

**CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES**  
**September 8, 2020**

<b>Members Present/Absent</b>	See attached attendance.	
<b>Item #1 Meeting Called to Order &amp; Adoption of Agenda</b>	Chair called the meeting to order at 1:30 p.m.  A motion to adopt agenda with changes:  Motion: Second:	S Mellady  B Turner F Nesvold
<b>Item #2 Approval of Minutes</b>	Chair asked for any corrections/additions to the August 2020 minutes. Hearing no corrections, the minutes are approved.	S Mellady
<b>Item #3 Announcements</b>	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	S Mellady
<b>Item #4 Guest</b>	Candace Shaffer, Senior Director Benefits  Discussed open enrollment which runs October 28 – November 10 <ul style="list-style-type: none"> <li>• Benefit Education Emails distributed covering a different topic/benefit each week</li> <li>• One-on-One virtual meetings from September 14 – October 23 and need to be scheduled online</li> <li>• Virtual presentations coordinated with major unit leader by HR Business Partners</li> <li>• Medicare/Retirement presentations also available</li> <li>• Other Online Resources include recorded presentations, dedicated website (live September 3) and an online printable guide</li> <li>• In-Person Labs available during open enrollment located at KPTC and by appointment only</li> <li>• 2021 Recommendations were reviewed as well as items for consideration in future years</li> <li>• Questions about prescriptions, flu shots, sick payout at retirement, and HealthSync were answered</li> <li>• PowerPoint presentation was provided to CSSAC members</li> </ul>	C Shaffer

<p><b>Item #5</b> <b>University Officers’ Reports</b></p>	<ul style="list-style-type: none"> <li>• Leadership team meetings continue each morning with President Daniels for COVID updates by implementation task leaders - reviews data from all areas now that students are back</li> <li>• Announced ongoing surveillance testing (random testing of students and staff) <ul style="list-style-type: none"> <li>○ 10% of residential students – living on and off campus</li> <li>○ 10% of employees designated 100% on campus</li> <li>○ 170 roles deemed as critical to core operations (protection and infrastructure) are tested weekly</li> </ul> </li> <li>• COVID-19 Testing Dashboard found on Protect Purdue website contains latest testing numbers and results for students and employees since August 1 -information is updated daily</li> <li>• Provost Akridge conversations on Protect Purdue topics - all about an hour long and can be found on the Provost’s website <ul style="list-style-type: none"> <li>○ Additional conversations may be added depending on the number and types of questions being submitted</li> <li>○ Continue to submit questions</li> </ul> </li> <li>• Visit Protect Purdue website and HR COVID-19 website for resources, best practices and training</li> </ul>	<p>Bill Bell VP for Human Resources</p>
<p><b>Item #6</b> <b>Standing Committee Written Reports</b></p>	<p><b>Executive</b></p> <ul style="list-style-type: none"> <li>• Brock advised that subcommittee chairs have assignments and should be contacting their teams</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Dave advised there are no updates but he has emailed subcommittee members</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Fred suggested LinkedIn Learning course “Impromptu Speaking” by Todd DeWitt</li> </ul> <p><b>PEAP</b></p> <ul style="list-style-type: none"> <li>• Abby advised there is nothing new but first meeting is today</li> </ul> <p><b>University Relations</b></p> <ul style="list-style-type: none"> <li>• Jackie advised there are no updates but an email has been sent to subcommittee</li> </ul>	<p>S Mellady</p>
<p><b>Item #7</b> <b>Regional and University Reports</b></p>	<p><b>Purdue University Fort Wayne</b></p> <ul style="list-style-type: none"> <li>• Christine is new CSSAC chair for PFW and advised the first meeting is next week</li> </ul> <p><b>Purdue University Northwest</b></p> <ul style="list-style-type: none"> <li>• Amanda advised the first meeting is next week</li> </ul> <p><b>University Reports</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>C Hall  A Timm</p>

