

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

Chair Melissa Geiger

The Chair called the meeting to order at 1:33pm

A motion to adopt the agenda was made by: Jessica Evans

Motion was seconded by: Brandi Plantenga

Item #2 – Approval of Minutes

The Chair asked for any corrections/additions to the January 2022 minutes.

No changes were recommended.

A motion to approve the January 2022 minutes was made by: Jessica Evans

Motion was seconded by: Brandi Plantenga

Item #3– University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources

- COVID – decline in overall positive cases
- Did not have issues with capacity (testing or quarantine)
- GOALS MGMT – resources online HR website. Self assessment due 3/15. Announcements coming in Purdue Today.
- CARE.COM – working on extension. They agreed for 6 month extension (to the end of the fiscal year).

1:45 pm Item #4 – Healthy Boiler Presentation

Candace Schaffer

<https://purdue.wellright.com/act/auth/login> - for logging into the portal

<https://www.purdue.edu/hr/CHL/healthyboiler/portal/index.php> - access to QRGs

<https://www.purdue.edu/hr/CHL/healthyboiler/incentives.php> - incentive model information

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*

- *Seeking volunteer for Vice-Chair of Professional Development Committee*

- Roll Call – what would you name this pet

Hitze

Members Present: Bill Bell, Pam Bender, Jacquie Carroll, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Laurie Hitze, Jennifer Kawlewski, Mark Lester, Kristen Miller, Dave Montgomery, Wendy mouser, Jaylene Nichols, Abbey Nichols, Brandi Plantenga, Jake Seay, Jason Shepherd, Kaylene Sheperd, Rendi Tharp

Item #6 – Discussion/Questions of Subcommittee Written Reports

Executive

Geiger/Hitze

Communication

Lester/Tharp

Professional Development

Bender/??????

Purdue Employees Activity Program

Geiger/Nichols

University Relations

Plantenga/Kawlewski

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

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

Item #8 – Unfinished business

- University Relations Sub-committee Renaming
- Two Options Available: **University Outreach** or **Outreach and Education**
Brandi will send out a Qualtrics survey to vote between the two name options
Deadline for Voting: March 1st

Item #9 – Area updates, Items of interest, Bridge submissions

- Member of the quarter nominations
https://purdue.ca1.qualtrics.com/jfe/form/SV_eDogHBhGt35ZeTj
- Due by: February 22nd
- Member drive – Secretary Executive Committee
- New position that would be filled with the new membership drive and start with the new committee year. It would be a first year member and serve multiple years. This position would be a backup in cases where the Chair and Vice Chair positions would be vacant.

Item #10 – New Business

- Shared governance – Melissa
- Groups from all over campus (CSSAC, MaPSAC, Student Government, University Senate, etc) coming together to add a voice to campus leadership regarding items that affect those groups as things are implemented across campus. This group will continue to meet and eventually bring items to the Board of Trustees for action.
- Survey feedback –Laurie
- Will continue to provide feedback from survey results as they continue to come in. Will use the results for the group to make decisions moving forward.

Item #11 – Call for Adjournment

A motion to adjourn was made by: Mark Fields

Motion was seconded by Brandi Plantenga

Meeting was adjourned at 3:08pm

Next full committee meeting scheduled for March 8, 2022 via Teams (Joint meeting with MaPSAC – Speaker, Dr. Jerome Adams.)

Item #6 – Subcommittee written reports follow:

COMMUNICATION

February 3, 2022 meeting:

- Went over February's newsletter clicks. We are down, but many articles were not clickable that usually are. Also, it just came out and we were dealing with the snow emergency, so many people may not have been on campus to see their email.
- Went over Facebook Page Insights. We were up in all areas!
- Went over areas that still need to be completed for the March newsletter.
- Team was great at communicating new ideas and upcoming events.
- Discussed Day of Giving and encouraged everyone to start communicating with their co-workers now about who CSSAC is and what we do, then ask them to think about giving to CSSAC to help us help them.
- Deadline for submissions to the March newsletter is February 22nd.
- Encourage member to fill out Survey sent out by Laurie Hitze by February 7th.

PEAP

Minutes for PEAP meeting 2.2.2022. Jaylene

CSSAC PEAP Meeting on Wednesday, February 2, 2022

Attendee: Kaylene Shepherd, Laurie Hitze and Jaylene Nichols

Trips we are working on for 2022:

- 1st Quarter – Pacers game (Jaylene emailed Tim Sheets on 2.2.2022)
- 2nd Quarter – Wine Trip (Jaylene will check pricing on <https://indianawines.org/wine-trails/>)
- 3rd Quarter – Sports Game (Wendy is checking different sporting events)
- 4th Quarter – Chicago bus trip (Kaylene will reserve two buses with Imperial Travel for 12/03/2022)

PEAP will help the Communication team by looking for events on Purdue Campus or WLafayette or Lafayette area that we may promote in the newsletter.

PEAP checking account balance for January 2022 \$1,102.73.

