

Present: Bill Bell, Pam Bender, Dan Bollock, Carla Briggs, Stephanie Butram, Jacquie Carroll, Anna Chang, Mark Fields, Terri Griffin, Carrie Hanson, Melissa Hay, Laurie Hitze, Bethany Hohman, Melissa Jasek, Jennifer Kawlewski, Beth Moore, Jaylene Nichols, Abbey Nickel, Kathy Obrien, Khalia Phillips, Tracy Reifel, Melissa Ridgley, Michelle Roskuski, Kay Shepherd, Melissa Taylor, Rendi Tharp

Absent: None

1:30 pm

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

Chair Laurie Hitze

Carrie Hanson noted that the quorum was met; Chair Laurie Hitze called the meeting to order at 1:31pm.

Laurie asked for additions to the agenda; Add “open enrollment ends at 6pm” and “Member of the Quarter Nominations” to Announcements; Add “New Member Orientation” to Membership/Orientation/Subcommittee Assignments; Add “Professional Development Minute” as a new item #8; Add Melissa Jasek to the Spring Fling committee. Rendi Tharp motions to adopt the agenda with the noted changes, Jaylene Nichols seconds. Motion carries: the agenda is adopted.

Item #2 – Approval of Minutes

Laurie asked for corrections/changes to the minutes from October. Hearing none, motion to approve the minutes as written was made by Dan Bollock, seconded by Jaylene Nichols. Motion carries: the October minutes are approved as written.

Item #3– University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources

- Open enrollment closes at 6pm. Reminder that if you participate in an HSA and/or FSA, those amounts do not roll over; you must reenroll. You must declare whether you and your spouse are smokers, and whether you will be covering your spouse.
 - HR is aware of an issue with incorrect rates being shown on summary pages of benefits. Calculation error on the statement, no issue with the back end or costs of individual’s benefits.
- Provost stepping down from role effective end of year. An internal search committee has been formed.

Item #4 – Announcements

- Turn on cameras
- Reminder: Written reports for all committees are due to lod@purdue.edu by noon Thursday prior to the full meeting.
- Please review your personal information on the CSSAC website directory. Send changes to lod@purdue.edu
- Kay Shepherd – rescinded her resignation and will stay on as a member.
- Open enrollment ends today at 6pm
- Member of the Quarter nominations due – Laurie will send a link to the nomination form. This will be announced in December meeting
- Roll Call – Favorite Movie Quote – Can you guess which movie?

Item #5 – Membership/Orientation/Subcommittee Assignments

- New Member Introductions – Name/Dept/Length of Employment
- Welcome to our newest members! Stephanie Butram, Terri Griffin, Melissa Jasek, Beth Moore, Tracy Reifel, Melissa Taylor
- Spring Fling – Laurie added that with the return of spring Fling in 2023, one or two more members are welcomed to participate on the committee. Those interested should send an email to Rendi, Laurie, and Carrie
- Orientation for new members will be held virtually on November 16 at 2pm

Item #6 – Discussion/Questions of Subcommittee Written Reports

Executive	Hitze/Tharp
No report	
Communication	Briggs/Hay
• Early deadline in December for newsletter due to holidays	
Professional Development	Bollock/Fields
• Dan Bollock has been promoted to a professional position. Pam will step into interim chair position through the end of May. Mark Fields will remain vice chair and become chair in June 2023.	
• Moving forward with STAR program. It’s a certificate program focused on service staff to help with furthering education.	
Purdue Employees Activity Program	Kawlewski/Carroll
• Two buses reserved for Chicago trip	
• Looking at GOYO (Go On Your Own) events during the holidays	
Outreach & Education	Obrien/Jasek
• New Employee Luncheon – WANG 2501 – 3 rd Tuesday Month	
• November 15 is next luncheon	

Item #7 professional development minute

Dan Bollock presented his top 10 virtual meeting tips:

- Dress professionally
- Arrive early
- Have an agenda and follow it
- Mute yourself
- Don’t do work on your computer or look at your phone (multi task)
- Be aware of your background
- Have everyone introduce themselves – if in a new group
- End the meeting on time
- Keep your camera on
- Make sure your connections are good and know the menus and buttons for the program you are using

Item #8 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne	Honkomp
Purdue University Northwest	Phillips
Big Ten Collaboration Staff Advocacy	Hitze/Shepherd
College of Engineering Staff Advisory Council	Tharp
Martin Award	Carroll/Jasek
Healthy Boiler	Kawlewski/Carroll
New Employee Experience	Tharp/Briggs/Bender
Recreational Wellness Advisory Board	Xxxxxx/Xxxxxxx
Retirement Investment Planning Meeting	Xxxxxxxx/O’Brien
Spring Fling	Kawlewski/Tharp/Jasek
Staff Memorial Committee	Hitze/Tharp
Survey Oversight Committee	Bender/Roskuski
University Policy Committee	Nichols
University Senate	Hitze

University Senate: Staff Appeals Board Traffic Regulations
University Senate: Committee for Sustainability
University Senate: Faculty Compensation and Benefits
University Senate: Parking and Traffic
University Senate: Visual Arts and Design Committee

Xxxxxxx/Xxxxxxx
Nichols/Fields
Hitze/Bollock
Xxxxx
Hohman

Item #9 – Unfinished business

- Social Circles
 - Laurie created a Teams model
 - Volunteering and brainstorming
- Barnes & Noble
 - December 7
 - Sign up sheet, donations
 - Will receive a gift card

Item #10 – Area updates, Items of interest, and Bridge Submissions

Tracy Reifel asked if anyone knows who to contact regarding having vending machines installed into new buildings on campus? Rendi will research and report back.

Bridge Submissions

Is anything being discussed at the university to reflect the enormous cost of living increases that everyone has been experiencing? Our raises over the past few years have been quite small, and while I am thankful for them, the cost of living is making it harder every single day. In addition, promotional opportunities seem to be meager at this time for certain positions as it seems departments/colleges are cutting positions and reassigning work onto existing staff members with no additional compensation.

Answer: VP Bell – at this point, till we start to work on next year budgets, there is no large-scale effort currently. We will continue to look at market rates this spring and look for opportunities for strategic investments.

Mark Fields asked CSSAC to address an issue with employees having to move cars during days with Athletic and other events on campus. VP Bell asked Laurie and Rendi to organize the issue and send the information to him. He can forward the information appropriately to Administrative Ops and Athletics.

Item #11 – New Business

- Operating Procedure Updates
 - Executive Secretary
 - At-Large Member

Everyone has received a copy of the updated Operating Procedures with the revised wording. Please review carefully, send any suggested edits to Laurie, Rendi and Carrie before the next meeting. We will vote to adopt at the December meeting.

Item #12 – Guest Speakers

- Melissa Newell, Clinical Assistant Professor of Speech, Language and Hearing Sciences
- Remingtin Mickle, Coordinator LPDI
 - Members were given the opportunity to complete a Strengths Assessment. Remingtin presented an interactive discussion, allowing members to discuss their strengths/talents and see other members who share the same strengths/talents.

Item #13 – Call for Adjournment

With there being no further business, Rendi Tharp made a motion to adjourn; seconded by Melissa Jasek. The meeting adjourned at 3:31pm.

The next full committee meeting scheduled for December 13, 2022 via Teams
