

# CSSAC

Campus Support Staff Advisory Committee

## DRAFT Minutes

Date: November 9, 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, Marla Funk, Melissa Geiger, Carrie Hanson, Laurie Hitze, Jennifer Kawlewski, Laurie Kender, Amy Kirchgessner, Shawyna Koorsen, Mark Lester, Kristen Miller, Dave Montgomery, Jaylene Nichols, Brandi Plantenga, Jason Shepherd, Kay Shepherd, Rendi Tharp, Brock Turner

**Members Absent:** Wendy Mouser, Jake Seay

**Guests:** Frank Dooley, Chancellor Purdue Global

**1:30 pm**

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

Chair Brock Turner called the meeting to order at 1:32 p.m.

Brock asked for corrections and/or additions to the agenda. NEW BUSINESS, MEMBER OF THE QUARTER A motion to adopt the agenda with the addition of two announcements was made by Jason Shepherd and seconded by Brandi Plantenga. Motion carried.

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

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

### **Item #3 – Vote for chair and vice chair**

Both candidates talked about why they chose to run for office. By unanimous vote, Melissa was voted in as chair from November 13 through May 31.

By unanimous vote, Laurie Hitze was voted in as vice chair from November 13 through May 31. She will assume the chair position beginning June 1, 2022.

### **1:45 pm. Item #4- Guest: Chancellor Frank Dooley**

Chancellor Dooley presented information about Purdue Global and answered staff questions.

What dependents can attend? Tuition assistance? See Purdue's FAQ's:

<https://www.purdue.edu/hr/Benefits/employebenefits/feeRemission/pGlobalFAQs.php#collapse2a>

In-person graduations will happen in May, August, December at different locations throughout the country. You can walk within a year of your diploma depending upon where the ceremony is located.

### **Item #5– University Officers' Reports**

Mr. Bill Bell, Vice President for Human Resources

#### **Protect Purdue:**

- Tracking of COVID - surveillance testing is going well and compliance is great. Faculty staff and students are really doing their part. Campus vaccination rate overall is 88%; students are at 88%; faculty at 94%; and staff at 83%. These rates are helping to keep positivity rate low. Employees are able to remove masks when working out.
- Pfizer boosters are available on campus. Will be able to vaccinate children ages 1-5 soon; watch *Purdue Today*.

#### **Open Enrollment:**

87% of benefits eligible employees have enrolled; less than 4 hours left to enroll. Enroll now!

#### 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. Brock reminded all those on University committees to let the chair and vice chair know right away if you cannot attend a meeting. Take notes and submit those each month.
- Roll Call

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

Executive Communication	Turner/Geiger Lester/Hitze
<ul style="list-style-type: none"><li>Met in-person</li><li>Insights from FB, 83.9 women 16 men (likes)</li><li>Laurie transitioning to vice chair</li><li>Laurie Kender moving to newsletter</li></ul>	
Professional Development	Bender/Kirchgessner
<ul style="list-style-type: none"><li>Excellence Award<ul style="list-style-type: none"><li>Hoping for several nominations. Will review later this month.</li></ul></li></ul>	
Purdue Employees Activity Program	Geiger/Nichols
<ul style="list-style-type: none"><li>19 paid registrations for Chicago trip</li><li>112 seats available</li><li>Advertised in Purdue Today on Friday</li></ul>	
University Relations	Plantenga/Kawlewski
<ul style="list-style-type: none"><li>2 presentations in November</li><li>1 presentation in December</li></ul>	
Planning to have a member attend some PEAP trips	

#### Item #6 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne	Koorsen
Purdue University Northwest	Funk
<ul style="list-style-type: none"><li>Campus is busy; returning to “normal”</li><li>Provost email less than 1% have tested positive since fall began</li></ul>	
Big Ten Collaboration Staff Advocacy	Turner/Geiger
<ul style="list-style-type: none"><li>How other universities go through review process</li></ul>	
College of Engineering Staff Advisory Council	Kirchgessner/Geiger
<ul style="list-style-type: none"><li>DSAC awards dinner on December 10</li></ul>	
Employee Assistance Program	Turner/Geiger
Martin Award	Hitze/Geiger
<ul style="list-style-type: none"><li>Send story to committee</li></ul>	
Healthy Boiler	Turner/Geiger
New Employee Experience	Plantenga/Nichols
<ul style="list-style-type: none"><li>Reach out program to new hires to be sure they are hitting all the marks</li><li>Within the next year</li></ul>	
Protect Purdue	Turner/Holley
Recreational Wellness Advisory Board	Lester
Retirement Planning Meeting	Carroll
<ul style="list-style-type: none"><li>Meeting November 16</li></ul>	
Spring Fling	Nichols/Staggs
Staff Memorial Committee	Turner/Geiger
Survey Oversight Committee	Hitze
University Policy Committee	Bollock
University Senate	Geiger

University Senate: Staff Appeals Board Traffic Regulations	Plantenga
<ul style="list-style-type: none"> <li>• 5 appeals; appealing again</li> <li>• 6 more appeals at next meeting</li> </ul>	
University Senate: Committee for Sustainability	Bender
<ul style="list-style-type: none"> <li>• Meet every 2 weeks</li> <li>• Sustainability presentations; recycling</li> </ul>	
University Senate: Faculty Compensation and Benefits	Turner/Geiger
University Senate: Parking and Traffic	Lester
<ul style="list-style-type: none"> <li>• Harrison /grant garage has QR codes for reporting issues</li> <li>• PUPD bike patrol <ul style="list-style-type: none"> <li>○ Skate boarders able to run from police on bike</li> <li>○ Purchased electric bikes</li> <li>○ Will have 2 teams</li> </ul> </li> <li>• License plate readers are not working at grant</li> <li>• Student complaints about parking availability</li> </ul>	
University Senate: Vision Arts and Design Committee	Tharp-
<ul style="list-style-type: none"> <li>• Meeting monthly. Recording all art on campus. More to come.</li> </ul>	
Equity & diversity	Kirchgessner
<ul style="list-style-type: none"> <li>• Most meeting information is confidential</li> <li>• Me2 movement</li> </ul>	

#### **Item #7 – Unfinished Business**

**Those who registered to participate in the Shared Governance working groups, more information will be coming soon.**

**Operational procedures will be passed to Melissa and Laurie**

#### **Item #8 – Area updates, Items of interest, Bridge submissions**

- Purdue global – addressed
- Best practices when working with an advisor

#### **Item #9 – New Business**

Member of the Quarter

- Nominations should be submitted by November 30

#### **Item #10– Call for Adjournment**

With there being no further business, the meeting adjourned at 3:35 pm.

Minutes by: Carrie Hanson, Resource Member