Minutes recorded by Jaylene Nichols

PROFESSIONAL DEVELOPMENT

DATE: 1/5/2022

TIME: 2:00 PM VIRTUAL MEETING - TEAMS

FACILITATOR: PAMELA BENDER

Board members: Pamela Bender, Daniel J Bollock, Jessica L Evans, Mark Fields

1. Pam called Meeting to Order and Welcomed everyone
2. Announcement – Amy K has stepped down from CSSAC and will no longer be a part of our team.
3. Unfinished Business
 - a. Linked in Courses - provide any recommendations for Courses to Jessica. She will provide items to Communications team to publish.
 - b. Star Program – would anyone like to champion and try to move this forward? Mark Fields will review and determine what is needed to move this program forward.
4. New Business
 - a. Employee and Dependent Grant
 - i. Review Flyer and make updates (attached)
 1. Flyer updated and sent prior to this meeting.
 2. Dan asked question, “Are CSSAC Members allowed to apply?” Pam to contact Carrie for clarification.
 - ii. Send to Carrie to send to printing services 3rd week of January
 - b. Review Excellence award

- i. Discussed if we need to Clarify the requirements for submission. Everyone was in agreement requirements were very clear with “must have”. Need to include clearer language in our judging guidelines.
 - 1. Nominations must include:
 - a. A concise summarizing statement, not more than two pages in length, which outlines the nominee's ability to consistently go above and beyond job requirements, demonstrate exemplary conduct and leadership skills, provide exemplary customer service, and show initiative.
 - b. Two letters of support from any faculty, staff or student not exceeding one page in length.
 - c. I changed meeting to wrong week. Does this work? Yes, the scheduled time the week before, works.
 - d. No Additional New business
5. Pam called for adjournment

UNIVERSITY RELATIONS

Thursday, January 13, 2022

Present: Laurie Hitze, Jennifer Kawlewski, Brandi Plantenga, Jacob Seay

Absent: Jason Shephard

Called to order: 4:17pm

- I. Welcome
- II. Announcements
 - A. Good News
 - B. Updates around the group
- III. New Business
 - A. Review of last meeting/full meeting: No questions or concerns
 - B. Material for Newsletter (Communications)
 - 1. We discussed some options for content. Brandi will reach out to Evans, Piggott, and Finney for details on new location in the union for eye care.
 - C. Subcommittee – Rename
 - 1. Brandi shared all suggestions and discussion followed.
 - 2. All in agreement to submit two options for vote: University Outreach & Outreach and Education
- IV. Unfinished Business
 - A. MLK Food Drive: Laurie sent information of location.
 - B. Spring 2022 Presentations:
 - 1. Enthusiasm and communication have declined. We need to work hard to get spring presentations scheduled.
 - 2. Brandi is keeping track of those reached out and scheduled.
 - 3. Brandi and Jennifer have some possibilities and will both follow up with those areas.
 - 4. Laurie suggested creating a teaser slide for newsletter as well. Brandi will contact Mark on this possibility.
- V. To-Do/Adjourn
 - A. To-Do for next month’s meeting:
 - 1. Keep looking for items we can provide for newsletter.
 - 2. Continue reaching out for presentations
- VI. Notes:
 - A. Question about sick pay/leave: Question was discussed about those out with COVID/Quarantine. What is the policy for this for sick pay/leave with and without pay? Brandi will reach out to Bill Bell for clarification.

Adjourned:

Item #7 – Regional Committees and University Subcommittees Written Reports

Purdue Staff Memorial Meeting

1/21/22

2:00pm

Attendees:

Melissa Geiger, Laurie Hitze, Amanda Emmons, Stacy Baisden, Cameron Ward

Purpose:

To plan the upcoming staff memorial event

Access to Box folders granted to current CSSAC/MaPSAC

Remote-Virtual or Live event discussion – Remote-virtual was strongly preferred with bells played on campus with voluntary attendance

Date for event discussed: April 22 or April 29 are choices

Created tasks to be done before next meeting :

- Reach out to Carrie Hanson for employee list that have passed
- Reach out to Mitch Daniels to provide memorial video
- Reach out to Dan Howell for Purdue Today spotlight
- Reach out to HR for marketing and website
- Rework script for presentation
- Contact supervisors for comments about employees each group member will be assigned an even number of supervisors based on number of employees
- Need addresses for families
- Photo of employee needed
- Make, print and mail certificates to families
- Redesign program
- Reach out to arrange bells in tower to chime – time/date
- Edit website to show new video and memorial material

Assigned tasks and dates due

Additional meeting dates sent out to members every two weeks to check on progress – Next meeting Feb 3rd

MaPSAC/CSSAC newsletters to cover event

Adjourned

Purdue Day of Giving

February 1, 2022

11:30-12:00

Presenter: Kathryn Pottschmidt

Purdue Day of Giving is April 27th

Toolkit will be available soon to include logos, widgets, challenge info, save the date info, etc

Carnival is planned on 3rd street on that day

Some challenges:

Donation challenge - Total money given contest

Participation Challenge- Number of gifts given - increase over previous year

Meet the Challenge - Beat last year gift total by percentage increase

Hourly challenges and #IGAVE

Pre Day of Giving challenges

Social Media -

Encourage 3-5 posts per week leading up to April 27th

Encourage posts every day the week before and during

Templates are provided

We can change templates to highlight CSSAC

March 18th Pre-event website launch

March 27th First Day of Giving email

April 13th Intro video launch

April 27th Day of Giving

**Would like to explore the option of spotlighting our longest-term employees during this month??

Facebook post. Share photo and what their job is on campus... how long?

Email for next meeting maybe in 2 weeks.