

CSSAC / MaPSAC Joint Meeting Minutes

March 8, 2022

1:30 p.m. – 3:30 p.m.

Via Teams

1:30 p.m. Item #1 – Meeting Call to Order and Adoption of Agenda

Ward

The Chair called the meeting to order at 1:30pm

A motion to adopt the agenda was made by: Kelsey Chapman

Motion was seconded by: Rendi Tharp

1:45 p.m. Item #2 – Guests

Geiger

President Mitch Daniels

- Covid – campus response
- Performance Assessment period – everyone should be receiving a timely review
- Merit Increases: 4% across campus/1% used for market increases: Academic Advising/ Contracting/ Skilled Trades/ Power Plant-maintenance/ IT/ Business Office Support (entry level) / Vet hospital techs
- Work after Covid – trying to get remote work right, continuing to review remote work situations across campus. Want to encourage where it makes sense. Majority on campus work hybrid.
- Healthcare – emphasis on prevention care.
- Campus is almost at capacity. Continuing to re-evaluate as we reassess our needs (housing, research, etc).

Dr. Jerome Adams, Executive Director of Health Equity Initiatives

- Working directly with Protect Purdue to discuss campus safety/vaccination rates/ masking requirements/ etc.
- Began in October – 3 main priorities
 - o Doubling the number of African Americans in next three years
 - 14 hires in first cluster in the health areas on campus
 - o Find areas on campus that are working on similar projects and combine the efforts and simplify the message Purdue puts out.
 - o Brand of Health Equity – what can we be known for above and beyond others working in similar fields.
 - Astronauts
 - Agriculture – improved nutrition/ food sources
- Positions open in the office for a director and staff position to help spread the health equity in Purdue.

2:30 p.m. Item #3 – University Officers' Updates

Ward

Dr. Deb Nichols, Past Chair, University Senate

- Update on shared governance topic: Board of Trustees meeting in April – if approved, vote campus-wide

Mr. Bill Bell, Vice President for Human Resources

- Groups that will be affected by the market value change will be notified as those changes come into effect.
- Goal to have every pay band change effective on/or by July 1st.

2:45 p.m. Item #4 – Approval of February 2022 Minutes

Ward/Geiger

MaPSAC

The MaPSAC Chair asked for any corrections/additions to the February 2022 minutes.
No changes recommended.

A motion to approve the February 2022 minutes was made by: Kelsey Chapman

Motion was seconded by: JJ Sadler

CSSAC

The CSSAC Chair asked for any corrections/additions to the February 2022 minutes.
No changes recommended.

A motion to approve the February 2022 minutes was made by: Mark Fields

Motion was seconded by: Pam Bender

Item #5 – Announcements

Written reports for all committees are due to [Kristen Miller](#) by noon Thursday prior to the full meeting

Item #6 - Roll Call

Ward/Geiger

- MaPSAC

Members Present: Debbie Bachmann, Stacey Baisden, Colleen Banter, Bill Bell, De Bush, Kelsey Chapman, Stephanie Dykhuizen, Amanda Emmons, Nichole Finley, Regina Gordon, Elizabeth Gray, Carrie Hanson, Abbey Nickel, David Huckleberry, Ryan Ickert, Joe Levell, Kristen Miller, Tony Mull, Christal Musser, Samantha Obeyesekera, Jaclyn Palm, JJ Sadler, Wesley Shoop, Angi Sigo, Michael Springer, Jacquelyn Thomas-Miller, Kerry Ticen, Cameron Ward, Yang Yang

- CSSAC

Members Present: Bill Bell, Pam Bender, Dan Bollock, Carla Briggs, Jacquie Carroll, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Carrie Hanson, Laurie Hitze, Jennifer Kawlewski, Mark Lester, Kristen Miller, Dave Montgomery, Wendy Mouser, Jaylene Nichols, Brandi Plantenga, Jake Seay, Jason Shepherd, Kay Shepherd, Rendi Tharp

3:00 p.m. Item #7 – Sub Committees 21-22 Overview

Geiger

- CSSAC

- Executive
- Communications
- University Relations
- PEAP (Purdue Employees Activity Program)
- Professional Development

- MaPSAC

- Executive
- Membership and Communication
- Compensation and Benefits
- Professional Development

3:30 p.m. Item #8 – MaPSAC Call for Adjournment

Ward

A motion to adjourn the MaPSAC meeting was made by: Kelsey Chapman

Motion was seconded by: Michael Springer

The next regular meeting of MaPSAC will be April 15, 2022 via Teams

Item #9 – CSSAC Business

Geiger

- A motion was made to adopt the Operational Procedures to reflect the new Executive Secretary by: Brandi Plantenga
- Motion was seconded by: Laurie Hitze
- Motion passed
- Nominations open until April 29th at 5pm for Exec Sec & Vice Chair. Melissa and Laurie will reach out to those nominated and they will make a statement before the voting at the beginning of the April meeting.
- University Relations committee is officially going to be renamed to Outreach and Education after taking votes.
 - Looking for ways to promote CSSAC across campus within this group. Brandi is receiving pushback when asking to present to individual departments.
 - Going to work with Bill Bell to continue to find ways to reach new employees (New Employee Experience, etc)
- Subcommittee Timelines: please turn these into Melissa and Laurie so that they can become more up to date with where all of the committees are before the end of the year.

