

CSSAC

Campus Support Staff Advisory Committee

Meeting Minutes
Date: August 9, 2022
Location: Microsoft Teams
1:30 P.M. to 3:30 P.M.

Attendees:

Laurie Hitze, Rendi Tharp, Kay Shepherd, Pam Bender, Dan Bollock, Jacquie Carroll, Anna Chang, Melissa Hay, Bethany Hohman, Jennifer Kawlewski, Mark Lester, Crystal Munoz, Jaylene Nichols, Kathy Obrien, Khalia Phillips, Michelle Roskuski, Bill Bell, Carrie Hanson, Kristen Miller, Abbey Nickel, Andrew Robison

Absent:

Carla Briggs, Mark Fields, Shawyna Koorsen, Melissa Ridgley, Jason Shepherd

1:30 PM Item #1 – Meeting Call to Order & Adoption of Agenda

Chair - Laurie Hitze

The Chair called the meeting to order at: 1:32 PM

The Chair asked to make a change to the agenda. The scheduled guest speakers were unable to attend.

Andrew Robison will be the guest speaker at 2:45pm today instead and the original speakers will be rescheduled to next meeting.

Motion to adopt the agenda was made by: Mark Lester

Motion was seconded by: Kay Shepherd

Item #2 – Approval of Minutes

The Chair asked for any corrections/additions to the July 22 minutes.

No changes were recommended.

Motion to approve the July 22 minutes was made by: Jennifer Kawlewski

Motion was seconded by: Melissa Hay

1:45 PM Item #3 – Guest Speakers

Presenter: Andrew Robison, Director of Residential Housing Operations

Topic: Purdue History

Mr. Robison spoke about Purdue's role in history and culture, discussed trivia and urban legends about campus, and some of Purdue's most notable people. We learned about the founding of Purdue, how we got the "Boilermaker" name, and the origins of the famous "One Brick Higher" statement that was made in the aftermath of the 1894 Heavilon Hall fire.

Item #4 – University Officers' Reports

VP for Human Resources - Bill Bell

- The childcare facility has officially opened with a 1/3 increase in the overall capacity.
- We discovered employees could no longer see their pay band in SAP. The issue has been fixed and everyone should be able to view that information now.
- The Board of Trustee's recommendations for 2023 benefits were adopted. There will be no employee premium increase for the 4th year and employees that are enrolled as of November 1st will receive an appreciation rebate. An equal amount equivalent to 2 months of the average premium amount.
- Our premium rates have saved an estimated \$40 million in healthcare costs due to maintaining premium returns.
- Annual employee physicals are at an all-time high of 57%. Mammograms remain relatively consistent, up to 60%, and colonoscopies have increased as well.
- The leadership team is still meeting to continue discussing COVID-19 and possibly sharing info about Monkey Pox concerns.

Item #5 – Bridge Discussion

- We received a message from a group of meal service workers that get free meals due to their positions. They often eat lunch with the custodian that takes care of the area where they work. The custodian has to buy or bring their own lunch even though they technically work in that area. The meal service workers want to get the same benefit for the custodian. Laurie will forward the bridge form to Bill Bell.

- Bridge Form – We are still working on the reimbursement request for employees that use their personal vehicles to run errands for work.
- Bridge Form - Employee workload, we are still working on the work life balance.

Item #6 – Announcements

- Kristen Miller will be out starting in October. Send minutes to [Kay Shepherd](#) and lod@purdue.edu.
- CSSAC is accepting Member of the Quarter nominations. Please send your nominations using our [Qualtrics Survey](#).
- Reminder: Written reports for all committees are due to [Kristen Miller](#) and [Kay Shepherd](#) by noon Thursday prior to the full meeting.
- Watch for your University subcommittee announcements. Don't forget to send your notes from these meetings to [Kristen Miller](#) and [Kay Shepherd](#).
- Roll Call: Share the most memorable vacation you've ever had.

