

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Chad Cahoon, CSSAC Chair  
**Re:** Minutes for August 13, 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 1:37 p.m.

### Item #2 - Adoption of Agenda

Chair asked for additions to the agenda.

- Item #7 cancelled
- Shawn Flora 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 July 2024 minutes.

- Minutes accepted as written.

### Item #4– University Officers’ Reports

- Amy Boyle | Vice President for Human Resources
  - 1% merit pool – continuing Bravo+
  - Lily grant - possibility of carpool service for employees
    - Use of Enterprise vehicle
    - Employee assigned vehicle is responsible for vehicle
    - Split gas cost and other savings
  - Staff support/engagement – send Amy ideas for events
- John Gipson | Chief of Staff to Provost, Assistant Vice Provost for Academic Operations
  - Shared about his ride to Indy on the shuttle – available to faculty, staff and students
  - CityBus contract approved for one year - \$25 employee responsibility, Purdue subsidizing the remainder
  - Freshman class – 10,400 approximately
- Ian Hyatt | Chief of Staff to the President

### Item #5 – Guest Speaker

- Lisa Duncan | Nonprofit Engagement Director, Office of the Vice President for Engagement, and Purdue United Way Liaison
  - Purdue United Way
    - Annual employee giving campaign every fall
    - Funds stays in community – 26 guaranteed funded partners
    - Purdue campaign started in the 1980’s
    - Campaign average was approximately 15% of total community campaign; 2023 - \$718,000
    - Reviewed Mission and Vision of United Way of Greater Lafayette
    - Shared what United Way donations support
    - Campus Campaign Kickoff is 9/24/24 from 11:30-1:30 at the Purdue Mall, goal is \$700,000 and 150 new donors
    - Contact [llduncan@purdue.edu](mailto:llduncan@purdue.edu) if interested in helping

**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 – Favorite fair/carnival food

**Item #7 – Professional Development Minute**

- Cancelled - Brenda Coulson | Senior Director, Talent Acquisition – Human Resources

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

**Executive**

Cahoon/Rochin Gomez/Jasek

- Vacation/leave time – benchmark study due in October
- Discussion of CSSAC eligible staff change in benefits; starting point would be to ask for what MaPSAC has
- Parking changes – info from Steven Carn was shared with the committee

**Communication**

Butram/Miller

- Working September newsletter – need info by 17<sup>th</sup>
- Social media interactions going up

**Professional Development**

Atkinson/Flora

- Meeting this week with STAR committee

**Purdue Employees Activity Program (PEAP)**

Michel/Hodge

- Discussing possible events – Holiday World
- Chicago trip cutoff for registration is September 6 for reserving bus

**Purdue Discount Program**

Reifel/Pullins

- One new business in Indy - Club Pilates
- Need replacement for Melissa Ridgley on committee – talk to Chad if interested
- Contacted businesses but have not heard back
- Send suggestions to Tracy

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

Purdue University Fort Wayne

Burton

- Enrollment/retention is up from last year
- New housing on campus
- Mastodon bones found nearby and being displayed on campus

Purdue University Northwest

Bugg

- Watermelons provided to employees
- Scholarships for employees and dependents – essay submissions

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  
University Policy Committee  
University Senate  
University Senate Advisory  
University Senate: Staff Appeals Board Traffic Regulations  
University Senate: Committee for Sustainability  
University Senate: Faculty Compensation and Benefits  
University Senate: Parking and Traffic  
University Senate: Visual Arts and Design Committee  
University Senate: Equity and Diversity Standing Committee

Roskuski/Butram  
Miller/Atkinson  
Rochin Gomez/Cahoon  
Cahoon/Rochin Gomez  
Jasek/Gad  
Flora/Griffin  
Pullins/Chang  
Moore/Brown  
Martin/Reifel  
Brown/Pullins

**Item #10 - Bridge Forms**

- None

**Item #11 – New business**

- None

**Item #12 – Unfinished business**

- CityBus update - was given by John Gipson
- University Committee contact – reach out to Chad if you don't hear from your committee

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

- None

**Item #14 – Call for Adjournment**

Chair called for adjournment.

- Amy Atkinson motioned to adjourn; Shawn Flora seconded.
- Meeting adjourned at 3:14 p.m.

*Next full committee meeting scheduled for September 10, 2024, via Teams*

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