Item #10 – CSSAC Call for Adjournment

Geiger

A motion to adjourn the CSSAC meeting was made by: Brandi Plantenga

Motion was seconded by: Jessica Evans

The next regular meeting of CSSAC will be April 12, 2022 via Teams

Subcommittee Submitted Written Reports

MaPSAC Subcommittee

Compensation and Benefits

February 9, 2022, 12-1pm; Teams; Wesley called the meeting to order at 12:04pm

1. Attendees:

Wesley Shoop, Samantha Obeyesekera, Colleen Banter, JJ Sadler, David Huckleberry, Yang Yang, Kristen Miller, Kelsey Chapman, Adedayo Adeniyi, Philip Price

2. HR Report (Candace)

- a. N/A

3. Adedayo & Philip – Performance evaluation supervisor and staff training update

- a. Pushed training to every staff member and supervisor under “Take Courses” on SuccessFactors called “HR Guidance.” Here, staff and supervisors will see a message that includes links to the trainings that they could complete including a live webinar for supervisors. This is not a mandatory training.
- b. Staff and supervisors can see everything that is provided such as the Annual Performance Assessment Quick Reference Guide to ensure that all staff can see what supervisors have access to.
- c. Guidance is provided to supervisors that explains that a “meets expectations” rating is a strong score. Supervisors are reminded they can use the full range of the scale. It is recommended to first start with “meets expectations” and then have evidence to guide where to land in the final evaluation.
- d. Those who complete the guidance can click “Mark Complete” to have it removed from their To-Do/Take Courses list.
- e. Adedayo and Philip shared that we can receive a report on how many supervisors clicked on “Mark Complete” but cannot compare to those who click on the training materials due to the system’s limitations.
- f. **Recommendation: Include this training in the Chair’s Corner in the next MaPSAC newsletter.**

4. Compensation (David)

David Krull was not in attendance, so the following items were discussed:

- a. The 0-5% language is not on the website anymore and it states to contact Compensation.
- b. The website states that these are *guidelines* and not policies, meaning that senior leadership has the final say.
- c. We will ensure that the individuals who have expressed concerns will be informed about the current status of the guideline and output.
- d. Continue to follow-up with David as needed regarding the discussions that he is having with senior leadership about the differences in external and internal candidates’ compensation decision-making processes.

5. Committee Reports:

- a. Joint Stakeholders meeting (Samantha) – Did not meet. Meeting on 2/14.
- b. Retirement Committee (Colleen) – Meeting in April. Reviewing potential changes and will report out.
- c. University Senate Sustainability Subcommittee (JJ; Anna) — Working on the endowment divestment legislation and working with PGSG and PSG.
 - Could we consider the EV charging stations available on campus that we could provide to more individuals across campus and potential policies?
- d. Parking Violations Committee (secondary member: Wesley) — There is one spot that appears to be a spot but individuals receive a parking violation. The Committee is reviewing it.
 - A question was asked about the parking garages not allowing A-permit workers during game days. Is there a window of time that does not allow A-permit workers to get in free?

6. Old Business

7. New Business

- a. Discuss updates regarding compensation guidelines with David Krull
- b. Update from Adedayo regarding new system for mandatory sign-off for supervisors regarding trainings for annual evaluations. (See #3)
- c. A proposal was submitted to the Executive Committee about adding a new time off category for volunteering. It is a new proposal, but is something to think about between now and when/if it is an agenda item.

8. Additional Discussion

- a. Purdue is building a medical facility on-campus. Should we be part of these conversations. We will invite Candace to the next meeting if the Joint Stakeholders meeting brings up more questions than answers, if necessary.
 - **Update from the 2/14 Joint Stakeholders meeting:** Candace shared that it is still in development and negotiations and nothing is finalized. This would be in the Discovery Park District and would address a community need of not having an ER near campus or on the west-side.
- b. Professional development funds are allocated differently across departments. If funds are assigned, should it be used by the staff members?

9. Next meetings

- a. Joint Stakeholders meeting—Monday, February 14, 9am via Teams
- b. Regular: Wednesday, March 9, 12pm via Teams

10. Adjournment

- a. Kelsey moved; Samantha seconded. No objections. Adjourned at 12:48pm.

