

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

Chair Melissa Geiger

The Chair called the meeting to order at 1:31pm

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

Motion was seconded by: Rendi Tharp

Item #2 – Approval of Minutes

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

No changes were recommended.

A motion to approve the April 2022 minutes was made by: Dan Bollock

Motion was seconded by: Laurie Hitze

Item #3 – Guest Speakers

- **Susan Ticen – Purdue Surplus**

Susan Ticen from Purdue Surplus provided information regarding the Purdue Surplus store and Property Accounting regulations regarding inventory within the University.

Item #4– University Officers’ Reports

Mr. Bill Bell, Vice President for Human Resources

- Center for Healthy Living Open House Thursday, May 12th
- Care.com postcard to everyone’s home address. Contract is set to expire at the end of the fiscal year.
- Performance Management: Month of May is for performance reviews between supervisors and employees.
- Merit: Review scores will be pulled and entered into the merit tool. Compensation Managers have been notified of timelines for merit process
- Market Adjustments: all communications have been held.
- Covid: Friday, May 13th on campus health clinic will close. Care can now be received at Center for Healthy Living.

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 – favorite thing about CSSAC/introductions
- Member of the Quarter Nominations – anyone can submit the Qualtrics nomination. Will be announced at the next meeting.

Item #6 – Discussion/Questions of Subcommittee Written Reports

Executive

Communication

Professional Development

Purdue Employees Activity Program

Outreach & Education

Geiger/Hitze

Lester/Tharp

Bender/Bollock

Nichols/Mouser

Plantenga/Kawlewski

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

Purdue University Fort Wayne	Koorsen
Purdue University Northwest	XXXXX/Funk
Big Ten Collaboration Staff Advocacy	Geiger/Hitze
College of Engineering Staff Advisory Council	Seay/K Shepherd
Martin Award	Briggs/Evans
Healthy Boiler	Kawlewski/XXXXX
New Employee Experience	Nichols/Briggs
Protect Purdue	Geiger/Hitze
Recreational Wellness Advisory Board	Lester
Retirement Investment Planning Meeting	Carroll
Spring Fling	Kirchgesner/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

- Meeting with MaPSAC Chair and Vice-Chair to touch base and keep in touch with ideas across both groups.
- Discussing starting a lunch meeting/networking opportunity for both groups to get to know each other and meet on campus.
- Staff Memorial website is live and viewable. Received feedback that the online option to view was helpful to family members.

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

- Is there a way for departments to get temporary help for vacancies while waiting for a position to get filled?
Answer (Bill Bell): There is not a limit or anything that prevents using temp services like Knowledge Services, but a specific answer would be more difficult without knowing more specifics like the kind of needs the department has.

Item #10 – New Business

- New Member Orientation
- Will be sending out a link to new members determine if it will be best to have at the recognition luncheon, online, or in person at the next meeting.
- Kay Shepherd received a “Thumbs Up” recognition recently.
- Subcommittee assignments will be shared before the next meeting.
- Laurie Hitze recognized Jessica Evans for her recent promotion and transition to a M/P role and for her time and dedication to CSSAC.

Item #11 – Call for Adjournment

A motion to adjourn was made by: Dan Bollock

Motion was seconded by: Dave Montgomery

Meeting was adjourned at 2:59pm

Next full committee meeting scheduled for June 14, 2022 via Teams