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

1:30 pm  The Chair called the meeting to order at 1:30PM
A motion to adopt the agenda was made by: Jason Shepherd
Motion was seconded by: Mark Lester

Chair Melissa Geiger

Item #2 – Vote

Voting will open immediately following the announcement; Kristen will send a link to Qualtrics and the vote will remain open until 4pm. Each member can only vote one time, you may vote for a member or you may abstain.

Voting was closed at 4pm and ballots counted. The following won each position, respectively:
- Vice Chair of CSSAC (Rendi Tharp, Dan Bollock)
  - Rendi Tharp
- Executive Secretary of CSSAC (Kay Shepherd)
  - Kay Shepherd
- Emeritus Member (Melissa Geiger)
  - Melissa Geiger

Item #3 – Approval of Minutes

The Chair asked for any corrections/additions to the March 2022 minutes. No changes were recommended.
A motion to approve the March 2022 minutes was made by: Rendi Tharp
Motion was seconded by: Brandi Plantenga

Item #4 – University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources
- Manager Assessments are underway
- Viewing the dashboard regularly to make sure everything is moving through the process
- 4% merit pool plus additional 1% authorized
- $15/hr minimum for entry level positions across campus – working to combat inflation

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
- Reminder about University Committee Attendance and reports – when you attend the University Committee meetings, be sure to bring back to the full CSSAC meeting anything that may have a broad campus impact, so we can all have the opportunity to represent our Administrative and Service Staff perspective to those Committees
- Roll Call – Members Present: Pam Bender, Dan Bollock, Carla Briggs, Jacquie Carroll, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Laurie Hitze, Jennifer Klawelski, Mark Lester, Dave Montgomery, Wendy Mouser, Jaylene Nichols, Abbey Nickel, Brandi Plantenga, Jake Seay, Jason Shepherd, Kay Shepherd, Rendi Tharp, Carrie Hanson, Kristen Miller, Bill Bell, Alice Pawley, Anthony Gillund
- May 10th meeting will be in person (Lilly Hall Rm 3118)
2:30 p.m.  Guest Speakers
Mr. Tony Gillund, Director of Sustainability
Dr. Alice Pawley, Professor of Engineering Education
- Discussed groups that are a part of the University Senate committee and what roles they play
- Sending legislation to University Senate to invest in renewable energy and divest in fossil fuel energy
- Student government asked Purdue to join Greater Lafayette Climate Action Plan initiative
- Sustainability at Purdue: reduced 140 broad goals to 13 (energy, water, materials, buildings, grounds)

Item #6 – Discussion/Questions of Subcommittee Written Reports
Executive
Communication
Professional Development
Purdue Employees Activity Program
Outreach & Education
Geiger/Hitze
Lester/Tharp
Bender/XXXXX
Geiger/Nichols
Plantenga/Kawlewska

Item #7 – Discussion/Questions of Regional and University Committees Submitted Reports
Purdue University Fort Wayne
Purdue University Northwest
Big Ten Collaboration Staff Advocacy
College of Engineering Staff Advisory Council
Martin Award
Healthy Boiler
New Employee Experience
Protect Purdue
Recreational Wellness Advisory Board
Retirement Investment Planning Meeting
Spring Fling
Staff Memorial Committee
Survey Oversight Committee
University Policy Committee
University Senate
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: Vision Arts and Design Committee
Koorsen
XXXXX/Funk
Geiger/Hitze
Seay/K Shepherd
Briggs/Evans
Kawlewska/XXXXX
Nichols/Briggs
Geiger/Hitze
Lester
Carroll
Kirchgessner/Mouser
Geiger/Hitze
Hitze
Bollock
Geiger
Plantenga
Bender
Lester
Tharp

Item #8 – Unfinished business
None

Item #9 – Area updates, Items of interest, Bridge submissions
Two bridge forms were submitted for discussion:
- Bridge form 1: employee asking about correlation between added workload and responsibilities and stress related health problems (missed work, medical costs). Knowing that there are mental health resources available to employees, but not being able to access them due to increased working hours. Will forward on to Bill Bell to ask about any additional information or resources to be able to provide those to the employee.
- Bridge form 2: employee asking for a few 24 hour reserved A-B parking spots near Wiley Dining for early morning hours when employees have to walk to/from work in the dark between buildings. Mark Lester is working with Parking to reach out to the employee.
Item #10 – New Business
None

Item #11 – Call for Adjournment
A motion to adjourn was made by: Brandi Plantega
Motion was seconded by: Dan Bollock
Meeting was adjourned at 3:13pm
Next full committee meeting scheduled for May 10, 2022 via Teams

Item #6 – Subcommittee written reports follow:

COMMUNICATION
Communications Subcommittee Meeting – Thursday, April 7, 2022
Collaboration Meeting with CSSAC and MAPSAC Committee Members
Reviewed Heatmap of Newsletter
  • March Newsletter – 2 mails – 1188 and 775 respectively
  • April Newsletter – 1053
First Month with the new Features:
  • HR Corner
  • Co-Rec Corner
  • Parking & Transportation Corner
Cross collaboration with CSSAC and MAPSAC Communication Committee:
  • Future Thoughts and Ideas:
    o Advise/Question Corner
    o Resource Fair
    o Annual Luncheon
Future Campus Spotlight Topics:
  • Wine Grape Team – working on for May
  • Boiler Baskets
Facebook/Twitter:
  • Facebook Post Reach for Mar 10 – Apr 6 reached 357 people up 37% from previous month.
  • Work on populating future posts
Campus Secrets, Treasures, Traditions – future topics
  • Nuclear reactor
  • Planet Sculpture
  • “III” on Bell Tower
Memorial Day Traditions – campus celebration or special event?
Thoughts for Future Additions to newsletter:
  • Retirements
  • Obituaries

PEAP
PEAP meeting 4/6/2022
Attendee: Kaylene Shephard and Jaylene Nichols
1st quarter event – April 3, 2022 Purdue University CSSAC with the Indiana Pacers
  Ticket, food voucher, Pacers hat, and CSSAC name on LED ribbon board
  We had a great time at the game and show CSSAC PEAP in lights. Jaylene
2nd quarter event – June 18 or 25 Wine trip
   Jaylene will reach out to Wineries
   Kaylene will reach out to Homestead
3rd quarter event – July 24 or Aug 6 Aviator game
   Wendy will reach out to Aviator for group rate and best date for home game
   Wendy has info on Colts ticket package also
4th quarter event – Dec 3rd Chicago bus trip
   Imperial Buses - Kaylene will sign the contract and return it with $200 deposit

Balance of PEAP checking account as of 4/7/2022 $1,102.73

PROFESSIONAL DEVELOPMENT

OUTREACH & EDUCATION

Item #7 – Regional Committees and University Subcommittees Written Reports

   Parking & Traffic Subcommittee Notes – March 24, 2022

   • Summer Construction Projects - Construction projects are normalizing again and there are two major projects for this summer. The North end of Northwestern Garage will have normal maintenance. Watch for more updates coming in Purdue Today. There will also be repairs on the North Cary Lot (just south of the football stadium) and on the Airport NE lot.
   • Conferences are normalizing as well. We have quite a few conferences returning this summer, and two large conferences (FFA Conference in June with approx. 1300 attendees and a Chemical Education Conference with approx. 1900 attendees). Be attentive to parking restrictions throughout the summer.

   University Policy Committee
   3-16-22

We agree to add bereavement time off for an unborn child’s death. The Purdue employee can have up to five days paid time off for benefit eligible staff in the unfortunate event of an unborn child’s death.