

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Laurie Hitze, Chair
Subject: Minutes for April 11, 2023 meeting via MS Teams

Present: Pam Bender, Bill Bell, Carla Briggs, Stephanie Butram, Jacquie Carroll, Anna Chang, Mark Fields, Terri Griffin, Carrie Hanson, Melissa Hay, Laurie Hitze, Bethany Hohman, Melissa Jasek, Jennifer Kawlewski, Beth Moore, Jaylene Nichols, Abbey Nickel, Kathy Obrien, Khalia Phillips Tracy Reifel, Melissa Ridgley, Michelle Roskuski, Melissa Taylor, Rendi Tharp

Absent: None

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. Hearing none, Tracy Reifel motions to adopt the agenda; Pam Bender seconds. Motion carried; the agenda is adopted.

Item #3 – Approval of Minutes

Laurie asked for corrections/changes to the March 2023 minutes. Hearing none, the minutes are approved as written.

Item #4– Officer Vote

Vote for CSSAC Vice Chair:

- Kathy O'brien and Melissa Taylor both gave remarks stating their interest in serving in the vice chair position.

Vote for CSSAC Executive Secretary

- Melissa Jasek talked about her experience in writing formal minutes, creating agenda and posting/distributing to the whole committee.

Vote for emeritus members:

- Laurie Hitze and Pam Bender expressed their interest in serving as an emeritus member for one year.

An anonymous vote was taken for the three positions

Since Covid, the votes have been taken via Qualtrics survey, via an invitation link sent through the meeting chat and only available during the meeting. Votes will be counted after the meeting; Laurie & Rendi will make an announcement regarding each vote.

Item #5 – University Officers' Reports

Mr. Bill Bell, Vice President for Human Resources

- Performance Management – supervisors should be completing and entering their ratings into SuccessFactors
- Compensation Guidelines – per my update during the staff town hall meeting, the internal movement guidelines have been enhanced to allow additional flexibility for employees to receive increases (or larger

increases) for both promotions and lateral transfers. A Purdue Today article is scheduled to run on Monday highlighting this.

Item #6 – Guests/Presentations

Donnie Otto & Kortney Hargrove, Chairs of Purdue Employee Pride

- Provided detailed information regarding the LGBTQ Center and Kortney Hargrove provided the information for the Purdue Employee Pride program.

Item #7 – 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. Deadlines are the 17th of each month.
- Roll Call – History facts of Purdue University

Item #8 – Professional Development Minute

Terri Griffin, Purdue campus map

- [Shared link](#) and showed committee how to search for a specific building
- Staff can look at the printable map for acronyms and formal building name
- If you would like to know where a room is, go to the space management website, log in and select your campus. You can find out what rooms are in PFSB for example, what floor, zoom in to see the names of the rooms.

Item #9 – Membership/Orientation/Subcommittee Assignments

- Currently we have 20 new member applications.
- Executive Team will be conducting interviews for new members weeks of April 17th – April 24th
 - Preferred Interview schedule
 - Application Deadline April 7th
 - Notify New Members by May 2nd
 - Invite New Members as Guests to May 9th Full Committee Meeting
 - New Member Orientation and Meeting June 13th

Item #10 – Discussion/Questions of Subcommittee Written Reports

Executive

Hitze/Tharp

Communication

Briggs/Hay

- Deadline for May newsletter is April 17th
- Need campus Spotlight topics – suggestions for Boiler Bee Honey, Pharmacy, Work Request Center, LGBTQ

Professional Development

Bender/Fields

- Employee and Dependent Grants
 - 2 employee applications
 - 30 dependent applications
- Carrie will verify eligibility, then send to Financial Aid for further eligibility verification

Purdue Employees Activity Program (PEAP)

Kawlewski/Carroll

- Fair Oaks Farm – April 22nd - Show your Purdue ID and your cost is \$19
- Casino Trip – May 20, 8am to 7pm. \$45 covers transportation. Currently have 29 registered and must have 54
- All Fired Up – waiting to hear from owner to determine date
- Chicago Shopping Trip – December 2. Requesting two drop-off points: Magnificent Mile and museum

