

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Stephanie Butram, CSSAC Chair
Re: Agenda for July 8th, 2025, meeting via MS Teams

1:30 pm

Item #1 – Meeting Call to Order

- Quorum was met; Chair called the meeting to order at 1:32 pm

Item #2 - Adoption of Agenda

- Chair asked for additions to the agenda. Stephanie motioned to adopt the agenda; Maddie seconded. Motion carried; agenda is adopted.

Item #3 – Approval of Minutes

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

Item #4– University Officers’ Reports

- Amy Boyle | Vice President for Human Resources
 - Enhancements to Purdue’s Internal Career Site
 - 2% of workforce for promotions
 - Searches by Rec ID on SuccessFactors

Item #5 – Guest Speaker

- No guest speaker

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.

Item #7 – Professional Development Minute

- Announcement of the Staff Excellence Award Winners
 - First award goes to Scott Hann
 - Second award to Brad Neff

Item #8 – Discussion/Questions of Subcommittee Written Reports

Executive

Cahoon/Hodge/Tharp

- University Senate Vote
 - Voting rights begin next fall term
 - Stephanie will hold the Senate position for CSSAC
- HR Meeting Notes
- Discount Committee Remains with CSSAC
- Emeritus Members (FY26)

- Chad will be Emeritus Chair
- Anna Chang & Michelle Roskuski
- Award Luncheon / New Member Orientation / Member Recognition
 - All nominations for the Staff Excellence Awards and their sponsors will be invited to the Luncheon.
 - Meeting Invite will be sent out after this meeting.
- Membership Updates
 - 11 new members to CSSAC

Communication

Butram/TBD

- May CSSAC Newsletter has been sent out
- Purdue Day of Giving - \$95

Professional Development

Atkinson/TBD

- STAR Program
 - Pilot is going smooth
 - First full session will begin in July
- Employee and Dependent Grants
 - Trying to get set balances annually, as they are continuously fluctuating.

Purdue Employees Activity Program (PEAP)

Michel/TBD

- Aviators – must pay deposit prior to event.
- Indiana Fever – (Aug. 15) requires a \$100 deposit.

Purdue Discount Program

Reifel/TBD

- Indiana Beach
- Sunspot National Market
- Edith's Self Care Shop
- Caressa's Kitchen

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

Purdue University Fort Wayne

Rouleau

- Mentorship and Resource Fair

Purdue University Northwest

Bugg

- CSSAC Involvement with Graduation

Big Ten Collaboration Staff Advocacy

Cahoon/Rochin Gomez/Tharp

- Penn State reached out about Committee Compensation

College of Engineering Staff Advisory Council

Gad/Ridgley

Eudoxia Girard Martin Award

Cahoon/TBD

New Employee Experience

Hay/Hodge

Recreational Wellness Advisory Board

Rochin Gomez/TBD

Retirement Investment Planning Meeting

Michel/Flora

Spring Fling

Hodge/Brown/TBD

- Car Show

Staff Memorial Committee

Cahoon/Rochin Gomez

- President Chiang recorded video to be presented, web page dedicated for Staff Memorial

Survey Oversight Committee

Roskuski/Butram

University Policy Committee

Atkinson/TBD

University Senate

Rochin Gomez/Cahoon

University Senate Advisory

Cahoon/Rochin Gomez

University Senate: Staff Appeals Board Traffic Regulations

Gad/TBD

- Submit complaints if parking signage is unclear.

University Senate: Committee for Sustainability

Flora/Griffin

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

Pullins/Chang
Moore/Brown
Martin/Reifel
Brown/Pullins

Item #10 - Bridge Forms

- Simplified QRG's
 - Should be handled internally with the specific department.

Item #11 – New business

- Reaffirmation of CSSAC's Mission Statement
- Policy and Procedure Updates
 - Senate Voting Rights
 - Complete Review
- Possible CSSAC Spring / Fall Membership Drives
- New CSSAC Members - Mentorship

Item #12 – Unfinished business

- Prescription Benefits Changes
- Vacation and Sick Time Benchmarking

Item #13 – Area updates, Items of interest

Item #14 – Call for Adjournment

- Chair called for adjournment. Amy motioned to Beth Moore motioned and Terri second. The meeting was adjourned at 2:38 pm.

Next full committee meeting scheduled for June 10, 2025, via Teams

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