Item #7 – Membership/Orientation/Subcommittee Assignments

- We received 13 full applications for our second membership drive.
- We need to do orientation for these new members and for the newer members that missed it earlier this year.
- We've been discussing the possibility of increasing our membership numbers. We'll need to have a final vote by the full committee. We have to do a policy change to increase the number of members and we could also add 2 'members at large.'
- We need to know if CSSAC members are employed Full Year vs Academic Year so we can have a plan in place for their expected committee participation.
- Please notify the Executive committee if you have to miss a meeting. Attendance is important in order to have a quorum to start meetings and also be aligned with our policy.
- Staff Appeals Board Traffic Regulations representative from CSSAC needs replacement.
 - Melissa Hay will take that position.
- Wendy Mouser has left and we'll need to replace her on Spring Fling committee to ensure we have 2.
 - Jennifer Kawlewski will take that position.

Item #8 – Professional Growth

Bollock/Fields

Dan Bollock presented on LinkedIn Learning. It's free for employees and available through SAP. Dan discussed some of the available options, various types of courses and the levels available from beginner to expert.

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Hitze/Tharp/K Shepherd

Communication

Briggs/Hay

- We are doing well on social media and increasing followers. Please follow if you can.

Professional Development

Bollock/Fields

- We are working on awards that are coming up in Sept-October, and the Star program.

Purdue Employees Activity Program

Kawlewski/Carroll

- We discussed how to access our bank account, frequency of meetings.
- Plan to work on go on your own events.
- Questions regarding who is eligible to go on trips? Faculty/staff/grad students and their family/friends as long as they pay.

Outreach & Education

Shepherd/O'Brien

- Committee is working on membership changes due to loss. Cathy O'Brien is helping to get us setup on the change in responsibilities.

Item #10 – Discussion/Questions of Regional and University Committees Submitted Reports

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| Purdue University Fort Wayne | Koorsen |
| Purdue University Northwest | Phillips |
| Big Ten Collaboration Staff Advocacy | Hitze/K Shepherd |
| College of Engineering Staff Advisory Council | Tharp |
| Martin Award | Munoz/Carroll |
| Healthy Boiler | Kawlewski/Mouser |
| New Employee Experience | Tharp/Briggs/Bender |
| Recreational Wellness Advisory Board | Lester/J Shepherd |
| Retirement Investment Planning Meeting | J Shepherd/O'Brien |
| Spring Fling | Kawlewski/Mouser |
| Staff Memorial Committee | Hitze/Tharp |
| Survey Oversight Committee | Bender/Roskuski |
| University Policy Committee | Nichols |
| University Senate | Hitze |
| University Senate: Staff Appeals Board Traffic Regulations | Plantenga/Lester |
| University Senate: Committee for Sustainability | Nichols/Fields |
| University Senate: Faculty Compensation and Benefits | Hitze/Bollock |
| University Senate: Parking and Traffic | Lester |
| University Senate: Visual Arts and Design Committee | Hohman/Geiger |

Item #11 – Unfinished Business

- Meet Me at the Union will become a shared responsibility for Outreach & Education and the Executive Committee. Discussing what day of week do we want to have it, sharing it on social media, sending calendar invites to specific departments? To assist with networking, the exec committee will start it off and then hand it over to Outreach and Education. We are also looking into possibility of a way to do something similar for remote employees.

Item #12 – Area updates, Items of interest

- Brown Bag Lunch to be shared responsibility for Outreach & Education and Executive Committees.
- Boiler Share Symposium will become Outreach & Education's responsibility next year.
 - We had a table set up but didn't have many visitors due to the location. We think we could do a presentation next year with more notice.

Item #13 – New Business

- CSSAC committee budget overview and discussion. The executive committee will share the budget with committee.
- Shared activities of people interested – we are collecting responses and connecting people on shared interests across campus to encourage community and networking.

Item #14 – Call for Adjournment

A motion to adjourn was made by: Mark Fields

Motion was seconded by: Rendi Tharp

Meeting was adjourned at: 3:28 PM

Next full committee meeting scheduled for September 13, 2022 via Teams.

Item #9 – Subcommittee Written Reports Follow:

COMMUNICATION

N/A

PEAP

N/A

PROFESSIONAL DEVELOPMENT

N/A

OUTREACH & EDUCATION

N/A

Item #10 – Regional Committees & University Subcommittees Written Reports Follow:

N/A