Membership & Communications

February 22, 2022 virtual via MS Teams

Attendees

Vice-Chair - Elizabeth Gray
Stephanie Dykhuizen
Nicole Finley
Hugh Gardner
Tony Mull
Kerry Tice
Deidre Bush

Absent –

Chair – Angie Sigo
Stacey Baisden
Amanda Emmons

Membership Drive

- Should we follow up with incomplete applications?
 - If there are incomplete applications, historically, they are removed from the pool as they did not fully apply.
- Membership drive update
 - All areas have enough applications to cover required number of openings. There were a few extra for some of the areas and more are expected to come in closer to the due date.
- Should we send a reminder / post an article
 - A reminder email has been sent.
- Contact Carrie about HR availability
 - Candidates must be sent to Carrie for a availability approval.
 - Historically, sent completed applications a week before the deadline and then the rest of the applications after the deadline.
- MAC availability for interviews
 - Outlook Calendars will be used to schedule interview times.
 - Emeritus members are not required to conduct interviews. However, Stacey has offered her availability to help as needed.
 - Reminder for all Interviewers – Please take very good notes on all interviews.

Meeting Adjourned 1:27

Professional Development

Date / Time: Wednesday, Feb. 8, 2022, 12:15 – 1:15 PM

Location: Zoom

Attendance: Christal Musser, Jaclyn Palm, Megan Brasher, Ryan Ickert, Jackie Thomas-Miller.

Meeting began at 12:17 p.m.

1. Ice Breaker – Polls
2. Speaker Series – Spring 2022 – Hadley Series – Tuesday, February 08, 2022
 - a. Dr. Ellen Kossek
 - b. Partner with Purdue Engineering Staff Leadership Academy
 - c. 92 People Attended
 - d. 2 hour session and event with only 20 minutes left we still had 79 attendees
 - e. Feedback from those that attended good event but 2 hours was a long commitment.
 - f. What can we do to get more attendees including more MaPSAC representation at our Professional Development sessions?
 - g. We had a variety of people attend across campus.
 - h. Feedback from people
 - i. “Helped me realize I was not alone and that my behavior approach and boundary control has changed over the years.”
 - ii. “this should be discussed more often. I would find it very valuable to hear from colleagues on their boundary and focus styles and how they navigate in the workplace. It would allow me to learn people better and know how to work with them in the best ability.”
3. Professional Development Grant
 - a. Grant is open till March. 1st
 - b. Feb. 4th Purdue Today
 - c. Should be posted again in Purdue Today Feb. 18th or 21st.
 - d. 6 applications in the system
 - e. Thank you to Ryan for the article in Purdue Today.
4. Volunteer Time Off for Staff
 - a. I have passed this over to the Compensation and Benefits Committee
 - b. Executive Committee will take a look at the proposal at the next executive committee meeting next month.
5. Exchange group for our professional development committee
 - a. Do we need a list serve for this committee?
 - b. Discussed the possibility of a list serve.
 - c. Christal will speak with Joe about the exchange group.
6. Vice Chair Position starting May / June 2022
7. Any new Business
8. Adjournment 12:36 p.m.

Regional Committees and University Subcommittees

Staff Memorial

Minutes 2-17-22

2:30pm

Attendees:

Amanda Emmons

Melissa Geiger

Laurie Hitze

- Confirmed progress made on current assignments (Most supervisors have replied)
- Laurie made folder in Box for supervisor replies to be placed
- Amanda will follow up with Cameron
- Melissa will start on brochure
- Laurie will start on certificates
- Amanda is prioritizing contact with Mitch Daniels – Confirm date
- Updated Box with new folder for 2022 Minutes

Adjourned

Subcommittee Submitted Written Reports

CSSAC Subcommittee

COMMUNICATION

Communications Subcommittee Meeting 3/3/22

Reviewed Heatmap of Newsletter

When submitting article – submit pictures separate from written article

Topics to add to Newsletter:

- HR Corner
- Co-Rec Corner
- Parking & Transportation Corner

Employee Grants – April 15th Deadline

Membership Applications – fliers to be sent campus mail to areas that don't have regular email access

Special Campus Connection email specifically for membership drive

Future Campus Spotlight Topics:

- Bee Club – honey – Brock Harper
- Wine Grape Team
- Boiler Baskets

Facebook/Twitter:

- Create Social Media Folder for Items posted – easy reference and can utilize for recurring events
- Ukrainian Club – support/donations
- Fun post – Mickey & Minnie Day

Inspirational Quotes – Rendi will work on

Employee Spotlight – start asking interviewee to become a member

Campus Secrets, Treasures, Traditions – future topics

- Purdue Christmas Tree
- World's Largest Drum
- Purdue Powered by Steam
- Tunnels
- Bell Tower and bad luck to walk through it if you haven't graduated
- Smith Hall Creamery history

