lilly Partnership
- Ian Hyatt | Chief of Staff to the President – no report

## **Item #5 – Guest Speaker – two for this month!**

- Brenda Coulson, Sr. Director, Talent Acquisition, HR
  - HR Talent Share Pilot:
    - Job shadow program to broaden skill set and gain insight into HR functions
    - Pilot completed June 3 to June 28 with 10 hours per week commitment
      - Strategic Alignment & Satisfaction
      - Pre/Post Survey
      - Learning Outcomes
      - Suggestions for Improvement
      - Conclusions and Next Steps

- Carina Olaru, Director, Latino Cultural Center & Director, Student Advocacy and Education
  - Established in 2003 with All Are Welcome motto
  - Supports students, faculty, staff and alumni
  - Lounge and shared spaces, computer lab, library, conference room, kitchen, shared outdoor space, community garden, and ACE Campus Food Pantry
  - Signature events
    - Faculty and Staff Garden Lunch (July 17)
    - Conexiones Student Retreat (August 24)
    - Express Fest (August 21)
    - National Hispanic Heritage Month (September 16)
    - Dia de los Muertos Celebration (November 1)
  - Recurring Events & Resources
  - Avanzando Through College – civil rights and advocacy organization

**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 Stephanie Butram. This includes awards, trip information, professional development, grants, etc.
- Roll Call – What is your favorite Olympic sport?

**Item #7 – Discussion/Questions of Subcommittee Written Reports**

**Executive**

Cahoon/Rochin Gomez/Jasek

- Leadership team met with MaPSAC for monthly meeting
  - CityBus – no new information on contract
  - Stipend positions Chair and Vice Chair only
  - Potential town hall meeting with HR discuss benefit changes
- 2023-2024 Benefits Joint Stakeholder Meeting – cancelled for June, July is scheduled
- Ideas for guest speakers - send to suggestions to Chad or Jurgen
- Executive Secretary – contact Chad if interested

**Communication**

Butram/Miller

- Working on August newsletter
- Josh Miller – Vice Chair
- Working on getting social media numbers up

**Professional Development**

Atkinson/Flora

- Shawn Flora – Vice Chair
- Working on STAR Program
- Professional Development Minute resumes in August

**Purdue Employees Activity Program (PEAP)**

Michel/Hodge

- Maddie Hodge – Vice Chair
- Possible event for next year – Lafayette Aviators game
- Fowler Theater – working on possible event

**Purdue Discount Program**

Reifel/Pullins

- Chris Pullins – Vice Chair
- Asked for suggestions for businesses

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

Purdue University Fort Wayne	Burton
<ul style="list-style-type: none"><li>• New Vice Chair</li><li>• Finishing personnel changes</li><li>• Working on fundraising for CSSAC</li></ul>	
Purdue University Northwest	Bugg
<ul style="list-style-type: none"><li>• Resource Fair in August</li><li>• CSSAC will meet with new chancellor in August</li></ul>	
Big Ten Collaboration Staff Advocacy	Cahoon/Rochin Gomez/Tharp
College of Engineering Staff Advisory Council	Gad/Ridgley
Eudoxia Girard Martin Award	Jasek/Cahoon
New Employee Experience	Hay/Hodge
Recreational Wellness Advisory Board	Rochin Gomez/Miller
Retirement Investment Planning Meeting	Michel/Flora
Spring Fling	Jasek/Hodge/Brown
Staff Memorial Committee	Cahoon/Rochin Gomez
Survey Oversight Committee	Roskuski/Butram
University Policy Committee	Miller/Atkinson
University Senate	Rochin Gomez/Cahoon
University Senate Advisory	Cahoon/Rochin Gomez
University Senate: Staff Appeals Board Traffic Regulations	Jasek/Gad
University Senate: Committee for Sustainability	Flora/Griffin
University Senate: Faculty Compensation and Benefits	Pullins/Chang
University Senate: Parking and Traffic	Moore/Brown
University Senate: Visual Arts and Design Committee	Martin/Reifel
University Senate: Equity and Diversity Standing Committee	Brown/Pullins

## Item #9 - Bridge Forms

- None

## Item #10 – New business

- New employee Gathering
  - Presented by Professional Development
  - Next scheduled for October
- Member of the Quarter selected: Stephanie Butram

## Item #11 – Unfinished business

- All subcommittee and university assignments are complete
- University committee backup meeting attendance clarification – helpful but not required

## Item #12– Area updates, Items of interest

- None

## Item #13 – Call for Adjournment

Chair called for adjournment.

- Debra Michel motioned to adjourn; Stephanie Butram seconded.
- Meeting adjourned at 3:06 p.m.

*Next full committee meeting scheduled for August 13, 2024, via Teams*

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

