

1:30 pm

**Item #1 – Meeting Call to Order & Adoption of Agenda**

Chair Brock Turner called the meeting to order at 1:31 p.m.

Brock asked for corrections and/or additions to the agenda. Hearing none, a motion to adopt the agenda was made by Jason Shepherd and seconded by Mark Lester. Motion carried.

**Item #2 – Approval of July 2021 Minutes**

Chair asked for any corrections or additions to the minutes; hearing none, the minutes are approved as written

**Item #3– University Officers’ Reports**

Mr. Bill Bell, Vice President for Human Resources

- President Daniels welcome back video released today.
  - Students moving in this weekend, BGR next weekend, classes starting on the 23<sup>rd</sup>.

**Protect Purdue:**

In abundance of caution, Purdue is requiring masks for indoor spaces. Visit [www.protect.purdue.edu](http://www.protect.purdue.edu) for all updates. Bill asked that everyone to encourage individuals who are medically able to receive their vaccination to do so and upload documentation by the August 13 deadline to be eligible for prize. Frequent testing for those who are not vaccinated or have not provided valid proof of vaccination will begin August 23.

**Board of Trustees/Health Plans:**

August 6, the BOT convened at Purdue Northwest – Hammond campus. Candace Shaffer provided an update for 2022 benefit plans:

- No rate increase for employee premium
- Transition back to Delta Dental from anthem starting January 1
- A new vendor has been selected to administer the Healthy Boiler portal
- HSA shifting to encourage staff to earn more of the employer-contributions. Purdue will offer an expanded menu of opportunities to earn dollars.
- Premium for early retirees will increase by 5% for 2022. About 300 of these retirees are 55-65 years old
- Open enrollment will begin 10/29 and continue for 2 weeks through November 9 (includes 2 weekends)

**Future of Work:**

- Committee formed this summer. Faculty and staff had many opportunities for feedback; interviews, surveys and focus groups. Majority believe they do not need to be in the office to be perceived as productive by manager/supervisor.
- Identified that additional training is needed; i.e. Microsoft Teams. Purdue is offering several workshops for Microsoft Teams training. See the [Purdue Today article to register](#).
- Many staff are learning about University property available for home offices
- More information to come after focus group debriefs

#### Item #4 – Announcements

- Reminder that all subcommittee chairs and university committee representatives should submit their written reports to [Carrie Hanson](#) by noon Thursday prior to the full meeting so that they may be included with the agenda
- Roll Call – Favorite thing at the County Fair
- Member of the quarter announcement
  - Mark Lester was named Member of the Quarter for taking extra steps to keep the newsletter and social media updated while the chair was out on leave. Mark received 2 nominations for his excellent work with CSSAC.
- Member recognition – Sara Mellady, Dave Montgomery, Jeremy Wampler
  - Brock – shared some appreciative words about our completing members. Brock will make arrangements to present them with a token of appreciation.

#### Item #5– Discussion/Questions of Subcommittee Submitted Reports

Executive	Turner/Holley
• Preparing for next year	
Communication	Montgomery/Holley
• Transition to new team! Social media	
Professional Development	Bender/TBD
• Community Spirit Award	
• Nominations are being accepted through September 3.	
• Information will be in Purdue Today and CSSAC’s website	
• Identified 4 courses on LinkedIn Learning to share with communications	
• Updating timeline for the upcoming year	
Purdue Employees Activity Program	Geiger/TBD
• Determining committee focus	
• Discussing upcoming trips:	
• Exploration acres	
• December trip to Chicago	
University Relations	Kirchgessner/Plantenga

2:30 pm

#### Item #6 – Guests

Ms. Brenda Coulson, Director Talent Acquisition

Purdue internal career site

- Met with CSSAC some time ago and has some updates to share
- Currently most people use the external site to find a position and then log in to the employee site.
- Working with IT group for authorization. Currently in training environment; hoping to go live soon. Brenda was able to share some rough screens in SuccessFactors. It will look very similar to external site. Building more search filters ex: career stream to make the system user-friendly

#### Item #7 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne	Miller/Hall
• Back to masks inside buildings	
• PFW Ready committee reevaluate Aug 20 before classes	
• Mia Starr new regional representative	
Purdue University Northwest	Stack/Funk
• Masks required inside all buildings	
Big Ten Collaboration Staff Advocacy	Turner/Holley
College of Engineering Staff Advisory Council	Kirchgessner/Geiger
Employee Assistance Program	Turner/Holley
Martin Award	Hitze/Holley

Healthy Boiler	Turner/Holley
<ul style="list-style-type: none"> <li>Adopting a new vendor for the portal</li> </ul>	
New Employee Experience	Plantenga/Nichols
Setting up pilots; Ensuring system is set up for reminders, mentors, training Launch for next year.	
Protect Purdue	Turner/Holley
Recreational Wellness Advisory Board	Lester
Retirement Planning Meeting	XXXXX
Spring Fling	Nichols/Staggs
Staff Memorial Committee	Turner/Holley
Survey Oversight Committee	Hitze
<ul style="list-style-type: none"> <li>Working out the process to streamline the survey process</li> </ul>	
University Policy Committee	Turner
University Senate	Turner
University Senate: Staff Appeals Board Traffic Regulations	Plantenga
University Senate: Committee for Sustainability	Bender
University Senate: Faculty Compensation and Benefits	Turner/Holley
University Senate: Parking and Traffic	Montgomery
University Senate: Vision Arts and Design Committee	Montgomery

**Item #8 – Unfinished business**

- Update on Policy V.B.6 change of term dates
  - Beginning of term will now be June 1 through May 30
  - This year transition year Sept 1 till May 31
  - Year 2 will begin June 1

This will allow CSSAC to be on the same year and MaPSAC and other university committees

**Item #9 – Area updates, Items of interest, Bridge submissions**

- Anthem – email regarding submitting a claim coming to junk email box (individual identifiers) Brock has asked Bill Bell about communicating this issue system-wide
- Received a complaint about parking in Grant Street garage. Forwarded Parking Facilities contact information
- Evening custodial staff complaint – employees asked to move from evening to night shifts. Volunteers were requested. Brock spoke to Admin Ops and found that there are more employees in evening shifts than what was budgeted for. They received enough volunteers for a different shift so no one was forced to move.
- Essential employee is struggling with the local school COVID protocols. Children having to quarantine but some Purdue staff do not have time to take off. Brock will reach out to MaPSAC to see if they are receiving any of these issues, and will forward to VP Bell.

**Item #10 – New Business**

- Subcommittee/University Committee Presentation
  - Brock shared CSSAC committee assignments and stated there is more to come
- Operational Procedures Update discussion
  - Changing term dates
  - Updating some subcommittee items
  - Please discuss other updates with Brock and Heather

**3:30 pm Item #11– Call for Adjournment**

With there being no further business, Brandi Plantenga motioned to adjourn the meeting and was seconded by Mark Lester