To: CSSAC Members  
From: Laurie Hitze, Chair  
Subject: Minutes from January 10, 2023 meeting

Members Present: Pam Bender, Carla Briggs, Stephanie Butram, Jacquie Carroll, Anna Chang, Mark Fields, Terri Griffin, Carrie Hanson, Melissa Hay, Laurie Hitze, Bethany Hohman, Melissa Jasek, Jennifer Kawlewskski, Jaylene Nichols, Abbey Nickel, Kathy Obrien, Tracy Reifel, Melissa Ridgley, Michelle Roskuski, Kay Shepherd, Melissa Taylor, Rendi Tharp

Members Absent: Bill Bell, Beth Moore, Khalia Phillips

1:30 pm

Item #1 – Meeting Call to Order
Carrie Hanson noted that the quorum was met; Chair Laurie Hitze called the meeting to order at 1:30 pm.

Item #2 – Adoption of Agenda
Laurie asked for additions to the agenda; none were noted. Melissa motions to adopt the agenda with the noted changes, Tracy seconds. Motion carries: the agenda is adopted.

Item #3 – Approval of Minutes
Laurie asked for corrections/changes to the December 2022 minutes. Hearing none, the minutes are approved as written.

Item #4 – University Officers’ Reports
Mr. Bill Bell, Vice President for Human Resources
  • Purdue welcomed its new President, provost, Senior Vice President of Research
  • January 1, President Mung sent message to community:
    • Launch of university-wide Action Council on Student Housing and Wellbeing (SHW)
      o Led by Provost Wolfe and Treasurer Ruhl
      o Additional investment in Counseling and Psychological Services (CAPS)
      o Focus on the important issues faced by 12,000 graduate students in WL
  • Pres lecture series will continue
    o First speaker of 2023 will be David MacMillan, the 2021 Nobel Prize laureate in chemistry.
      ▪ Fowler Hall, 6pm
      ▪ Invitation and rsvp will open soon
  • Westwood Lectures
    o Monthly lecture series featuring a wide range of our own faculty’s scholarship
    o Series of town hall meetings; 2 in January grad students, staff town hall on Feb 16
  • Medical Benefits
    o Check your paystub for correct coverages and ensure the payments are as you expected
    o Reminder that medical deductibles go back to zero at the start of each year
  • Performance Management period
    o Prepare for performance management
    o You have the opportunity for review your goal plan prior to completion of assessment
      ▪ Have conversation with your supervisor to ensure you both have the same outlook for goals
    o All staff comments due by March 15 in SuccessFactors
Item #5 – Guests/Presentations
Ethan Vaughn, President of Toastmasters
Parag Vasekar, Vice President of membership for Toastmasters at Purdue
Hanae Sakata, Vice President of public relations for Toastmasters

Benefits of public speaking
• Improves your communication skills
• Boosts your confidence
• Presents exciting career opportunities

Item #6 – Announcements
• Reminder for everyone to turn on cameras during the meeting
• Reminder that subcommittee chairs and university committee representative should be writing reports for all meetings and sending those to lod@purdue.edu by noon Thursday prior to the full meeting.
• Subcommittee chairs should send pertinent subcommittee items to be published in newsletter each month to Carla Briggs. This includes awards, trip information, professional development, grants, etc.
• Roll Call – Share a special moment from your holiday break

Item #7 – Professional Development Minute
10 tips to improve productivity
1. Stop multi-tasking
2. Set small goals
3. Take a break
4. 5-minute rule
5. Time blocking
6. Delegate
7. Limit distractions
8. Do hardest thing first
9. Set boundaries
10. Identify when you are most productive

Item #8 – Membership/Orientation/Subcommittee Assignments
Melissa Jasek stepping down as vice chair of O&E but will remain on the committee.

Item #9 – Discussion/Questions of Subcommittee Written Reports
Executive
• Book fair, earned +$200
Communication
• February newsletter deadline is January 17
Professional Development
• Gearing up for grant application period
• Looking to get the application translated to Spanish
• Will be assigning professional development minute to different members

Purdue Employees Activity Program
• Trying to find local family activities but finding cost roadblocks

Item #10 – Discussion/Questions of Regional and University Committees Submitted Reports
Purdue University Fort Wayne
Item #11 – Bridge Forms
No forms submitted.

Item #12 – Unfinished Business
The CSSAC Operating Procedures have been updated and were sent to all members in November for review and discussion. No content changes were noted. A motion to adopt the revised Operating Procedures with the updated wording for the Executive Secretary role and At-large member verbiage was made by Carla Briggs, Rendi Tharp seconded. The Operating Procedures are adopted.

Item #13 – New Business
No items

Item #14 – Area updates, Items of interest, and Bridge Submissions
Mark Fields was approached by housekeepers asking that CSSAC consider sponsoring a trip to casinos in northern Indiana. Jennifer Kawlewski stated that her team is happy to research this as a future trip.

Item #15 – Call for Adjournment
With there being no further business, Rendi Tharp made a motion to adjourn; seconded by Tracy Reifel. The meeting adjourned at 3:10 p.m.