

CSSAC

Campus Support Staff Advisory Committee

DRAFT Minutes

Date: December 14, 2021

Place: Microsoft Teams

1:30 p.m. to 3:30 p.m.

Members Present: Bill Bell, Pam Bender, Dan Bollock, Carla Briggs, Jacquie Carroll, Jessica Evans, Mark Fields, , Melissa Geiger, Carrie Hanson, Laurie Hitze, Mark Lester, Kristen Miller, Dave Montgomery, Wendy Mouser, Jaylene Nichols, Abbey Nickel, Brandi Plantenga, Jake Seay, Jason Shepherd, Kay Shepherd, Rendi Tharp, Brock Turner

Members Absent: Marla Funk, Jennifer Kawlewski, Laurie Kender, Amy Kirchgessner, Shawyna Koorsen

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

Chair Melissa Geiger

Melissa Geiger called the meeting to order at 1:37 p.m.

Pam Bender made a motion to adopt the agenda as presented

Brandi Plantenga seconded. Motion carried; the agenda is adopted

Item #2 – Approval of Minutes

Melissa asked for any changes to the December draft minutes; hearing none, Brandi Plantenga made a motion to approve the minutes. Mark Lester seconded. Motion carried; the minutes are approved.

Item #3 – Awards

Eudoxia Girard Martin Award

2021 Recipient: [Cindy Holderbaum](#), Weldon School of Biomedical Engineering

Bill Bell, Vice President for Human Resources, presented the annual award to Cindy Holderbaum. He read excerpts from her nomination and letters of support. VP Bell stated that he was able to meet on-campus with Cindy and her nominator to personally present her award and honorarium letter.

CSSAC Excellence Awards

2021 Recipients:

[Pat Carducci](#), Building Services

[Kathy Obrien](#), Division of Military Science and Technology

Melissa Geiger, CSSAC Chair, presented the annual Excellence Awards to Pat Carducci and Kathy Obrien. Melissa was able to meet both recipients on-campus to personally present their award and honorarium letters. She read excerpts from their respective nominations and support letters.

Item #4— University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

Board of Trustees

- [Approved \\$500 appreciation payment](#) to all eligible staff on December 29
- Approved the 4% merit pool for upcoming year; largest in 20 years
 - Departments have additional dollars available to look at positions to help make pay issues more equitable

Protect Purdue

- Purdue has seen an increase in COVID cases; not unexpected during the holidays as people travel and gather more. Expecting the same during the winter recess.
- Surveillance testing resumes on January 3; routine weekly COVID testing for unvaccinated.
- Hope to start relaxing mandates if everyone does their due diligence in keeping campus safe.
- Keep [Protect Purdue](#) in place throughout the holiday season.
- Encouraged all to watch a quick, [two-minute video](#) with Dean of Pharmacy Eric Barker

Item #5 – Announcements

- Reminder that each subcommittee chair and university committee representatives should submit a written report to [Kristen Miller](#) by noon Thursday prior to the full meeting so that they may be included with the agenda
- Roll Call –

Item #6– Discussion/Questions of Subcommittee Written Reports

Executive

Geiger/Hitze

- If you are a representative to a University committee, please attend all meetings. If you cannot attend a meeting, let Melissa and Laurie know right away

- Executive Secretary

Communication

Lester/Tharp

- Working to ensure we have a great balance in the newsletters

Professional Development

Bender/Kirchgessner

- Excellence awards were presented today
- Grants period will open in the spring for staff and dependents

Purdue Employees Activity Program

Geiger/Nichols

- Chicago trip
 - One bus, 39 attended. Brandi/Melissa went along. Successful trip.

University Relations

Plantenga/Kawlewski

- Worked with 6 areas regarding attending their staff meetings in the new year
- Possible connection with the NEX program (new employee experience)

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

Purdue University Fort Wayne

Koorsen

Purdue University Northwest

XXXX/Funk

Big Ten Collaboration Staff Advocacy

Geiger/Hitze

College of Engineering Staff Advisory Council

Seay/K Shepherd

- (asked for current members to stay on)

Employee Assistance Program

Kirchgessner

Martin Award

Briggs/Evans

Healthy Boiler

Kawlewski/Kender

New Employee Experience

Nichols/Briggs

Protect Purdue

Geiger/Hitze

Recreational Wellness Advisory Board

Lester

Retirement Investment Planning Meeting

Shepherd

- (didn't receive communication)

- Discussion about current investments

Spring Fling

Kirchgessner/Mouser

Staff Memorial Committee

Geiger/Hitze

Survey Oversight Committee

Hitze

- Polled grad research students. How do students feel about the number of surveys they receive?

