

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Chad Cahoon, CSSAC Chair
Re: Minutes for September 10, 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 1:31 p.m.

Item #2 - Adoption of Agenda

Chair asked for additions to the agenda. Rendi Tharp motioned to adopt the agenda; Shawn Flora seconded. Motion carried; agenda is adopted.

Item #3 – Approval of Minutes

Chair asked for corrections/changes to the August 2024 minutes. Hearing none, minutes accepted as written.

Item #4– University Officers’ Reports

- Amy Boyle | Vice President for Human Resources
 - Voting – guidance will be forthcoming
 - Compensation team working with Finance regarding Department of Labor requirements
- John Gipson | Chief of Staff to Provost, Assistant Vice Provost for Academic Operations
- Ian Hyatt | Chief of Staff to the President

Item #5 – Guest Speaker

- None

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 Stephanie Butram. This includes awards, trip information, professional development, grants, etc.
- Roll Call – What is your favorite sport to play/watch?

Item #7 – Professional Development Minute

- Microsoft Copilot – Rendi Tharp
 - Microsoft AI product – similar to ChatGPT
 - Log in with university login
 - Use to create presentations, emails, letters, etc.; assists in providing professional writings/documents
 - Timesaving and efficient

Item #8 – Discussion/Questions of Subcommittee Written Reports

Executive

- Office of Research Business Office Fall Retreat – CSSAC presentation

Cahoon/Rochin Gomez/Jasek

- Professional Development with handle
- New Employee Information Session – October 15 at 1 p.m.
- Melissa Hay has stepped down

Communication

Butram/Miller

- Working on October newsletter
- Focusing on Fall events for October
- Article on Discount Program
- Submit items before the 17th for the newsletter
- Social media doing great

Professional Development

Atkinson/Flora

- STAR program meeting next week - hope to have finished graphic
- Will handle new employee info session and Research Business
- Asked for suggestions for Professional Development topics

Purdue Employees Activity Program (PEAP)

Michel/Hodge

- Thanked Stephanie for assistance
- Event suggestions - Wine-tastings, theaters, etc.
- Pacers February 20th – Grizzlies w/Zach Edey
- Chicago trip – November 5th deadline for trip signup

Purdue Discount Program

Reifel/Pullins

- Kaylee Gad – joined
- Waiting to hear from a few businesses
- Asked for suggestions for business or those who might already have Purdue discounts

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

Purdue University Fort Wayne

Burton

- Busy with students back and events
- New employees sitting in on CSSAC meetings

Purdue University Northwest

Bugg

- Coffee with CSSAC – employees ask questions
- Excellence Evolving – new initiative

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

TBD/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 #10 - Bridge Forms

- Employee requested invite to the October New Employee info session – added
- Employee requested info for the Degas collection opening reception – Chad responded to her with info
- Three parking questions – will be forwarded to Parking Services
- Employee with eldercare support concerns – employee doesn't feel there is much support for employees who care for elderly family members; Terri has magazine information she can share with

Item #11 – New business

- United Way Kickoff – September 24
- International Friendship Program looking for volunteers – [link to website](#)

Item #12 – Unfinished business

- None

Item #13 – Area updates, Items of interest

- Tom shared that he rides CityBus and used the app to sign up – Purdue is paying full fare
- Josh shared that Parking Services has moved to Stewart Center on ground floor

Item #14 – Call for Adjournment

Chair called for adjournment. Amy motioned to adjourn; Maddie seconded. Meeting adjourned at 2:26 p.m.

Next full committee meeting scheduled for October 8, 2024, via Teams

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