

**CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES**  
**April 13, 2021**

<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 with changes:</p> <p>Motion:</p> <p>Second:</p>	<p>S Mellady</p> <p>A Kirchgessner J Shepherd</p>
<b>Item #2 Approval of Minutes</b>	Chair asked for any corrections/additions to the March 2021 minutes. Hearing no corrections, the minutes are approved.	S Mellady
<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>Roll Call – favorite movie</p> <p>Member of the Quarter next month – submit nominations via Qualtrics</p> <p>Member resignations received from Abby Props and Rene Celeste</p> <p>New chair of PEAPS and member of executive is Melissa Geiger</p> <p>Purdue Day of Giving - April 28<sup>th</sup></p> <p>Membership Drive begins April 19<sup>th</sup> and ends May 31<sup>st</sup></p>	S Mellady
<b>Item #4 University Officers' Reports</b>	<p>Expressed appreciation to the Staff Memorial committee and President Daniels for the online Staff Memorial service</p> <p>COVID vaccination site is now open and offering Pfizer vaccine:</p> <ul style="list-style-type: none"> <li>• Initially for students to get them vaccinated prior to end of semester</li> <li>• Now open for faculty and staff also</li> <li>• Appointments available</li> </ul> <p>President Daniels announced there will be 3% merit pool for this performance period, effective July 1</p>	<p>Bill Bell VP for Human Resources</p>

	<p>Board of Trustees approved President Daniels recommendation for the addition of three days of winter recess</p> <ul style="list-style-type: none"> <li>University officially closed December 23, 2021 – January 2, 2022</li> </ul> <p>Performance Management</p> <ul style="list-style-type: none"> <li>Manager assessments now occurring along with unit calibrations</li> <li>Promotion period will be effective July 1</li> <li>Over 150 promotions submitted and being reviewed by HR</li> </ul> <p>Healthy Boiler portal</p> <ul style="list-style-type: none"> <li>Looking to replace current portal for one more engaging and easy to use; resources in one place instead of several different sources</li> <li>Options being reviewed from four vendors – one vendor presentation completed with three additional scheduled</li> <li>More information to come on this process; possible decision by end of the month</li> <li>Requested questions or feedback be provided to Brock</li> </ul>	
<b>Item #8 New Business</b>	<p>Vice Chair nominations; vote will be at May full meeting</p> <ul style="list-style-type: none"> <li>Must be in first year of CSSAC</li> <li>Heather nominated by Dave; she accepted</li> <li>Brandy expressed interest and will be added to ballot</li> <li>Laurie expressed interest and will be added to ballot</li> <li>Mark expressed interest and will be added to ballot</li> <li>Nominees will be asked to provide brief comments prior to voting</li> <li>Members must be present to vote</li> </ul> <p>Emeritus</p> <ul style="list-style-type: none"> <li>Final year members are Sara Mellady and Dave Montgomery</li> <li>Both expressed interest and will be added to ballot</li> </ul>	S Mellady
<b>Item #10 Areas of Representation and Bridge Submissions</b>	<p>Performance Management Evaluations</p> <ul style="list-style-type: none"> <li>Concerns expressed about goal ratings varying from unit to unit</li> <li>Ongoing discussions with Bill on the process</li> <li>Submit suggestions or questions to Sara and Brock</li> </ul>	S Mellady
<b>Item #5 Subcommittee Submitted Reports</b>	<p><b>Executive</b></p> <p>End of Year Presentation</p> <ul style="list-style-type: none"> <li>Accepting subcommittee items for end of year presentation to university leadership – due by end of June</li> <li>Will cover the past year and potentially previous years as well</li> </ul> <p>Membership recruitment</p>	Mellady/Turner