University Policy Committee

Bollock

University Senate

Geiger

University Senate: Staff Appeals Board Traffic Regulations

Plantenga

- 12 appeals; 9 upheld, 3 appeals granted with warning

University Senate: Committee for Sustainability

Bender

- Will be meeting at the same time as CSSAC

University Senate: Faculty Compensation and Benefits

Geiger/Hitze

University Senate: Parking and Traffic

Lester

- Closing top levels on most garages during winter break in case of snow event
- 2 inches or more is snow emergency. Don't park in those areas!
- Student complaint about lack of parking; C permits available in Wood
- Parking facilities is self-funded. Permit prices have not changed since 2007. One of the lowest in Big 10

University Senate: Vision Arts and Design Committee

Tharp

Item #8 – Member of the Quarter

- The award was presented to Mark Lester for his commitment to CSSAC Communications.

Item #9 – Unfinished business

Melissa Geiger stated that she is working with HR Communications department to offer a date and time block for CSSAC members to have professional photos taken for the website. Please watch for a poll to determine the date.

Item #10 – Area updates, Items of interest, Bridge submissions

Bridge:

1. Can a person's job can be promoted to a higher level with increased responsibilities? Referred to HR compensation
2. Laurie received an inquiry about the possibility of adding a dog park on campus for service dogs.

Item #11 – New Business

- Brandi Plantenga discussed renaming the University Relations subcommittee? Many staff and supervisors are confused about what they do. The purpose is to provide outreach and act as a recruitment tool. Open for suggestions: email those to Brandi by January 7 and will vote on January 11.

Item #12– Call for Adjournment

- With there being no further business, Melissa called for adjournment at 2:48 p.m.

Next full committee meeting scheduled for January 11, 2022 via Teams

Item #6 – Subcommittee written reports follow:

COMMUNICATION Attendees: Mark Lester, Rendi Tharp, Laurie Kender, Carla Briggs, Jacqueline Carroll
Optional: Melissa Geiger, Laurie Hitze

I. Introductions – All members present

II. Recap of Previous Meeting & Newsletter

a) Results/Heatmap - 1421 total clicks on different areas of the newsletter. This is one of the highest number of views of the newsletter. Mark broke the areas down with number of clicks on each area and we were able to review and discuss to analysis areas that generate interest.

III. Upcoming Newsletter - There will be two newsletters distributed in December – December and January. We have realigned the publication dates so that the newsletters will be published the first part of each month.

a) CSSAC Member Spotlight

i) Head shots for all CSSAC members

ii) CSSAC Member of the Quarter – will submit Member of the Quarter for December newsletter

b) PEAP

i) Chicago Trip December 4th #CSSACWindyCity to post pho

c) Inspirational Quotes

d) Purdue Secrets, Hidden Treasures and Traditions

e) Purdue Alumni Spotlight – working on additional ideas

f) Purdue Campus Spotlight – working on contacting areas for spotlight

g) Announcements & Upcoming Events

i) Purdue Global Graduation Recognition

ii) Community Christmas Meals

iii) Thank you to Mitch Daniels and Trustees for Winter Recess

h) HR Topics

i) Changes to Healthy Boiler

i) Newsletter Links

i) Bridge Form Link

ii) CSSAC Home Page

iii) University Relation – Request a Presentation Link

IV. Social Media – Rendi to take over Facebook and Twitter platforms

a) Ideas

i) Blizzard of '78 - pictures and stories

ii) MLK Day and Day of Volunteering – February is Black History Month

iii) New Year's Day Traditions Around the World

iv) Employee Dependent Grant Application only for Purdue Campus students

v) Open Discussion – Brainstorming

V. Adjournment

PEAP

No report submitted

PROFESSIONAL DEVELOPMENT

DATE: 11/9/2021

TIME: 3:30 PM VIRTUAL MEETING - TEAMS

FACILITATOR: PAMELA BENDER

Members Present: Pamela Bender, Daniel J Bollock, Jessica L Evans, Mark Fields

1. Meeting Called to Order and Welcome

2. Unfinished Business
 - a. Jessica volunteered to provide Linked in Courses monthly to the Communication team
3. New Business
 - a. Star Program – Amy unable to attend. No questions at this time regarding the star program
 - b. CSSAC Staff Excellence Award
 - i. Carrie will send nominations to all of us by 5 p.m. Nov. 26. Individually we will score and return scoring sheets to Carrie By December 2.
 - c. No Additional New business
4. Meeting adjourned at 4:00 pm

