

# CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES

**June 9, 2020**

<b>Members Present/Absent</b>	See attached attendance.	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	<p>Chair called the meeting to order at 1:31 p.m.</p> <p>A motion to adopt agenda: Seconded:</p>	<p>J Wampler</p> <p>J Shepherd R Celeste</p>
<b>Item #2 Approval of Minutes</b>	<p>Chair asked for any correction/additions to the May 2020 minutes. Hearing no corrections, the minutes are approved.</p>	J Wampler
<b>Item #3 Announcements</b>	<p>Reminder that all subcommittee chairs and university committee representatives should submit their written reports to <a href="#">Melissa Jasek</a> by noon Thursday prior to the full meeting so that they may be included with the agenda</p> <p>Human Resources is requesting CSSAC volunteers for The De-densify Campus Remote Work Best Practices group</p> <p>Melissa will be recording all meetings going forward for note-taking purposes</p>	J Wampler
<b>Item #4 Guest</b>	<p>Protect Purdue Pledge “To protect the health and safety of the Purdue community”</p> <ul style="list-style-type: none"> <li>• Expect each Boilermaker to assume personal responsibility to Protect Purdue – myself, others, our Purdue community</li> <li>• Implement personal health safety practices and protocols</li> <li>• Enact health safety changes in physical spaces</li> <li>• Offer a range of instructional options for students and faculty</li> <li>• Identify and protect the most vulnerable members of the Purdue community</li> <li>• Engage our stakeholders with consistent, compelling and timely communication and clear guidance</li> <li>• Advance our research mission in a safe and responsible way</li> <li>• Anticipate and plan for contingencies</li> </ul> <p>Three Campaign Objectives</p> <ul style="list-style-type: none"> <li>• Create a community-wide mindset and culture that everyone has an obligation to Protect Purdue</li> <li>• Maintain a sense of balance between the seriousness of the situation and the levity needed to encourage sustained engagement across all audiences</li> </ul>	Ethan Braden, SVP Marketing and Communications

	<ul style="list-style-type: none"> <li>• Leverage the “Next Giant Leap” brand guidelines to inform all resources, messages and collateral to extend the life of this work and maintain a campus-wide commitment to the Purdue brand</li> </ul> <p>Small steps can be done by each of us to protect ourselves and each other</p> <p>Phases created to get ready for students, faculty and staff</p> <p>Protect Purdue website is available to answer questions</p>	
<p><b>Item #5 University Officers’ Reports</b></p>	<p>More information and information regarding plans will be coming on Protect Purdue</p> <p>Monday the process was launched allowing people to self-identify as vulnerable due to age and health concerns.</p> <ul style="list-style-type: none"> <li>• Primarily info is needed now for those working on campus. Not needed now for those working remotely.</li> <li>• Important to share information with colleagues.</li> </ul> <p>Please share thoughts, ideas and feedback on effective communication. Partnership with MaPSAC and CSSAC and their newsletters are important part of communication process.</p> <p>Pay/Benefits – communications to come about moving forward after June 30.</p> <ul style="list-style-type: none"> <li>• No planned furloughs, layoffs or reduction in force as part of the planning for the fall semester; more information to come on moving forward.</li> <li>• Board to consider hiring of additional staff, particularly custodial staff, and hiring of contact tracing staff; areas that will be needed.</li> <li>• Some areas will have reduced workloads and Talent Sharing being used to cover areas of increased workloads.</li> <li>• Even with hiring freeze, 25 positions are being actively recruited due to need; all others on hold.</li> </ul> <p>Remote work - looking at several things as they relate to remote work.</p> <ul style="list-style-type: none"> <li>• Board authorized keeping 1/3 of staff working remotely indefinitely.</li> <li>• Need to optimize the experience and move from crisis-induced to intentional.</li> <li>• Need to assist employees with needs at home if they are working remotely and provide resources to make employees successful while working at home.</li> <li>• Working with ITaP and REM regarding technology and work space at home.</li> </ul>	<p>Bill Bell VP for Human Resources</p>

