

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Chad Cahoon, CSSAC Chair  
**Re:** Minutes for February 11, 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. Tracy Reifel motioned to adopt the agenda; Stephanie Butram seconded. Motion carried; agenda is adopted.

### Item #3 – Approval of Minutes

Chair asked for corrections/changes to January 2025 minutes. Hearing none, minutes accepted as written.

### Item #4– University Officers’ Reports

- Ian Hyatt | Chief of Staff to the President
- John Gipson | Associate Vice President Academic Operations and Chief of Staff
- Amy Boyle | Vice President for Human Resources
  - Self-evaluations to be completed now
  - Benefits completing an updated benefits benchmark – late March, early April completion

### Item #5 – Guest Speaker

- Dr. Anne Edwards, Director, Black Cultural Center
  - Purdue alum and Indiana native
  - Shared information about the Black Cultural Center
    - On campus since 1969
    - Nationally recognized
    - Support, educate, and send off
    - First Year Scholars Program
    - Cultural Art Series
    - Virtual travel experiences and Study Abroad

### 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

### Item #7 – Professional Development Minute

- Managing Stress in the Service Industry | Amy Atkinson

- Center for Healthy Living has resources for managing stress
- Stress could have the same symptoms as illness
- Take time to de-stress

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

**Executive**

Cahoon/Rochin Gomez/Jasek

- Melissa Jasek – leaving CSSAC due new job in Professional/Management position
- Requested those who are interested in executive secretary and vice chair positions for next term
- CSSAC/MaPSAC/HR meeting briefing
  - Benchmarking data
  - Vacation/sick discussion
  - No financial availability for ombudsperson position for staff
- Purdue Day of Giving – April 30, notice going out in newsletter
- Member of the Quarter – Maddie Hodge
- Excellence Awards - taking nominations

**Communication**

Butram/TBD

- March newsletter in the works
  - Purdue Dining article
- Social media – 585 post reach, 5 new followers
  - Top post was Co-Rec cooking class

**Professional Development**

Atkinson/Flora

- Employee/dependent grants ready
- Excellence Awards in the works
- STAR program looking for participants in pilot program

**Purdue Employees Activity Program (PEAP)**

Michel/Hodge

- February Indiana Pacers game coming up – Purdue Pete attending
  - 60 signed up
- April - Bowling Alley reservation for staff and families

**Purdue Discount Program**

Reifel/Pullins

- Discount Corner added to newsletter

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

Purdue University Fort Wayne

Rouleau

- Implementing mentoring program for support staff
- Excellence Award coming up

Purdue University Northwest

Bugg

- Hot Cocoa event for faculty/staff – February 13
- Awarded \$3,000 scholarship for CSSAC employees or dependents

Big Ten Collaboration Staff Advocacy

Cahoon/Rochin Gomez/Tharp

College of Engineering Staff Advisory Council

Gad/TBD

Eudoxia Girard Martin Award

Jasek/Cahoon

New Employee Experience

Hay/Hodge

Recreational Wellness Advisory Board

Rochin Gomez/TBD

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

University Senate

University Senate Advisory

University Senate: Staff Appeals Board Traffic Regulations

- Upheld a few and gave warnings to others

University Senate: Committee for Sustainability

University Senate: Faculty Compensation and Benefits

University Senate: Parking and Traffic

- Veo Scooters coming back to campus in March

University Senate: Visual Arts and Design Committee

University Senate: Equity and Diversity Standing Committee

- A lot of uncertainty going forward – continuing as is until notified otherwise
- Walk for Empathy next week on campus

Atkinson/TBD

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**

- None

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

- None

**Item #14 – Call for Adjournment**

Chair called for adjournment. Maddie motioned to adjourn; seconded. The meeting adjourned at 2:30 p.m.

*Next full committee meeting scheduled for March 11, 2024, Joint Meeting at 2550 dining room*

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

