

CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES

April 14, 2020

Members Present/Absent	See attached attendance.	
Item #1 Meeting Called to Order & Adoption of Agenda	Meeting called to order at 1:36 p.m. A motion to adopt agenda: Seconded:	J Wampler B Breece B Turner
Item #2 Approval of Minutes	Jeremy asked for any correction/additions to the March 2020 minutes. Hearing no corrections, the minutes are approved.	J Wampler
Item #3 Announcements	<ul style="list-style-type: none"> Reminder that if you are a subcommittee chair, or if you serve on a University committee, you are responsible for submitting a written report to Melissa by noon Thursday prior to the full meeting so that they may be included with the agenda. Alyssa Stevens – resigned, Rene Celeste interim chair of PEAPS Rose Haite – resigned, PNW members are Marla Fund and Amanda Timm Member of the Quarter – May; please submit nominations 	J Wampler
Item #4 University Officers' Reports	<ul style="list-style-type: none"> Daily morning cabinet meetings with President Daniels are now only Tuesday's and Thursday's Safe Campus Task Force established by President Daniels University is communicating as much information as possible Staff promotions and Performance Management Assessments are continuing Merit increases are postponed Staff promotions due at end of April 	Bill Bell VP for Human Resources
Item #5 Standing Committee Written Reports	<p>Executive</p> <ul style="list-style-type: none"> PEAP – R. Celeste volunteered for the remainder of the term; Andi can provide helpful info for the committee Marla Funk and Amanda Timm now PNW members Asked Communications to put out announcements coming from Executive on the website <p>Communication</p> <ul style="list-style-type: none"> No Spotlight this month Jeremy requested Spotlight on service staff Shows appreciation of service staff Nominations requested Possibly Spotlight a group <p>Professional Development</p> <ul style="list-style-type: none"> Grant cutoff – 15th <p>PEAP</p>	J Wampler J Scruggs B Breece R Celeste

	<ul style="list-style-type: none"> Meeting scheduled for Friday – Andi to join University Relations <ul style="list-style-type: none"> Not much happening – will follow up with more information later 	R Celeste
Item #7 Regional and University Reports	Purdue University Fort Wayne <ul style="list-style-type: none"> Waiting on information Executive committee getting information out Purdue University Northwest <ul style="list-style-type: none"> None 	J Miller M Funk
Item #8 Unfinished Business	<ul style="list-style-type: none"> Staff Memorial – canceled for now but might reschedule at later date? Include information in newsletter Spring Fling – canceled Regional visit - canceled 	J Wampler
Item #9 New Business	<ul style="list-style-type: none"> Vice chair nominations Emeritus nominations Will send vice chair and emeritus eligibility lists 	J Wampler
Item #10 District Updates and Bridge Submissions	District I No updates District II No updates District III No updates District IV No updates District V No updates Bridge Submissions <ul style="list-style-type: none"> Service workers unable to attend ACE – Carrie responded to question - if room, they would be considered Unable to use sick time for children out of school – referred to COVID-19 website Why are employees with medical problems as essential workers – referred to COVID-19 website Essential personal using personal time – referred to COVID-19 Employee who said they were required to come in to prove they were sick – Michelle Janssen contacted and responded – would clarify with supervisors 	J Wampler

	<ul style="list-style-type: none"> • Pay custodians with extra money or hazard pay or bonus if they volunteer to work – submitted to President Daniels and committee for review – Jeremy will pass along response • Marie – sent Bill message about PPEs for university workers who have to be on campus – to meet with Bill to get more info; Jeremy also provided the question to President Daniels 	
Item #11 Call for Adjournment	With there being no further business, the meeting adjourned at 3:22 p.m.	B Breece B Turner