

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Rendi Tharp, CSSAC Chair
Re: Minutes for November 14, 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 1:30 p.m.

Item #2 - Adoption of Agenda

Chair asked for additions to the agenda.

- Tracy Reifel motioned to adopt the agenda; Mark Fields seconded.
- Motion carried; agenda is adopted.

Item #3 – Approval of Minutes

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

- Hearing no changes; minutes accepted as written.

Item #4– University Officers’ Reports

Amy Boyle, Interim Vice President for Human Resources

- Reminder to complete Benefits survey
- Welcome Fair on Friday for Purdue Indy
- Human Resources working with the Provost and Presidents Offices on staff appreciation options

Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships

- Attending quarterly – October, January, April, July

Item #5 – Teambuilding Exercise

- Two Truths and a Lie – all participated

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 17th of each month to Melissa Hay-Bishop. This includes awards, trip information, professional development, grants, etc.
- Roll Call was taken during Teambuilding

Item #7 – Professional Development Minute

- Mark Fields - Expanding Horizons
 - Opportunities all around to expand knowledge; LinkedIn Learning is one
 - Ask the right questions
 - Explore all options
 - Read books/articles

Item #8 – Discussion/Questions of Subcommittee Written Reports

Executive

Tharp/O'Brien/Jasek

- Resignation of Martin O'Brien
- Update on Kathy O'Brien after her surgery
- Committee Updates
 - Member of the Quarter for December
 - Rendi attending Welcome Fair in Indy; sharing table with MaPSAC

Communication

Hay/Butram

- Deadline for the January newsletter is December 13th.
- Committee Updates
 - Any promotions to be put on CSSAC social media should be sent to the committee

Professional Development

Griffin/Fields/Atkinson

- Committee Updates
 - Continuing work on Star program and high school program
 - Grant flyers for Employee/Dependent grants ready; waiting on review of Spanish version
 - Excellence Award to spring and will be awarded at spring CSSAC luncheon

Purdue Employees Activity Program (PEAP)

Carroll/Michel

- Committee Updates
 - Chicago trip is on and there will be one full bus
 - Pacers Hat Night is January 23 with online sign up
 - Malibu Jacks moved to March to coincide with spring break in the area
 - Discussed possibility of more "go on your own" trips
 - Asked for suggestions for events and "go on your own" trips

Outreach & Education

Taylor/Ridgley

- Committee Updates
 - Next New Employee Luncheon will be January 16 via Teams
 - Asked for CSSAC member experiences to share with attendees
 - CSSAC members invited

Purdue Discount Program

Reifel/Tobe

- Committee Updates
 - Created guidelines
 - Made changes to survey
 - Sent out applications
 - Approved eight (8) new merchants - American Automotive Services, BK Management, Bradford Place Apartments Buckingham Properties, Company Folders Inc., The Frame Joint dba Art of Framing, Jackson Hewitt Tax Service, Purdue Veterinary Hospital, The Sunspot Natural Market
 - Approved changes to website
 - Approved committee name change
 - Asking for suggestions of possible vendors

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

Purdue University Fort Wayne

Honkomp/Burton

- Regional Updates

Purdue University Northwest

Bugg

- Regional Updates
 - Chancellor search – 3 applicants
 - Working CSSAC enrollment
 - Bag of goodies for each staff member
 - Campus holiday party to be sponsored by CSSAC and MaPSAC

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

- None

Item #11– Unfinished business

- None

Item #12 – New business

- Complaint received about electric scooters, bikes, etc. being left on sidewalks, ridden in areas they shouldn't, and disregard of riders to safety
 - Chad advised Rendi to reach out to Police Chief Lesley Wiete and Chief Public Safety Officer Jay Wasson
 - Purdue Police can address speed and safety issues but not where vehicles are left

Item #13– Area updates, Items of interest

-

Item #14 – Call for Adjournment

- Terri Griffin motioned to adjourn; Tracy Reifel seconded.
- The meeting adjourned at 2:42 p.m.

