

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Chad Cahoon, CSSAC Chair
Re: Agenda for April 8, 2025, meeting via MS Teams

1:30 pm

Item #1 – Meeting Call to Order

Quorum was met; Chair called the meeting to order at 1:34 pm

Item #2 - Adoption of Agenda

Chair asked for additions to the agenda. Amy Atkinson motioned to adopt the agenda; Tracy Reifel 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 – CSSAC Chair, Vice-Chair, Executive Secretary and Emeritus Member for 2025-2026. Ballots open and members cast votes until 2:15 pm. All votes have been cast.

- Chair: Stephanie Butram
- Vice-Chair: Kaylee Gad
- Executive Secretary: Maddie Hodge
- Emeritus Member: Anna Chang, Michelle Roskuski

Item #5– University Officers’ Reports

- Amy Boyle | Vice President for Human Resources –
 - Merit 2% pool with 0.5% additional merit option
 - Still looking at shift differential
 - Pay band to increase by 2%. Anyone who falls below the pay band will be raise to minimum and then receive merit. Very few fall below pay band.
 - Telehealth \$5 charge – will be more information coming out on how it will be billed
 - Brenda Coulson has been working on employee value proposition – previously had 18 applicants per position now average 30 applicants per position.
 - Why are we still freezing tuition? Board of Trustee decision.
 - Chinese student update – playing it by ear.

Item #6 – Guest Speaker

- No guest speaker

Item #7 – Announcements

- Reminder for everyone to turn on cameras during the meeting
- Each month, all subcommittees and university committee members should upload minutes to their respective [Teams folders](#) by noon prior to the full committee meeting.
- Subcommittee chairs should review their subcommittee webpage each month. Note any needed changes and send those to Cindy Bryant at davis208@purdue.edu and cc: Lisa Schroeder at schroe37@purdue.edu.
- Subcommittee chairs should send subcommittee items to be published in the newsletter each month Stephanie Butram. Newsletter deadline is the 17th of each month.
- Roll Call

Item #8 – Professional Development Minute

- Chat GPT – Presented by Terri Griffin – Terri provided a very informative session on ChatGPT.

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Cahoon/Rochin Gomez/TBD

- Jurgen Rochin Resignation
- CSSAC Recognition/Orientation/Staff Excellence Award Luncheon – Tuesday, May 27th starting at 11:30 at 2550 in Room 1200D (Dining Room)
- Member of the Quarter – Rendi Tharp
- Insurance – Preventative Prescription Insurance Email – Discussion with Amy Boyle – Amy suggested that we can schedule a meeting with Candace Shaffer for additional information. It was suggested the QRG's be provided to guide employees on how to adjust their HAS/FSA contributions to avoid tax implications at the end of the year.
- Merit – See Amy's update
- University Senate Voting Member – CSSAC has received (1) voting member on the University Senate. This action passed by 88%.
- Internal Transfer Guidelines – have been posted to HR website

Communication

Butram/TBD

- Purdue Day of Giving – April 30th, 2025
- May newsletter new articles on emeritus members
- Social media – 2722 views – 5 new follows – Top: Professional Development Grants 472 views then membership with 262 views.

Professional Development

Atkinson/TBD

- STAR Program – Pilot launch April 15th
- New Employee Information Session – May 20th at 1 pm
- Staff Excellence Award – March 31st deadline
- Employee/Dependent Grants – April 15th deadline
 - Adding Professional Development option to Employee Grant

Purdue Employees Activity Program (PEAP)

Michel/TBD

- Chicago 2025 – Save the Date – December 6th – 40 passenger bus - \$50 per person
- Working on Aviators and Fever games

Purdue Discount Program Reifel/Gad

- Homestead \$5 off of \$25 or more with PUID
- BMW Group Corp – Changes Monthly
- Buffalo Wild Wings on the Levee – 20% discount
- D&D Tax Consulting
- Trish's Red Bird Cafe
- Fowler House Kitchen – Removed
- Discount Corner added to Campus Connection Newsletter

Item #10– Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne

Rouleau

Purdue University Northwest

Bugg

- Updating Website
- Filing Committees
- Coffee Hour
- Starting a Women's Flag Football Team

Big Ten Collaboration Staff Advocacy
College of Engineering Staff Advisory Council
Eudoxia Girard Martin Award
New Employee Experience
Recreational Wellness Advisory Board
Retirement Investment Planning Meeting
Spring Fling

- Thursday, May 22nd

Staff Memorial Committee

- Pending

Survey Oversight Committee

University Policy Committee

- March Meeting was postponed

University Senate

- 88% voted in favor of CSSAC having (1) vote on 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

- New bus company
- More parking areas for Scooters

University Senate: Visual Arts and Design Committee

University Senate: Equity and Diversity Standing Committee

- Resolution PSG – Grad/Undergrad clearly support non-discrimination Policy 235-289

Cahoon/Rochin Gomez/Tharp
Gad/Ridgley
Cahoon/TBD
Hay/Hodge
Rochin Gomez/TBD
Michel/Flora
Hodge/Griffin/Tharp

Cahoon/Rochin Gomez

Roskuski/Butram

Atkinson/TBD

Rochin Gomez/Cahoon

Cahoon/Rochin Gomez

Gad/TBD

Flora/Griffin

Pullins/Chang

Moore/Brown

Martin/Reifel

Brown/Pullins

Item #11 - Bridge Forms - No Bridge Forms

Item #12 – New business

- Prescriptions Benefits – See remarks from Amy Boyle
 - Preventative Medications
 - \$1000 deposited into FSA
- SP Plus (SP+) Bus/City Bus
- Ascension Hospital

Item #13– Unfinished business

- Vacation/Sick Time Benchmarking

Item #14 – Area updates, Items of interest

- Announcement of Election Results – See Above
- Membership Drive – April 12th
 - 10 applications as of 4/8/2025
 - CH/LS - Will you be sending out the interview sign-up emails?
 - Updated Questions will be available to Executive Committee members by the end of the week.
 - Mentorship of new members

Item #15 – Call for Adjournment

Chair called for adjournment. Maddie motioned to Beth Moore motioned and Tracy Reifel second. The meeting was adjourned at 3:04 pm.

Next full committee meeting scheduled for May 13, 2025, via Teams

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