

CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES
August 11, 2020

Members Present/Absent	See attached attendance.	
Item #1 Meeting Called to Order & Adoption of Agenda	Chair called the meeting to order at 1:31 p.m. A motion to adopt agenda with changes: Seconded:	J Wampler F Nesvold R Celeste
Item #2 Approval of Minutes	Chair asked for any corrections/additions to the July 2020 minutes. Hearing no corrections, the minutes are approved.	J Wampler
Item #3 Announcements	Reminder that all subcommittee chairs and university committee representatives should submit their written reports to Melissa Jasek by noon Thursday prior to the full meeting so that they may be included with the agenda Member of the Quarter for August is Sara Mellady	J Wampler
Item #4 Election	Special Vote for Chair <ul style="list-style-type: none"> • Sara Mellady is nominee for committee chair • Votes accepted until 4 p.m. via Qualtrics, at which time current Chair will be notified of results 	J Wampler
Item #5 University Officers' Reports	Thanked outgoing members for their contributions Discussed website launched for remote work procedures, resources available and required acknowledgement form <ul style="list-style-type: none"> • 2400 forms completed in first week Discussed remote work (home) set up and equipment tracking resources Referenced Supervisor Toolkit and resources for managers/supervisors leading remote teams Over 700 people requesting accommodations due to health vulnerability and 75% have been closed via alternative work schedules, fittings of PPE, or physical work environment Board of Trustees approved 2021 health plans with information coming out later this week	Bill Bell VP for Human Resources

	<p>HSA contributions to be deposited in full in January</p> <p>Vision coverage will now be separate from medical plans, with preventative coverage provided at no cost to employee (university-paid)</p> <p>Voluntary dental coverage brought up to benchmark; no change to preventative coverage (university-paid)</p> <p>Voluntary benefit programs transitioning from MetLife to Voya</p>	
<p>Item #6 Standing Committee Written Reports</p>	<p>Executive</p> <ul style="list-style-type: none"> 10 member applicants were interviewed and 9 new members were selected <p>Communication</p> <ul style="list-style-type: none"> Spotlight suggestions requested for September <p>Professional Development</p> <ul style="list-style-type: none"> None <p>PEAP</p> <ul style="list-style-type: none"> No meetings for a couple of months but will be meeting today <p>University Relations</p> <ul style="list-style-type: none"> Will be meeting tomorrow 	<p>J Wampler</p> <p>J Scruggs</p> <p>F Nesvold</p> <p>R Celeste (Interim)</p> <p>B Turner</p>
<p>Item #7 Regional and University Reports</p>	<p>Purdue University Fort Wayne</p> <ul style="list-style-type: none"> Preparing for students to return and working thru potential problems Professional development classes provided for all custodial staff and supervisors PFW Prepared programs authorized temporary agency to hire temporary, additional custodians for cleaning and sanitizing <p>Purdue University Northwest</p> <ul style="list-style-type: none"> Four different versions of classes are being offered: synchronous, asynchronous, hybrid or in-person Training with certificate program being offered thru LinkedIn Learning for CSSAC members <p>University Reports</p> <ul style="list-style-type: none"> None 	<p>J Miller</p> <p>A Timm</p>
<p>Item #8 Unfinished Business</p>	<p>Operational procedures state no less than 10 and no more than 23 total members including at-large and regionals. Districts no longer used and counts for areas of membership used as guideline for selecting a diverse group from across campus for membership.</p> <p>Subcommittee assignment list to be completed in the next couple of weeks.</p>	<p>J Wampler</p>

Item #9 New Business	None	J Wampler
Item #10 Areas of Representation and Bridge Submissions	<p>District 1 - None District 2 - None District 3 - None District 4 - None District 5 - None</p> <p>Bridge Submissions Reduction in force (RIF) employees attending Purdue Global to be allowed to continue for one year.</p> <p>Talent Share program is not meant to be replacement or permanent solution for employees.</p>	J Wampler
Item #11 Call for Adjournment	<p>With there being no further business, the meeting adjourned at 3:13 p.m.</p> <p>Motion: Second:</p>	<p>J Wampler</p> <p>S Ostheimer J Shepherd</p>