	<ul style="list-style-type: none"> <li>• 400+ letters sent from Sara and Brock to potential members and leadership</li> <li>• Nine open positions</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Getting more visibility on social media</li> <li>• Asked the committee follow CSSAC on social media</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Grant applications – 39 dependent applications, 1 employee application</li> <li>• Deadline is April 16, 2021</li> </ul> <p><b>PEAP</b></p> <p>May event - winery tour</p> <ul style="list-style-type: none"> <li>• May 7 – 21, 2021</li> <li>• Event name to be determined</li> <li>• Brochure to be completed soon</li> </ul> <p>June event</p> <ul style="list-style-type: none"> <li>• Art walk – will be a recommendation of places to visit</li> </ul> <p><b>University Relations</b></p> <p>STAR program (PNW)</p> <ul style="list-style-type: none"> <li>• Looked into revamping for West Lafayette campus</li> </ul>	<p>Montgomery/Holley</p> <p>Bender/TBD</p> <p>Props/Geiger</p> <p>Kirchgessner/Plantenga</p>
<p><b>Item #6</b> <b>Regional Campus and University Committee Reports</b></p>	<p><b>Purdue University Fort Wayne</b></p> <ul style="list-style-type: none"> <li>• Currently in spring fling wee - activities for students and carnival for Friday night</li> <li>• In person commencement with limited guests; students to walk across stage to receive diplomas</li> <li>• Plan to open completely by August 9 but wearing masks thru fall semester</li> <li>• PFW prepared committee working on building configurations</li> <li>• Vaccine tracking system being looked at for campus</li> </ul> <p><b>Purdue University Northwest</b></p> <ul style="list-style-type: none"> <li>• Vaccines on campus April 15 and April 22</li> <li>• Homecoming had fireworks, cookout, and yard games</li> <li>• In person classes for fall semester</li> <li>• Outdoor commencement</li> </ul> <p><b>Big Ten Collaboration Staff Advocacy</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>College of Engineering Staff Advisory Counsel</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Employee Assistance Program</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Martin Award</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Healthy Boiler</b></p> <ul style="list-style-type: none"> <li>• Under review with vendors for new platform</li> <li>• One presentation completed; three more scheduled</li> <li>• Send suggestions and comments to Brock</li> </ul> <p><b>New Employee Experience</b></p> <ul style="list-style-type: none"> <li>• HR to submit information on process</li> </ul>	

	<p><b>Protect Purdue</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Recreational Wellness Advisory Board</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Retirement Planning Meeting</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Spring Fling</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Staff Memorial Committee</b></p> <ul style="list-style-type: none"> <li>• Committee: Melissa Geiger, Sara Mellady, Brock Turner, Stacey Baisden, and Cameron Ward</li> <li>• Thanked Melissa Geiger for her work for this event</li> <li>• Thanked Dan Howell, Christine Strawsma and all who helped pull this event together</li> <li>• Brock saw a family at Bell Tower awaiting the chimes</li> <li>• Count of total hits on website was requested</li> </ul> <p><b>Policy Committee</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>University Senate</b></p> <ul style="list-style-type: none"> <li>• Professor Colleen Brady elected new vice chair</li> <li>• Announcement regarding University Senate made at Board of Trustees meeting; details to be provided in the Chairs Corner</li> </ul> <p><b>Staff Appeals - Traffic Regulations</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Sustainability</b></p> <ul style="list-style-type: none"> <li>• Brought in students from other committees to discuss sustainability</li> <li>• Putting together presentation for next Senate meeting</li> </ul> <p><b>Faculty Compensation and Benefits</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Parking and Traffic</b></p> <ul style="list-style-type: none"> <li>• New initiative involves QR codes in parking garages for providing feedback regarding issues in parking areas</li> <li>• Reviewed construction updates for summer and into next year</li> </ul> <p><b>Arts and Design</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p><b>Item #11</b> <b>Call for Adjournment</b></p>	<p>With there being no further business, the meeting adjourned at 2:33 p.m.</p> <p>Motion: Second:</p>	<p>S Mellady</p> <p>J Shepherd B Turner</p>

2:30 pm – Virtual Escape Room