

CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES
May 12, 2020

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| Members Present/Absent | See attached attendance. | |
| Item #1 Meeting Called to Order & Adoption of Agenda | Chair called the meeting to order at 1:32 p.m. A motion to adopt agenda: Seconded: | J Wampler B Breece D Montgomery |
| Item #2 Approval of Minutes | Chair asked for any correction/additions to the April 2020 minutes. Hearing no corrections, the minutes are approved. | J Wampler |
| Item #3 Announcements | <ul style="list-style-type: none"> • 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 • No regional visit in June but will hold a regular committee meeting • Rose Haite is no longer a CSSAC member. Please remove her from any CSSAC mailing list you may have | J Wampler |
| Item #4 Elections | <p>Remarks from nominees prior to vote</p> <p>Vice Chair –</p> <ul style="list-style-type: none"> • Brock Turner • Lela Schwope • Abby Props • Jackie Prather • Write in <p>Emeritus - 3 spots available</p> <ul style="list-style-type: none"> • Jessica Christian • Jeremy Wampler • Rene Celeste • Brenda Breece <ul style="list-style-type: none"> • Carrie will send Qualtrics voting survey and it closes by 4pm. You may only vote one time, or you may abstain. Be sure to click “submit” so you know your vote is counted | J Wampler |
| Item #5 | <ul style="list-style-type: none"> • COVID cabinet meetings – Tuesday and Thursday | Bill Bell |

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| University Officers' Reports | <ul style="list-style-type: none"> • Safe Campus Task Force – Wednesday • Campus leader updates – Monday and Wednesday evenings • Communications have slowed but are, and will be, ongoing to update staff and students • Remote work to continue until further notice – indefinite for those in non-student support roles; student support staff possibly return in July • Research has started again and is ramping up, continuing slowly in June until students return in Fall 2020 • Amazed at how staff are continuing to keep things up and running while working remotely • Continue to watch emails for updates, messages and videos – share with colleagues • Check COVID-19 website for information as needed • Performance management process continues with adjustments – Manager Assessments due end of May, Calibrations during June • Unknown when hiring will resume • Information to come on procurement of PPE for university use and how needed PPE can be obtained by staff | VP for Human Resources |
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| Item #6 Standing Committee Written Reports | <p>Executive</p> <ul style="list-style-type: none"> • PEAPS – 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"> • None <p>Professional Development</p> <ul style="list-style-type: none"> • None <p>PEAP</p> <ul style="list-style-type: none"> • Abby putting together a couple of things – more info to come <p>University Relations</p> <ul style="list-style-type: none"> • Not much happening – willing to assist others if needed | J Wampler R Celeste R Celeste |
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| Item #7 Regional and University Reports | <p>Purdue University Fort Wayne</p> <ul style="list-style-type: none"> • None <p>Purdue University Northwest</p> <ul style="list-style-type: none"> • None | |
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| Item #8 Unfinished Business | <ul style="list-style-type: none"> • None | J Wampler |

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| Item #9 New Business | <p>Member of the Quarter</p> <ul style="list-style-type: none"> Jeremy presented a member of the quarter certificate to Jackie Prather. Jackie was nominated by Rene Celeste and Jeremy Wampler for May 12, 2020. The certificate will be sent to Jackie. | J Wampler |
| Item #10 District Updates and Bridge Submissions | <p>District I</p> <ul style="list-style-type: none"> No updates <p>District II</p> <ul style="list-style-type: none"> Required flu shots are still a concern for those who cannot have them or choose not to and what the consequences may be <p>District III</p> <ul style="list-style-type: none"> Staff are still concerned about staffing issues Staff are asking about hazard/bonus pay or Bravo awards as a reward for essential employees <p>District IV</p> <ul style="list-style-type: none"> No updates <p>District V PFW Updates</p> <ul style="list-style-type: none"> Some staff returning to campus, most working remotely Commencement canceled Planning committees established for reopening campus Excellence Awards – one service, one clerical were presented <p>Bridge Submissions</p> <ul style="list-style-type: none"> Employee concerned about performance evaluation and was referred to HR Business Partner Questions being asked about mask requirement/availability when employees return to campus - refer to COVID-19 website Concern expressed about flu vaccine requirement - refer to COVID-19 website | <p>R Celeste</p> <p>J Shepherd J Pearson</p> <p>J Miller</p> <p>J Wampler</p> |
| Item #11 Call for Adjournment | <p>With there being no further business, the meeting adjourned at 3:22 p.m.</p> | <p>B Breece J Shepherd</p> |