PEAP

PEAPs minutes for meeting on 3/2/2022

Skillset for PEAP's committee

Communication, Creativity, Research, Follow Through

1st quarter - April 3rd Pacers game scheduled

2nd quarter – idea wine trip; Jaylene will research wine buses trip

3rd quarter – idea Colts game; Jaylene will email Wendy about this activity

4th quarter – Dec 3rd Chicago Trip; Kaylene will setup the contract for two buses

Article for April CCSAC Connect – Kaylene will write up an article for April CCSAC Connect (Due March 22nd)

Check book balance - \$1,102.73

PROFESSIONAL DEVELOPMENT

No Report Submitted.

UNIVERSITY RELATIONS

Minutes: Thursday, February 10, 2022

Present: Jennifer Kawlewski, Brandi Plantenga, Jason Shephard

Absent: Jacob Seay

Called to order: 4:15pm

- I. Welcome
- II. Announcements
 - A. Good News
 - B. Updates around the group
- III. New Business
 - A. Review of last meeting/full meeting: No questions or concerns
 - B. Material for Newsletter (Communications)
 1. Brandi provided information to Mark about eye care at Evans, Piggott, and Finney; however, it will be in March newsletter as they did not return my call by the newsletter deadline.
 - C. Subcommittee – Rename
 1. Options were presented at the full meeting and the voting was opened and sent. As of today 2/10, we have 11 responses:
 - Outreach and Education: 6 votes
 - University Outreach: 5 votes
- IV. Unfinished Business
 - A. Spring 2022 Presentations:
 1. We have a virtual presentation coming up on Tuesday with the Asian American and Asian Resource and Cultural Center (AAARCC) at 1:30 via Zoom. Brandi sent out the calendar invite, please attend if you are able.
 2. Brandi is really struggling to get areas to schedule a presentation.
 - Jason advised that areas in physical facilities are not having regular meetings due to the space limitations with COVID. Not likely we will get any presentations scheduled in those areas.
 - Jennifer shared some virtual lunch/learn possibilities. Being the admission time currently – asking for vice-chair Jennifer to assist if able.
 - Brandi will be reaching out to some administrative areas.
- V. To-Do/Adjourn
 - A. To-Do for next month's meeting:
 1. Keep looking for items we can provide for newsletter.
 2. Continue reaching out for presentations

Adjourned: 4:30pm

Staff Appeal Board for Traffic Regulations

We reviewed 22 citations. We voted to uphold 15 citations and granted 7 appeals w/warnings.

Parking & Traffic

- If you have seen the bicycle stop lights, they are having a positive effect, so PUPD is working with West Lafayette to see if they can get more of them installed throughout key areas of campus.
- Many questions about EV Charging Stations. The EV Charging Stations we currently have were installed in 2011. It was a joint venture with GE and Purdue. They installed 8 charging stations throughout campus. When the charging stations started to fail, the question became, who is responsible for the repairs. It was possible that some of them lacked the proper voltage feeding into the charging station, which may have contributed to some of them failing. Each charging station costs between \$6,500 to \$8,500 each. This does not include the cost of infrastructure. Some complaints have been from non-EV vehicle drivers stating that they are not able to fuel up their personal vehicle at the campus fuel station, so why are EV drivers able to charge up their vehicles free of charge? Some inquired about why Purdue doesn't charge for the use of the station. If Purdue were to charge at the EV station, it would place Purdue into the category of a utility company, which would place a lot of extra regulations upon the university.
- A discussion about what are the best ways to get feedback from the Purdue community pertaining to parking needs was addressed.
- Athletics wanted to put out there early that Purdue's first home football game this Fall will be on a Thursday night (Sept 1).
- City Bus wanted to make sure that people knew that even though the mask mandates have been relaxed on campus, masks are still required while riding the buses.

Visual Arts & Design

Visual Art & Design Committee – Update as of March 2, 2022

The Committee is continuing their partnership with Purdue THINK in utilizing them to secure the collection of data of Art in high traffic areas of campus. After reviewing and discussing Purdue THINK's presentation in December the Committee has incorporated additional pieces that they think are important to include.

- Refining the survey and focus groups.
- Preparation of a consent form for any student taking a survey or participating in a focus group. This is needed in order to use the data in a paper.
- Analyze the data more in-depth
- Include a survey of the art in PMU.
- Filling in missing data for the art descriptions.

Monthly meetings have been cancelled and when Purdue THINK wants to meet to discuss the project and final presentation, meeting invites will be sent.

Volunteers are needed to help with the art survey data. Need to tackle the data that was collected for art in the designated high traffic areas. Includes filling in the missing data. Review descriptions for uniformity and plan for how to analyze data.