# CAMPUS SERVICE STAFF ADVISORY COMMITTEE MINUTES

## April 13, 2021

<table>
<thead>
<tr>
<th>Members Present/Absent</th>
<th>See attached attendance.</th>
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| 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:  
Motion:  
Second: |
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<td>S Mellady</td>
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<tr>
<th>Item #2</th>
<th>Approval of Minutes</th>
<th>Chair asked for any corrections/additions to the March 2021 minutes. Hearing no corrections, the minutes are approved.</th>
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| 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  
Roll Call – favorite movie  
Member of the Quarter next month – submit nominations via Qualtrics  
Member resignations received from Abby Props and Rene Celeste  
New chair of PEAPS and member of executive is Melissa Geiger  
Purdue Day of Giving - April 28th  
Membership Drive begins April 19th and ends May 31st |
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| Item #4 | University Officers’ Reports | Expressed appreciation to the Staff Memorial committee and President Daniels for the online Staff Memorial service  
COVID vaccination site is now open and offering Pfizer vaccine:  
• Initially for students to get them vaccinated prior to end of semester  
• Now open for faculty and staff also  
• Appointments available  
President Daniels announced there will be 3% merit pool for this performance period, effective July 1 |
|----------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
|         | Bill Bell VP for Human Resources | &al;
Board of Trustees approved President Daniels recommendation for the addition of three days of winter recess
- University officially closed December 23, 2021 – January 2, 2022

Performance Management
- Manager assessments now occurring along with unit calibrations
- Promotion period will be effective July 1
- Over 150 promotions submitted and being reviewed by HR

Healthy Boiler portal
- Looking to replace current portal for one more engaging and easy to use; resources in one place instead of several different sources
- Options being reviewed from four vendors – one vendor presentation completed with three additional scheduled
- More information to come on this process; possible decision by end of the month
- Requested questions or feedback be provided to Brock

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<tr>
<th>Item #8</th>
<th>New Business</th>
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<td>Vice Chair nominations; vote will be at May full meeting</td>
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- Must be in first year of CSSAC
- Heather nominated by Dave; she accepted
- Brandy expressed interest and will be added to ballot
- Laurie expressed interest and will be added to ballot
- Mark expressed interest and will be added to ballot
- Nominees will be asked to provide brief comments prior to voting
- Members must be present to vote

Emeritus
- Final year members are Sara Mellady and Dave Montgomery
- Both expressed interest and will be added to ballot

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<th>Item #10</th>
<th>Areas of Representation and Bridge Submissions</th>
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<td>Performance Management Evaluations</td>
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- Concerns expressed about goal ratings varying from unit to unit
- Ongoing discussions with Bill on the process
- Submit suggestions or questions to Sara and Brock

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<th>Item #5</th>
<th>Subcommittee Submitted Reports</th>
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<td>Executive</td>
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End of Year Presentation
- Accepting subcommittee items for end of year presentation to university leadership – due by end of June
- Will cover the past year and potentially previous years as well
Membership recruitment
- 400+ letters sent from Sara and Brock to potential members and leadership
- Nine open positions

**Communication**
- Getting more visibility on social media
- Asked the committee follow CSSAC on social media

**Professional Development**
- Grant applications – 39 dependent applications, 1 employee application
- Deadline is April 16, 2021

**PEAP**
May event - winery tour
- May 7 – 21, 2021
- Event name to be determined
- Brochure to be completed soon

June event
- Art walk – will be a recommendation of places to visit

**University Relations**
STAR program (PNW)
- Looked into revamping for West Lafayette campus

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<th>Item #6</th>
<th>Purdue University Fort Wayne</th>
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<td>Currently in spring fling wee - activities for students and carnival for Friday night</td>
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<td>In person commencement with limited guests; students to walk across stage to receive diplomas</td>
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<td>Plan to open completely by August 9 but wearing masks thru fall semester</td>
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<td>PFW prepared committee working on building configurations</td>
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<td>Vaccine tracking system being looked at for campus</td>
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**Purdue University Northwest**
- Vaccines on campus April 15 and April 22
- Homecoming had fireworks, cookout, and yard games
- In person classes for fall semester
- Outdoor commencement

**Big Ten Collaboration Staff Advocacy**
- None

**College of Engineering Staff Advisory Counsel**
- None

**Employee Assistance Program**
- None

**Martin Award**
- None

**Healthy Boiler**
- Under review with vendors for new platform
- One presentation completed; three more scheduled
- Send suggestions and comments to Brock

**New Employee Experience**
- HR to submit information on process
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<th>Item #11 Call for Adjournment</th>
<th>With there being no further business, the meeting adjourned at 2:33 p.m.</th>
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<td>Motion: brisk</td>
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<td>Second: brisk</td>
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S Mellady

J Shepherd

B Turner

2:30 pm – Virtual Escape Room