

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Rendi Tharp, CSSAC Chair  
**Re:** Agenda for August 8, 2023 meeting via MS Teams

---

**Attendance: included at bottom**

**1:30 pm**

## **Item #1 – Meeting Call to Order**

Quorum was met; Chair called the meeting to order at 1:31 p.m.

## **Item #2 - Adoption of Agenda**

Chair asked for additions to the agenda.

- No additions: Amy Atkinson motioned to adopt the agenda; Tracy Reifel seconded.
- Motion carried; agenda is adopted.

## **Item #3 – Approval of Minutes**

Chair asked for corrections/changes to the July 2023 minutes:

- Accepted as written.

## **Item #4– University Officers’ Reports**

- Amy Boyle, Interim Vice President for Human Resources
  - Launching SuccessFactors Mobile
    - Similar to the desktop version and will be available at the end of August
  - Training opportunities for employees and for supervisors
    - Offers various topics, online registration and are held during work hours
  - Purdue Indianapolis
    - First position posted (facilities)
- Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships
  - None for August; next attendance will be October 2023
  - Attending quarterly – October, January, April, July

## **Item #5 – Guest/Presentations**

### **• Kids in the Kitchen**

Terri Griffin, Facilities Operations Support, Work Request Center

CSSAC Chair Professional Development

- Presented by Terri on behalf of Jessica McKeeveer, Registered Dietician at the Center for Healthy Living
- Getting Your Family Involved in the Kitchen
  - Family Meals: pick a meal that works for the family – 16+ options per week
  - Get started by: have simple meals, a meal or two a week, be flexible, make it fun, stay home
  - Overcome barriers: lack of time, conflicting schedules, different food preferences, media and technology, never had family meals
- Grocery Shopping: make it fun with a visual shopping list or games
- Cooking and baking with kids: getting kids involved creates interest in food and cooking/booking, quality time, builds math skills, etc.
- Kitchen safety reminders: no sharp knives, handles turned inward, proper sanitation, stove can be hot

## Item #6 – Announcements

- Reminder for everyone to turn on cameras during the meeting
- Reminder that subcommittee chairs and university committee representatives should be writing reports for all meetings and uploading a MS Word version (no PDFs) of those to [CSSAC's MS Teams folder](#) by noon Thursday prior to the full meeting.
- Subcommittee chairs should send pertinent subcommittee items to be published in newsletter by the 17<sup>th</sup> of each month to Melissa Hay-Bishop. This includes awards, trip information, professional development, grants, etc.
- Roll Call – What is your favorite animal?

## Item #7 – Professional Development Minute – Guest Speaker

## Item #8 – Discussion/Questions of Subcommittee Written Reports

### Executive

Tharp/O'Brien/Jasek

- PerksConnect – issues being reported and followed up on
- Timelines
  - Reminder these needs to be completed
- Webpages
  - updates provided to Carrie
  - Review once a month for update that might be needed
- Parking Permits
  - Reminder that it is renewal time
- Committee Assignments
  - Have been updated
  - Parking appeals committee
    - Three members added
    - Can take turns attending
- Nominations for Member of the Quarter
  - Will be announced in September

### Communication

Hay/Butram

- Committee Updates
  - Uptick in social media hits
  - Asked for departments to be featured
  - Asked for Employee Spotlight options
  - Guest speakers – ask them to provide small piece for newsletters
  - Accepting suggestions for the newsletter

### Professional Development

Griffin/Fields/Atkinson

- Committee Updates
  - Working to complete the Star program
    - Course options to add: Teams, Zoom, OneNote

### Purdue Employees Activity Program (PEAP)

Carroll/Michel

- Committee Updates
  - Malibu Jacks – September 17, 3 hours
  - Purdue hat night at Pacers – waiting on schedule
  - Chicago trip – December 2, early bird payment option by September 30
  - Exploration acres – no firepit, present Purdue ID to receive discount
  - January 2024 – Monster Mini-Golf – still being planned

### Outreach & Education

Taylor/Ridgley

- Committee Updates

- Still three slides to update for presentations for new employee lunches
- Visuals (photos) are important for engagement

**Purdue Discount Program (Ad Hoc)**

Reifel/Tobe

- Committee Updates
  - Checking for contact info for some vendors
  - Asking for suggestions for new vendors
  - Highlight some vendors in newsletters
  - Would like to make a permanent committee

