



Campus Support Staff Advisory Committee

Minutes

Date: June 14, 2022

Place: Microsoft Teams / Hybrid

1:30 p.m. to 3:30 p.m.

Attendees: Pam Bender, Carla Briggs, Jacqueline Carroll, Anna Chang, Mark Fields, Melissa Geiger, Laurie Hitze, Bethany Hohman, Mark Lester, Crystal Munoz, Jaylene Nichols, Kathy O'Brien, Brandi Plantenga, Michelle Roskuski, Jake Seay, Kaylene Shepherd, Rendi Tharp

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

Chair Laurie Hitze

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

A motion to adopt the agenda was made by: Mark Fields

Motion was seconded by: Brandi Plantenga

Item #2 – Approval of Minutes

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

No changes were recommended.

A motion to approve the May 2022 minutes was made by: Mark Fields

Motion was seconded by: Jaylene Nichols

Guest Speakers

- Michael Reich, Purdue Writing Lab / OWL

Michael Reich from the Purdue Writing Lab / OWL provided information on resources that the Writing Lab can help with for all members of the campus community, including staff. Help can be provided with class papers, personal resumes/cover letters, or departmental needs as needed.

Item #4– University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Performance Management – merit was approved last week and uploaded into the system. Supervisors have access to their direct report staff merit statements and have conversations with individuals before July 1st.
- Workplace Survey – waiting on final results about new workplace environments (remote/hybrid/on-campus) and will share final results.
- New Childcare – being built across the road from 2550 and visited last week for an update. Progress is being made and plan to open in fall 2022.

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 – discuss your university committee involvement
 - Member of the Quarter
- Mark Fields in the Member of the Quarter for June 2022

Item #6 – Professional Growth

Item #7 – Discussion/Questions of Subcommittee Written Reports

Executive
Communication

Hitze/Tharp/KShepherd
Briggs/Hay

Professional Development
Purdue Employees Activity Program
Outreach & Education

Bollock/Fields
Kawlewski/Carroll
Plantenga/Seay

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

Purdue University Fort Wayne	Koorsen
Purdue University Northwest	XXXXX/XXXXX
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 #9 – Unfinished business

- New Employee Brown Bag Lunch: Reviewed spaces to have new employee lunches. Third Tuesday of each month.
- Purdue Day of Giving: Laurie will be sending out Thank You letter to donors

Item #10 – Area updates, Items of interest, Bridge submissions

- Adding mileage reimbursement to next month's agenda for further discussion

Item #11 – New Business

- The Chair and Vice Chair will be creating a Master Calendar for timeline purposes for what each subcommittee will be working on by a monthly basis.
- Laurie is working with Barns & Noble for a book sale fundraiser to benefit CSSAC grants. More details will come closer to the time of the sale around the holidays.
- To help promote community building across campus for CSSAC members, Laurie will send out Qualtrics e-mail asking for extra-curricular interest of members and help point them in direction of clubs on campus where they can meet others with similar interests.
- CSSAC leadership will take turns sending congratulatory e-mails to clerical and support staff who are recognized in the Thumb's Up section of Purdue Today.
- HR will provide Laurie a lists of new employees so that she can send out welcome letters introducing them to CSSAC.
- An Aviator's baseball game fundraiser will be held June 18th. A portion of the proceeds will be given back to CSSAC as well as discounted tickets are available for purchase.

Item #12 – Call for Adjournment

A motion to adjourn was made by: Pam Bender
Motion was seconded by: Carla Briggs.
Meeting was adjourned at 3:22pm.

Next full committee meeting scheduled for July 12, 2022 via Teams