<b>Item #8</b> <b>Unfinished Business</b>	None	S Mellady
<b>Item #9</b> <b>New Business</b>	<b>Orientation</b> <ul style="list-style-type: none"> <li>• CSSAC Members introduced themselves by stating name, job title, department and years at Purdue</li> <li>• CSSAC Leadership (chair, vice chair and subcommittee chairs) were introduced</li> <li>• CSSAC Governing Policy and Operational Procedures were briefly reviewed and explained</li> <li>• Overview of CSSAC Subcommittees and University Committees with CSSAC representation and member assignments</li> <li>• Overview of CSSAC Meetings and the importance of attendance</li> <li>• Overview of Agenda Format</li> <li>• Reviewed Roberts Rules of Order to be followed during meetings</li> </ul>	S Mellady S Mellady C Hanson Brock Turner Brock Turner Sara Mellady C Hanson
<b>Item #10</b> <b>Areas of Representation and Bridge Submissions</b>	<b>Area Updates</b>  <b>Bridge Submissions</b> Sara explained what Bridge forms are, who receives them, and what they do with them.  <b>Verbal complaint:</b> Custodian called me and was upset that they had found out someone on their crew had tested positive. The custodian was upset that the University did not notify the crew letting them know someone had tested positive. Custodian was fearful that they might have contracted COVID from allegedly positive crewmember. <b>Action/Response:</b> I explained the policies Purdue had in place as well as HIPPA laws. I also emailed VP Bell regarding this situation. I suggested to the custodian that they be tested and quarantine until they receive their results. Contract tracers working with positive individual regarding who they have been contact with.  <b>Verbal complaint:</b> Custodian was concerned that they were being RIF'd because Purdue hired an outside company to help clean and sanitize areas of the campus. <b>Action/Response:</b> Reached out to a trusted source (crew chief) and ask what was going on. Crew chief explained what was going on (Purdue hiring to help reduce strain on custodial workers) but told me they were informed by the higher ups not to share this info with anyone including their crew. Emailed VP Bell about unclear communication and outsourcing rumor. Per VP Bell, outside company to supplement current works; was assured that Purdue was not planning to outsource the	S Mellady

custodial crew and are actively seeking more help and hiring more custodians.

**Verbal complaint:** Custodian walked into my office shared with me how they wanted to quit because they are forced to clean other areas for 5 to 6 hours a day and then expected to clean their own areas within 2 to 3 hours. Another custodian reached out regarding not having enough employees and everyone spread too thin. They have also been getting complaints from other staff and faculty, and are unable to address this because they are being moved around.

**Action/Response:** Emailed VP Bell and Provost, explaining everything going on.

**Verbal complaint:** Staff member came into my office asking what we are going to do if we shut down again. Was scared because they had enough work to do during the last stay at home, but will not have work if it happens again. **Action/Response:** Emailed VP Bell asking about job share and what will happen if we shut down. Goal is to protect campus jobs and leverage the talent-sharing program, offer job reassignments or fill approved vacancies. If people can remain flexible and be willing to take on other or additional duties, this should keep people employed. Forwarded to staff member.

**Online Submission:** Daily parking pass = \$5. Yearly pass is \$250.00 divided by 10 months=\$25.00. If you straight line (based on 20 days/month) that equates to \$1.25/day. Probably too simplistic. My concern is with parking pass fees for remote staff. If you are in the office more than 5 times a month, one will need to pay the full rate. It was stressed the yearly fee is taken out pre tax; not much consolation when you are only coming in 1/2 day or 1 full day /week, and rates haven't increased since 2015 (if I remember correctly). Why is the parking rate so high? Why can't there be a fee structure for staff based on time on campus? Staff that are totally remote saw an increase of \$250 in the paycheck, they can come in after hours, park in a loading zone for 20 minutes to pick up what is needed. Staff are being asked to use internet, electricity, personal computers with no compensation. Those that are needed on campus, only for a short time, 10%-15% of the time should have the parking fee based on the time using parking facilities. Especially the clerical staff, without a raise this year it would be an added bonus to their paycheck. While I know it is difficult to be fair, even to those that cannot work remote, some consideration needs to be given to those that cannot work remote and to staff working remotely. The entire fee structure should be revisited. Just something to consider going forward.

**Action/Response:** Emailed Ben Dispennett from parking; received following response - Thanks for the email. I understand the question and the situation as my wife and I are in the same boat. Both of us are working a hybrid schedule, but we are on campus

	<p>enough times that the annual permit is the better value. The reason for that is the annual permit price hasn't been changed since 2005 and has not kept in step with the rising costs of maintenance and services. Whereas the daily rate has been set more recently (within the past 5 years I believe) and is set at a price point that more closely accurately covers expenses. The parking rates are set to cover the required costs of parking facilities and services. I appreciate the feedback and we'll continue working on ways to keep parking at an affordable value for commuters.</p> <p>Best, Ben</p>	
<b>Item #11 Call for Adjournment</b>	<p>With there being no further business, the meeting adjourned at 3:07 p.m.</p> <p>Motion: Second:</p>	<p>S Mellady</p> <p>B Turner F Nesvold</p>