



Campus Support Staff Advisory Committee



Management and Professional Staff Advisory Committee

**To:** CSSAC and MaPSAC Members  
**From:** Chairs Laurie Hitze and Amanda Emmons  
**Subject:** Minutes from March 14, 2023 meeting

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**Members present:** Bill Bell, Pam Bender, Carla Briggs, Stephanie Butram, Jacquie Carroll, Mark Fields, Terri Griffin, Melissa Hay, Laurie Hitze, Cheryl Honkomp, Melissa Jasek, Jennifer Kawlewski, Jaylene Nichols, Kathy O'Brien, Khalia Phillips, Tracy Reifel, Melissa Ridgley, Michelle Roskuski, Rendi Tharp, Megan Brashear, Iona Brinson, Kelsey Chapman, Amy Deitrich, Stephanie Dykhuizen, Amanda Emmons, Nicole Finley, Joe Freeman, Hugh Gardner, Elizabeth Gray, Karen Louis, Tony Mull, Christal Musser, Samantha Obeyesekera, Jaclyn Palm, Kim Pearson, JJ Sadler, Wesley Shoop, Angie Sigo, Mike Springer, Jackie Thomas-Miller, Kerry Ticen

**Members absent:** Anna Chang, Beth Moore, Kay Shepherd, Misty Hein, Ryan Ickert, Mark McNalley, Annapurni Subramaniam, Yang Yang

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

The Chair called the meeting to order at 1:34 p.m. Chair asks for any additions to the agenda; hearing none, a motion to adopt the agenda was made by Rendi Tharp and seconded by Tracy Reifel. Motion carries; the agenda is adopted.

### **Item #2 – University Officers' Updates**

Mr. Bill Bell, Vice President for Human Resources

- [Performance Management](#)
  - Self-assessments by March 15 then send to manager
  - Training available in SuccessFactors
    - 1200 people viewed courses (training pushed to everyone)
    - 75 or so attended offered webinars
- [Remote work website updated last month](#)
  - Additional info: updated guidelines, resources, training
  - HR homepage website link
- [Town Hall Forum with President Chiang](#)
  - 100 people watched in person; 284 viewed live stream, and 182 more watched the one-hour recording
  - Many questions/topics were submitted in advance
    - Representative sample of questions was covered
  - As a direct result of CSSAC and MaPSAC active involvement
    - Reviewing of compensation guidelines (2019 live)
      - Internal offers re: promotions
        - Supervisors have more leeway with salary offers for an external vs. internal candidate. Update to allow supervisors to allow up to midpoint for internal candidates.
      - Internals and lateral transfers = same level to same pay band

- If lateral, no increase should be given. What about someone moving to a different job although same level and pay band (both p2). Program adm specialist to operations manager for example
- Retirement plans
  - Police/Fire hourly (consistent) Salaried staff (inconsistent)
    - Plans are very different. Want to ensure they are up-to-date and effective
  - Currently, new employees can submit a waiver for the three-year wait if they meet the criteria
    - Looking at updating our current waiver
  - Currently reviewing different models and benchmarking
    - Increase level of positions that are included from day one
    - Make it the same for everyone

The earliest this would happen is January 2024 but will be effective immediately (current and new staff would qualify)

- Plan/volunteer for Spring Fling, May 25
  - Continuation of traditional events along with some new ones
  - Looking at ways to involve remote staff

### **Item #3 – Approval of February 2023 Minutes**

#### MaPSAC

The MaPSAC Chair asked for any corrections/additions to the February 2023 minutes. No changes recommended. The minutes are adopted.

#### CSSAC

The CSSAC Chair asked for any corrections/additions to the February 2023 minutes. No changes recommended. The minutes are adopted.

### **Item #4 – Announcements**

- Nominations are accepted in March for Vice Chair and Executive Secretary. All nominations should be submitted to Laurie & Rendi or Amanda & JJ by **March 24**. Votes will be taken during the April meeting.
- Written reports for subcommittees and university committees are due by noon Thursday prior to the full meeting. **Please upload to your respective Teams folders.**
- Members are encouraged to turn on their cameras at the start of the meeting.
- CALL OUT! – Spring Fling 2023 has a need for volunteers! Watch for information in Purdue Today in the coming weeks about this opportunity.
- CSSAC Member of the Quarter
  - Received several nominations; Carla Briggs has been chosen! Carla will receive a certificate signed by the chair and vice chair.

### **Item #5 - Roll Call**

What did you want to be when you were a child?

### **Item #6 – Professional Development Minute**

Selling Yourself – performance reviews

Best practices for writing a self-assessment:

1. Be proud
2. Be honest and critical
3. Continuously strive for growth
4. Track your accomplishments
5. Be professional

6.

### **Item #7 – Subcommittee Breakout Rooms**

- Compensation & Benefits / PEAP report out by Kelsey Chapman:
  - Employee Workload & Evaluations/Merit/Goals
  - Fort wayne zoo (discount)
  - Hybrid working, survey completed a year ago? What were the results?
  - Hybrid working and its complications
  - Some campuses not allowing remote work
    - Need clarity what's expected
  - Evaluations
  - Issues with goal setting
    - Asked to show growth when some are happy where they are (meeting expectations)
- Membership & Communications / Communications / Outreach & Education report out by Carla Briggs:
  - Improving Campus Communication & Networking
  - Social media
    - Choosing the right people to lead
    - Choosing right applications for attention
  - Teams folders
  - New employee gatherings
  - Collaborate with other social media groups on campus
  - Networking sessions (brainstorming)
  - Organize new employee meetings
  - Social circle teams, (hobbies etc.)
  - Purdue classroom instructions – use this format for teams meetings
  - Bridge forms how to incorporate
  - PerksConnect – local businesses no longer supported by the program
  - Butler center
  - Women's conference to network
  - LinkedIn learning courses with DEI components
  - Use QR codes on posters around campus
  - volunteer opportunities together
  - how to improve networking
- Professional Development / Professional Development report out by Pam Bender:
  - Promoting job satisfaction & Work/Life Balance
  - No is a complete sentence. Learning to say no. no separation between home/work when remote. Ideas on how to do that.
  - Training and communication – what in a text vs. phone call or chat
  - Support of manager/supervisor when saying no
  - Prioritizing what needs to be done vs what can wait
  - Setting expectations for performance issues
  - Flexible work schedules
  - Performance issues vs. expectations
  - Additional duties = higher pay/promotion
  - Balance
  - Reset expectations, boundaries
  - Value for someone's work

### **Item #8 – Call for Adjournment**

The next regular meeting of CSSAC will be April 11, 2023 via Teams

The next regular meeting of MaPSAC will be April 12, 2023 via Teams

A motion to adjourn the meeting was made by Jaylene Nichols and seconded by Melissa Jasek. With no further business, the meeting adjourned at 3:25 p.m.