UNIVERSITY RELATIONS

No report submitted

Item #7 – Regional Committees and University Subcommittees Written Reports

Faculty Comp and Benefits

Faculty Compensation & Benefits Committee Notes from 11/12:

Goal is to move through priorities identified. During previous meeting questions were created for Candance. Discussed are we competitive with our Big 10 Peers. items of note: Premiums for health benefits will increase in 2021. Are benefits easy to access and easy to understand. Need to identify ways to improve the system to eliminate waste: example a colonoscopy versus a home test. Need more understanding regarding preventive care, similar to the RX Savings product but for other health care/tests. Question was raised: Is there a savings to Purdue for these Consumer Driven Plans? Focus for future discussions: Faculty Compensation, Big 10 Disparities, exactly how performance is measured, Department/Rank, Child Care concern on Busing and loss of services.

Martin Award

Date: 11/22/21

Time: 10am - virtual teams meeting

Facilitator: Carrie Hanson

Members Present: Carrie Hanson, Carla Briggs, Stephanie Dykhuizen, Christal Musser, Jessica Evans

1. Call meeting to order
2. Discuss the scoring of each candidate. Each candidates nominations were emailed to the group on 11/16/2021 for each member to score and return by 11/19/21. We had 4 outstanding nominees.
3. 12/9/21 met with the winner and her supervisor at PMU to present the award and take photos. Carrie Hanson, Bill Bell, Carla Briggs, Christal Musser, and Jessica Evans present from the committee.
4. The award will officially be presented at the next CSSAC meeting 12/14/2021.

Parking & Traffic

- During Winter Recess, the top level of the garages will be closed with the exception of McCutcheon. They will all reopen by January 10, 2022/
- 2" or more predicates a snow emergency. Make sure to know where to park if a snow emergency is declared.
- CG permits - Virtually anyone who wants one can get one for Wood Garage.
- Purdue Parking Space Inventory: 7,549 spaces in garages, 10,884 spaces in ground lots and 691 spaces on street parking
- Parking Facilities is self-funded with no general revenues
- Unchanged parking permit prices since 2007

Survey Oversight Committee

1. Welcome Vince Rehfeldt, representative of Purdue Student Government.
2. Report on the PurdueTHINK project: Quantifying the amount of surveying.
3. Report on progress of survey calendar.

4. Discuss a data repository: consider potential usage, risks, necessary functionality, etc.

5. Report on the development of the “Belongingness” question and response scale.

6. Discuss and approve Policy 5-21 (three types of review).

We plan on meeting this Friday, December 10th

Sustainability Committee 12/2:

Poll for spring meeting times redistributed. Alice will select a time for spring meetings and send invite. Platform for spring meetings – stick with Teams, to the annoyance of PNW, PFW, IUPUI members? Or switch to Basecamp/Zoom (advantage of breakout rooms...) – Alice showed a quick illustration of Base Camp – it is a project management that has a calendar, document share, provides ability for regional member to access and participate. Alice will provide a demo at next meeting. Reviewed and discussed Legislation on advocating for divestment of the endowment from fossil fuels (See revised draft here.) to prepare for a vote at next meeting. Discussed what information would we like the Office of the Provost to report on at April Senate meeting. Once identified they will then be handed off to Tony Gillund to review. Things local to Purdue, Influences statewide and Nationally. What are current initiatives for sustainability? What are new initiatives are we planning for sustainability? Bob Kramer volunteered to identify/prepare questions to submit. Discussed how to initiate a survey of academic units about how they have changed their curriculum in light of the climate crisis? Alice identified that we need to ask specific people to participate. How do we do an assessment on how/what departments have done in light of the environmental crisis.