	<ul style="list-style-type: none"> <li>Thinking and working through a lot of remote work questions and issues the next 6 -8 weeks. Looking at making accommodations for those who are most vulnerable.</li> <li>Resources and information available on the HR specific COVID-19 website – training and mental health – and will be working to build out these resources.</li> </ul> <p>MaPSAC members to help with De-Densify Project Team are Greg and Malissa – Questions and concerns should be sent to them and they will relay to the De-Densify team.</p> <p>*****</p> <p>Chronicle of Higher Education – of 914 colleges reporting:</p> <ul style="list-style-type: none"> <li>67% are planning for in- person instruction</li> <li>75% are offering a hybrid of in-person and remote instruction</li> <li>71 or 8% are planning remote only instruction (62 of those are in California)</li> <li>students and parents support return</li> </ul> <p>Fall enrollment</p> <ul style="list-style-type: none"> <li>Mail to President’s office is overwhelmingly supportive of return to on-site instruction from students and parents</li> <li>Beginner acceptance rate higher than expected – projecting roughly 8,500 enrolling for fall</li> <li>Commonly selected courses will be available online – 300+ courses</li> </ul> <p>Protect Purdue</p> <ul style="list-style-type: none"> <li>Important to protect most vulnerable</li> <li>Hold others accountable – make sure students and staff are wearing their masks</li> </ul>	Gina DelSanto Chief of Staff
<p><b>Item #6</b> <b>Standing Committee</b> <b>Written Reports</b></p>	<p><b>Executive</b></p> <ul style="list-style-type: none"> <li>Working on Operational Procedures updates and preparing for review by the Executive Committee</li> <li>Reviewing Areas of Representation updates and preparing for review by the Executive Committee</li> <li>Membership application has been approved and will be sent</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>Membership drive - newsletter</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><b>PEAP</b></p> <ul style="list-style-type: none"> <li>Virtual activity had only one attendee and will discuss this continuing with committee</li> </ul>	J Wampler

	<b>University Relations</b> <ul style="list-style-type: none"> <li>• Committee does not have much going on and is willing to help other committees, if needed</li> </ul>	
<b>Item #7 Regional and University Reports</b>	<b>Purdue University Fort Wayne</b> <ul style="list-style-type: none"> <li>• Waiting on information from WL regarding returning for the fall</li> <li>• Membership drive to take place</li> </ul> <b>Purdue University Northwest</b> <ul style="list-style-type: none"> <li>• Amanda Timm Introduced herself and will be one of two representatives from Purdue Northwest</li> </ul>	 J Miller   A Timm
<b>Item #8 Unfinished Business</b>	<ul style="list-style-type: none"> <li>• Continuing to review and update Operating Procedures</li> </ul>	J Wampler
<b>Item #9 New Business</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	J Wampler
<b>Item #10 District Updates and Bridge Submissions</b>	<b>District I - None</b> <b>District II - None</b>  <b>District III - None</b>  <b>District IV - None</b>  <b>District V - None</b>  <b>Bridge Submissions</b> <ul style="list-style-type: none"> <li>• Suggestion, question, or concern for CSSAC:  To whom it may concern,    I go to the commissioner meetings twice a month and I have to use my personal vacation time to do so. I am aware that people in the military and who are called for jury duty get time off. Would this be something Purdue could do for those of us involved in these meetings? It wouldn't be much time off and it would help with the heat I get from my coworkers for taking time off to do this. It would also allow me to save up some of my vacation hours.    Thank you for your time.</li> </ul> Other items mentioned: <ul style="list-style-type: none"> <li>• Question regarding whether buyouts are available</li> </ul>	

	<ul style="list-style-type: none"> <li>• Possible increase in available sick time</li> </ul>	
<b>Item #11 Call for Adjournment</b>	<p>With there being no further business, the meeting adjourned at 3:22 p.m.</p> <p>Motion: Second:</p>	<p>B Breece M Smith</p>

## Campus Support STAFF ADVISORY COMMITTEE SIGN-IN

<b>Chair:</b>	Jeremy Wampler	<b>Meeting Date:</b>	June 9, 2020
<b>Time:</b>	1:30-3:30 p.m.	<b>Place/Room:</b>	WebEx

	<b>Name</b>	<b>Signature</b>
1	Brenda Breece	Present
2	Rene Celeste	Present
3	Jessica Christian	Absent
4	Marie Edmondson	Present
5	Marla Funk (PNW)	Absent
6	Melissa Geiger	Present
	Rose Haite (PNW)	Resigned
	Alyssa Stevens (Killian)	Resigned
7	Sara Mellady	Present
8	Julie Miller (PFW)	Present
9	David Montgomery	Present
10	Fred Nesvold	Present
11	Sara Ostheimer (emeritus)	Present
12	Jeff Pearson	Present
13	Jacki Prather	Present
14	Abby Props	Present
15	Lela Schwope	Absent
16	Jennifer Scruggs	Present
17	Jason Shepherd	Present
18	Mary Sigman	Present
19	Mandy Smith (emeritus)	Present
20	Amanda Timm (PNW secondary)	Present
21	Brock Turner	Present
22	Jeremy Wampler	Present

- Resource members present – Bill Bell, Gina DelSanto, Carrie Hanson, Melissa Jasek, Abbey Nickel