**Item #9– Discussion/Questions of Regional and University Committees Submitted Reports**

Purdue University Fort Wayne

Honkomp/Burton

- Regional Updates
  - Creating committees again
  - New HR person to work with – Tracy Mitchner

Purdue University Northwest

Bugg

- Regional Updates
  - Ice Cream Social
  - Resource Fair next week – CSSAC to have a table
  - Watermelon Wednesday's

Big Ten Collaboration Staff Advocacy

O'Brien/Jasek/Cahoon

College of Engineering Staff Advisory Council

Tharp

Eudoxia Girard Martin Award

Carroll/Jasek

Healthy Boiler

Kawlewski/Chang

New Employee Experience

Hay-Bishop

Recreational Wellness Advisory Board

Gomez

Retirement Investment Planning Meeting

Michel/Butram

Spring Fling

Kawlewski/Tharp/Jasek/Ridgley

Staff Memorial Committee

Tharp/O'Brien/Jasek

Survey Oversight Committee

Reifel

University Policy Committee

Atkinson

University Senate

Tharp/O'Brien

University Senate Advisory

Tharp/O'Brien

University Senate: Staff Appeals Board Traffic Regulations

M. O'Brien/Roskuski/Taylor

University Senate: Committee for Sustainability

Griffin/Fields

University Senate: Faculty Compensation and Benefits

Tharp/O'Brien/O'Bryan

University Senate: Parking and Traffic

Moore

University Senate: Visual Arts and Design Committee

Tobe

University Senate: Equity and Diversity Standing Committee

Brown

**Item #10 – Bridge Forms**

- Outdated Vendor Discount – Tracy Reifel replied to the form

**Item #11– Unfinished business**

- Welcome Back To School Event – First Lady
  - Unsure if or when it will occur, or in what format
- Budget

**Item #12 – New business**

- None

**Item #13– Area updates, Items of interest**

- None

#### **Item #14 – Call for Adjournment**

- Terri Griffith motioned to adjourn. Melissa Ridgely seconded
- Meeting adjourned at 2:35 p.m.

***Next full committee meeting scheduled for September 12, 2023 via Teams***

#### **Subcommittee Written Reports – CSSAC**

##### **COMMUNICATION**

CSSAC-Communications Meeting

August 3, 2023 minutes

Meeting began at 9:00am via teams

Attendance: Stephanie Butram, Melissa Hay, Michelle Roskuski, Jurgen Rochin

Melissa reviewed Delivera information. 1,965 clicks total for July CSSAC newsletter. Top article clicks were chair corner, self serve portrait station and co-rec online membership. Stephanie reviewed social media information for Facebook and top 3 posts. 372 post reached, 176 post engagement and 1 new page like.

Discussed the new format of shorter newsletter. No suggestions or concerns about the new format. Team will keep an eye on the new format to change if needed. Discussion of maybe adding in some Boiler Blasts from the Past articles in the future.

Each team member will place upcoming events and announcements into teams folder every month for newsletter

#### **Employee Discount Ad Hoc Committee Meeting**

**Date:** 7/12/2023      **Time:** 11:00 a.m. - 12:00 p.m. via Microsoft Teams

**Attendance:** Tracy Reifel, Chair, Erica Tobe, Vice Chair, and Rendi Tharp

**Not in Attendance:** N/A

1. Meeting was called to order.
  1. Updating the original vendor list to see who to call.
    - a. Will have all businesses contacted by August 1<sup>st</sup>.
    - b. Tracy to contact Kathy Obrien and Terri Griffin about helping make calls.
    - c. Tracy to verify with Carrie that we won't be doing anything with National businesses that were on the list.
  2. Should we have a separate area for businesses like Orlando Employee Discount. Will touch base with Carrie about this.
  3. Malibu Jacks – will they give us a permanent discount?
  4. Tracy will ask Carrie about home-based businesses such as Pampered Chef, Tupperware, etc. to see if they would be allowed to join the program.
    - a. Would have to put a disclaimer that discount is for consultant XXXX only.
  5. There will no longer be a Terms and Conditions for the vendor agreement.
  6. Will wait until September newsletter to advertise. Will pick two or three businesses to highlight.
  7. Erica sent a Coming Soon! Announcement to Melissa Hay-Bishop to put in the CSSAC Newsletter.

