

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Chad Cahoon, CSSAC Chair  
**Re:** Minutes for January 14, 2025, 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. Stephanie Butram 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 December 2024 minutes. Hearing none, minutes accepted as written.

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

- Ian Hyatt | Chief of Staff to the President - None
- John Gipson | Associate Vice President Academic Operations and Chief of Staff - None
- Amy Boyle | Vice President for Human Resources
  - Performance Management forms launching tomorrow
    - Self-assessments due March 3 – 17
    - Manager reviews, March 8 – April 4
  - Pharmacy changed to Affirmed
    - Questions from MaPSAC about this
    - Will be addressed in Healthy Boiler Newsletter and HR document to clarify
  - Service recognition program: requesting event suggestions, send ideas to Chad for sharing with Amy
  - Karen Plout retiring

### **Item #5 – Guest Speaker**

- Lt. Sarah Clark – Crime Prevention | Campus Safety
  - Civilian Safety Training
    - Prepared, Not Scared and Trust Your Instincts!
    - Use common sense, be cautious, remain calm, be aware, consider response to emergency situations
    - Walking: safety in numbers, be alert, well lit areas, make eye contact
    - Vehicle safety: approach with keys in hand, check cargo area, lock doors upon entering and parked vehicle: windows up, remove keys, remove valuables, remove anything with address
    - Phone and online security: don’t give out personal information, hang up/don’t respond to threatening or obscene call and save info for police report, don’t post information about location or residence
    - Social safety/dating: let others know where you will be, don’t accept food or drink from someone you don’t know
    - Theft/Burglary: keep doors and windows locked at all times, keep valuables secure, don’t carry large amounts of cash, give your property and don’t fight

## 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 – none
- Carrie Hanson – HR Facilitator update
  - Lisa Schroeder: HR Business Partner, will be working with CSSAC and MaPSAC as facilitator
  - Natalia Marulanda: HR Coordinator and Senior Administrative Assistant, providing clerical support
  - Change will allow Carrie to focus on LOD
  - Transition between now and May

## Item #7 – Professional Development Minute

- None

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

### Executive

Cahoon/Rochin Gomez/Jasek

- CSSAC Grant app: March 1 – April 15 – dates to stay same from year to year
- Membership app: March 11 – April 12 – dates to stay same from year to year
- Internal transfer discussion with Amy B. regarding possible guidelines – issues go to HR Business Partner first
- Chris moved to PEAP, Tom and Kaylee (vice chair) to Discount committee

### Communication

Butram/TBD

- Working on February Newsletter
- Social Media: 903 views, 432 reach, up since Christmas, most viewed was Martin Award

### Professional Development

Atkinson/Flora

- Working on revisions of grant application
- STAR program is on track

### Purdue Employees Activity Program (PEAP)

Michel/Hodge

- Working on setting a meeting
- Indiana Pacers game: February 20<sup>th</sup> at 7 p.m.

### Purdue Discount Program

Reifel/Gad

- Several contacts to be made for new businesses

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

### Purdue University Fort Wayne

Rouleau

- Meeting next week – no other updates

### Purdue University Northwest

Bugg

- Christmas Party held
- Next meeting is tomorrow – no other updates

### 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

Hodge

### Recreational Wellness Advisory Board

Rochin Gomez/TBD

### Retirement Investment Planning Meeting

Michel/Flora

### Spring Fling

Jasek/Hodge/Brown

Staff Memorial Committee

- Planning in progress and memorial to be held one day the last week of April

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

Cahoon/Rochin Gomez

Roskuski/Butram

Atkinson/TBD

Rochin Gomez/Cahoon

Cahoon/Rochin Gomez

Jasek/Gad

Flora/Griffin

Pullins/Chang

Moore/Brown

Martin/Reifel

Brown/Pullins

**Item #10 - Bridge Forms**

- Discount question – will send to Tracy
- Traffic appeals – resolved with assistance of Parking

**Item #11 – New business**

- None

**Item #12 – Unfinished business**

- None

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

- None

**Item #14 – Call for Adjournment**

Chair called for adjournment. Tracy Reifel motioned to adjourn; Amy Atkinson seconded. The meeting adjourned at 2:29 p.m.

*Next full committee meeting scheduled for February 11, 2024, via Teams*

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

19 voting members Quorum = 10		6/11/24	7/9/24	8/13/24	9/10/24	10/8/24	11/12/24	12/10/24	1/14/25	2/11/25	3/11/25	4/8/25	5/13/25
1	Atkinson, Amy	P	P	P	P	P	P	P	P				
2	Brown, Tom	P	P	P	P	P	A	P	P				
3	Bugg, Amy (PNW)	P	P	P	P	P	P	P	P				
	Burton, Robert (PFW)	A	P	P	P								
4	Butram, Stephanie	A	P	P	P	P	A	P	P				
5	Cahoon, Chad	P	P	P	P	P	P	P	P				
	Carroll, Jacquie (Emeritus)	P	P	P	P	P	A	A	P				
6	Chang, Anna (Chia Chun)	P	P	P	P	P	P	A	P				
	Fields, Mark (Emeritus)	P	A	A	A	P	P	P	A				
7	Flora, Shawn	P	P	P	P	P	P	P	P				
8	Gad, Kaylee	P	P	P	P	A	P	P	P				
	Girardot, Jalyn (PFW)							P	P				
9	Griffin, Terri	P	A	A	P	P	A	P	P				
	Hay, Melissa	P	P	A									
10	Hodge, Maddie	P	P	A	P	P	P	A	P				
11	Jasek, Melissa	P	P	P	P	P	P	P	P				
	Kawlewski, Jennifer (Emeritus)	A	A	A	P	A	P	A	P				
12	Martin, Ashley	A	P	P	P	P	P	A	P				
13	Michel, Debra	P	P	A	P	P	A	P	P				
	Miller, Josh	P	P	A	P	P	A						
14	Moore, Beth	P	P	A	P	A	P	P	P				
15	Pullins, Chris	P	P	A	A	A	A	A	A				
16	Reifel, Tracy	P	P	P	P	P	P	P	P				
	Ridgley, Melissa	P	A	A	A	P	P	P					
17	Rochin Gomez, Jurgen	P	P	P	P	P	A	P	P				
18	Roskuski, Michelle	P	A	P	P	P	P	A	P				
19	Rouleau, Jessica (PFW)	A	P	P	P	A	P	P	A				
	Tharp, Rendi (Emeritus)	P	P	A	P	P	P	P	P				
	Boyle, Amy - HR	P	P	P	P	A	P	P	P				
	Gipson, John - Provost	A	P	P	A	P	A	A	A				
	Hyatt, Ian - Chief of Staff		A	A	A	P	A	A	A				
	Wilcox, Alyssa - Chief of Staff	P											
	Hanson, Carrie - HR	P	P	A	P	P	P	P	P				
	Schroeder, Lisa - HR								A				
	Natalia Marulanda - HR								P				
	Stover, Carly - M&M	P	P	P	P	P	P	P	P				