Outreach & Education

Obrien/Taylor

- New employee lunch scheduled in May
- Laurie created a PowerPoint presentation and a resource page

Item #11 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne	Honkomp
Purdue University Northwest	Phillips
Big Ten Collaboration Staff Advocacy	Hitze/Shepherd
College of Engineering Staff Advisory Council	Tharp
Martin Award	Carroll/Jasek
Healthy Boiler	Kawlewski/Carroll
New Employee Experience	Tharp/Briggs/Bender
Recreational Wellness Advisory Board	Reifel/Griffin
Retirement Investment Planning Meeting	Griffin/O'Brien
Spring Fling	Kawlewski/Tharp/Jasek
<ul style="list-style-type: none">• Set for May 25 on Memorial Mall• Registration required for some events• Details available at www.purdue.edu/springfling	
Staff Memorial Committee	Hitze/Tharp
<ul style="list-style-type: none">• Virtual event scheduled for April 28th. A video has been created and can be found on the HR website	
Survey Oversight Committee	Bender/Roskuski
University Policy Committee	Nichols
University Senate	Hitze
University Senate: Staff Appeals Board Traffic Regulations	Hay/Moore
University Senate: Committee for Sustainability	Nichols/Fields
University Senate: Faculty Compensation and Benefits	Hitze/Tharp/Butram
<ul style="list-style-type: none">• Childcare costs and availability issues- related to faculty and not C/S staff	
University Senate: Parking and Traffic	Taylor
University Senate: Visual Arts and Design Committee	XXXXXXX

Item #12 – Bridge Forms

- Parking Tickets & Citations
 - Rendi provide new fee and citation structure (see attached)
 - Discussion concerning asking someone from Parking Facilities attend an upcoming meeting for discussion

Item #13 – Unfinished Business

- Camp Tecumseh retreat – pending budget approval
- Regional Campus Visits to PNW Westville – pending budget approval
- CSSAC Budget Approval – Meeting April 3rd
- Purdue Discount Program – working through a list of local business to provide local discounts
- Social Circles – test group of 50 employees. A hike is scheduled at the Celery Bog on April 13 at 5:30 pm

Item #13 – New Business

- Purdue Day of Giving – Looked at the activities to create a strategy for earning extra money

Item #14 – Area updates and/or Items of interest

- Mini moped and scooter: students are leaving them everywhere and they are blocking entrances and exits to building. Also leaving them on sidewalks. Suggested having designated areas or racks to park them. Anyone walking on the sidewalks risk getting run over to the scooter riders. Need to have bell to warn of approaching scooters. Suggested contacting Purdue parking for regulations and issues.
- Spring Fest – Saturday, April 15th
- Black Cultural Center – April 22nd – Anna to provide flyer with information

Item #15 – Call for Adjournment

With there being no further business, Rendi Tharp made a motion to adjourn; seconded by Carla Briggs. The meeting adjourned at 3:31 p.m.

Addendum to Item #12 Bridge Forms: new fee and citation structure

7.4 COMMON VIOLATIONS

Citations may be issued for parking or traffic violations, included but not limited to those listed below. Fine amounts are included for each violation.

7.4.1 \$35.00 Fines

- No permit
- Beyond marked space, i.e. outside white lines or beyond wheel stop
- Expired meter
- Expired permit, i.e. physical permit being used beyond allowed date(s)
- Improper permit display, i.e. license plate or Purdue-issued front plate not facing drive lane
- Parked along yellow curb
- Restricted as posted
- Expired plates

7.4.2 \$50.00 Fines

- Loading zone violation, i.e. exceeding the allotted time in designated spaces
- Parked in front of fire hydrant

7.4.3 \$100.00 Fines

- Reserved spaces
- Improper use of ADA/handicap space

7.4.4. Other Fines and Fees

- Failure to pay fines/wheel lock, \$25.00
- Invalid permit (a physical permit that has been altered) + wheel lock, \$150.00