8. Will try and do a once-a-week Qualtrics Survey link to push survey out to vendors.
  - a. Rendi will send out agreement to vendors until she is able to put together Qualtrics Survey instructions for us.
9. Employee discount corner in CSSAC newsletter – ask for suggested business & post new businesses.
10. Procurement has an employee discount program. Possibly link all discount programs together.
11. No webpage currently until all updated.
12. Make up a business card with a QR Code for new businesses to scan.
  - a. Future project. Carrie said that there currently aren't any funds for this.
13. Will call Abbey Nickel in the future about creating an article for Purdue Today.
14. Call for adjournment.

**Date:** 7/25/2023      **Time:** 11:00 a.m. - 12:00 p.m. via Microsoft Teams

**Attendance:** Tracy Reifel, Chair and Erica Tobe, Vice Chair

Not in Attendance: Rendi Tharp

1. Meeting called to order.
2. Talked about issues of shared documents.
3. Changed document to know which vendors need survey sent.
4. Kathy Obrien, Tracy Reifel, Terri Griffin, Rendi Tharp, and Erica Tobe are contacting businesses by August 1<sup>st</sup> to see if they would like to participate in the discount program.
5. Call for adjournment.

**Date:** 8/3/2023      **Time:** 09:04 a.m. - 10:33 a.m. via Microsoft Teams

**Attendance:** Tracy Reifel, Chair, Erica Tobe, Vice Chair, Rendi Tharp, and Carrie Hanson

Not in Attendance: N/A

1. Meeting called to order.
2. Will not focus on national businesses. Only focus on in state ones.
3. Malibu Jacks – permanent discounts?
  - a. No other discounts. Will let PEAPS continue to work with them to get occasional discounts throughout the year.
4. Home-based businesses i.e. Pampered Chef, etc.?
  - a. Carrie would be worried about adding them.
    - i. Business may not be able to give discount the whole entire year. May not be in business the whole year.
5. Tracy and Erica will make guidelines on which businesses the program will accept and which ones we will not. Will send to Carrie for final approval.
6. Carrie said that we can have same local vendors on the Perks page as well as in this discount program.
7. Look for other contact information on the internet or Facebook for non-responsive vendors to see if we can get a response about being included in our program.
8. There will be no limit on how many similar vendors we will have in a category.
9. If vendors have questions about program, we will have them email [cssacdiscounts@purdue.edu](mailto:cssacdiscounts@purdue.edu).
10. For vendors that are worried about non-Purdue employees or retirees using the discount we will need to encourage them to ask for the Purdue ID card when receiving discount.
11. Rendi added to the Qualtrics Survey a question for vendors to upload their business logo and any graphic information they wanted displayed on the website.
12. Rendi will pull vendors and send agreement out by the end of the day on Friday, August 4<sup>th</sup>.
13. Tracy will document all the work that will need to be done for the year to figure out if Discount Ad Hoc will be a stand-alone subcommittee or if it should be absorbed by another subcommittee.
  - a. Tracy will present at the September Executive meeting what she proposes.

- b. If Discount Ad Hoc becomes a stand-alone subcommittee, Rendi will ask if anyone would like to leave their current subcommittee to join the Discount subcommittee. If not, Rendi will reach out to a few to ask if they would like to join.
- c. Rendi may ask a MaPSAC member if they would like to join the Discount subcommittee.
  - i. They could advertise in their newsletter, The Sentinel.
- 14. Rendi is still in the process of making Qualtrics Survey instructions.
- 15. In the future we could put a link the newsletters for Perks/Discount program every month.
- 16. For convenience include the vendor discount Qualtrics Survey on the CSSAC website.
- 17. Need to figure out how we want website to look and send to Carrie.

## MEETING MINUTES OUTREACH AND EDUCATION SUBCOMMITTEE

**Attendees:** Melissa Taylor, Melissa Ridgely, Chad Cahoon, Tom Brown

### I. PURPOSE OF TODAY'S MEETING

- 1. Review PowerPoint and recommend updates- **Full committee agreed that the PowerPoint needs a fresh look. Campus photos added and CSSAC information updated? Are recent accomplishments, current initiatives, correct? Is there new information regarding employee discounts? Add some examples of companies that offer discounts. Melissa Taylor will discuss it at the executive committee meeting. Discussed adding photos from events and some of service staff.**
- 2. Webpage- **Request CSSAC info Presentation no update. Webpage will need to have the new PowerPoint presentation uploaded once approved.**
- 3. Newsletter- **no information for newsletter**

### II. NEW BUSINESS:

- 1. Work on PowerPoint to have ready to present to Rendi and Carrie in August.
- 2. Learn more about perks-discount program to be able to address questions during new employee luncheon.

## PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA

**Date:** 8/2/2023

**Time:** 1:30 pm Virtual Meeting - Teams

**Facilitator:** Terri Griffin

**Board members:** Terri Griffin, Mark Fields, Amy Atkinson, Chris O'Bryan, Martin O'Brien, Pam Bender (Emeritus member), Rendi Tharp (CSSAC Chair)

- 1. Call Meeting to Order
- 2. **Welcome**
- 3. Introductions – name, where you work, how long have you been at Purdue, any other item(s) you would like to share!
- 4. Unfinished Business
  - a. Volunteer for Professional Development Minute – identify topic, draft article for newsletter and present in full meeting. This can be anything that would help anyone do their/your job responsibilities. If you would like a month already taken, please let Terri know and she will switch! Items done in the past few months: Purdue campus map,

Purdue Acronyms for buildings, Spring Fling, Farmers Market. Possible ideas: Qualtrics, any new ideas?

June	Fix-It system for work notifications	Terri Griffin
July	STAR Program	Terri Griffin
August	Star Program	Terri Griffin
September	Safety Committee	Amy Atkinson
October		
November		
December	TBD	Terri Griffin
January	TBD	Amy Atkinson
February		
March		
April		
May		

- b. Linked in Courses - provide any recommendations for Courses to Terri. She will provide items to Communications team to publish each month. If you do LinkedIn or other courses throughout the month and like it, please feel free to send me the link anytime.
- c. Approval of last months minutes.

- i. Pam Bender motion to approve & Amy Atkinson second

5. New Business

- a. Any additions to the list of certifications? Suggested to add Microsoft teams, One Note
- b. HS program
- c. Grants Letters were sent out last week of July
- d. Any other new business?

6. Call for adjournment

- a. Pam Bender motioned to adjourn & Amy Atkinson seconded

## CSSAC Attendance

Member Name	Term	Voting Member	Aug 2023
Tharp, Rendi - Chair	9/21-5/24	1	Present
Obrien, Kathy - Vice Chair	6/22-5/25	2	Present
Jasek, Melissa - Executive Secretary	10/22-5/26	3	Present
Atkinson, Amy	6/23-5/26	4	Present
Bender, Pam	6/23-5/24		Absent
Brown, Tom	6/23-5/26	5	Present
Bugg, Amy (PNW)	6/22-5/25	6	Present
Burton, Robert (PFW)	10/22-5/25		Present
Butram, Stephanie	10/22-5/26	7	Present
Cahoon, Chad	6/23-5/26	8	Absent
Carroll, Jacquie	9/21-5/24	9	Present
Chang, Anna (Chia Chun)	6/22-5/25	10	Present
Fields, Mark	9/21-5/24	11	Absent
Gomez, Jurgen	6/23-5/26	12	Present
Griffin, Terri	10/22-5/26	13	Present
Hay, Melissa	6/22-5/25	14	Present
Honkomp, Cheryl (PFW)	10/22-5/25	15	Present
Kawlewski, Jennifer	9/21-5/24	16	Present
Michel, Debra	6/23-5/26	17	Present
Moore, Beth	10/22-5/26	18	Present
O'Brien, Martin	6/23-5/26	19	Absent
O'Bryan, Chris	6/23-5/26	20	Absent
<del>Phillips, Khalia (PNW)</del>	<del>6/22-5/25</del>	-	
Reifel, Tracy	9/20-5/23	21	Present



Ridgley, Melissa	6/22-5/25	22	Present
Roskuski, Michelle	6/22-5/25	23	Present
Taylor, Melissa	10/22-5/26	24	Absent
Tobe, Erica	2/20-5/23	25	Present

Abbey Nichol			Present
Carrie Hanson			Present
Amy Boyle			Present
Alyssa Wilcox (attending quarterly-Oct, Jan, Apr and July			