Next full committee meeting scheduled for December 12, 2023 via Teams

Subcommittee Written Reports – CSSAC

PROFESSIONAL DEVELOPMENT COMMITTEE NOTES

Date: 10/27/2023

Time: 2:30 pm Virtual Meeting - Teams

Facilitator: Terri Griffin

Board members: Terri Griffin, Mark Fields, Amy Atkinson, Pam Bender (Emeritus member), Rendi Tharp (CSSAC Chair)

Members in attendance – Terri Griffin, Mark Fields, Amy Atkinson

1. Call Meeting to Order – Terri called meeting to order

2. Unfinished Business

- a. Volunteer for Professional Development Minute – Terri is to ask Jennifer Krause to speak to our committee about the HIS training and see if she would speak to PD in November – sent email 10-31-23

Updated the chart for November

September	Safety Committee	Amy Atkinson
October	Expanding Horizons – was skipped	Mark Fields
November	Expanding Horizons	Mark Fields
December	FERPA	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 the Communications team to publish each month.
- c. Approval of last month’s minutes.
- d. Community Service Award – Amy and Terri were involved with the process. Awarded to Shawn Huddy this year. Several well deserving candidates.
- e. HS program: Terri will get with Rendi and find out where we are on it...and the STAR program
 - waiting for HR to give us more information before we can move forward – Rendi will reach out to Carrie about HS program. And contact Dorothy about Star.

3. New Business

- a. Any additions to the list of certifications? * send link to Terri to be added if you have any programs that you take or recommend FERPA certification
- b. Excellence awards – Pushing back to spring so they can be awarded at the CSSAC luncheon. Terri is getting the date from Rendi to update the website.
- c. New meeting time and day – Last Friday of month 2:45 pm
- d. Grant applications: due to issues with paper grant applications we are changing to only use Online applications and flyer will need to be changed to reflect this change - Terri to get flyer changed
- e. Any other new business?

4. Call for adjournment

- Mark Fields motion for adjournment
- Amy Atkinson seconded the motion

COMMUNICATION

CSSAC-Communications Meeting

November 2, 2023 minutes

Meeting began at 9:00am via teams

Attendance: Stephanie Butram, Michelle Roskuski, Melissa Hay-Bishop, Beth Moore, and Jurgen Rochin Gomez.

Delivra Heat Map Hot Hits: SAMS club 557, Rendi's Chair –164, Events over 45 for each event.

Social Media numbers shared by Stephanie

971 post reach, 119 post engagement, 3 new page likes, 6 new page followers

Top post-CSSAC Chicago trip-646 reached, CSSAC Exploration Acres-146 reached, Tour of Terror-144 reached

Jurgen brought up posting flyers for events in buildings and handing out since buildings and grounds workers do not see emails for events. Discussion with team on thoughts of doing a social media post about the current CSSAC newsletter with link to CSSAC page. The team was in agreement that would be good to reach more people. There was a discussion on who receives the CSSAC newsletter currently and could we add a subscribe button to our subcommittee page to get more subscribers.

December Newsletter Deadline

December issue	November13	December 1
January 2024		

Melissa will get the 2024 editorial calendar and share with the team.

December Ideas: Holiday, Alumni Spotlight, Winter Recess Dates, Boiler Flash from Past (Potter, University Hall

January Ideas: Malibu Jacks, MLK day opportunities, safety for winter months including tunnels to use.

DISCOUNT PROGRAM

Date: 10/13/2023 **Time:** 1:15 p.m. – 2:36 p.m. via Microsoft Teams

Attendance: Tracy Reifel, Chair; Erica Tobe, Vice Chair; Chandler Cahoon, and Rendi Tharp, CSSAC President

1. Meeting was called to order.
2. Carrie is in the process of getting our subcommittee on the website. She sent us mockups for us to review.
 - a. Tracy will confirm the line “This subcommittee may also work with the Purdue Perks program administrators to review and offer advice for the national program.” From this [webpage](#) that Carrie had sent us.
3. Rendi said that we can move local businesses from the Perks Connect site to the local businesses site. We need to email and try to get them to sign an agreement and let them know that we will be switching them over to our new Local Discount Program webpage.
 - a. Chandler will look at the local businesses on the Perks Connect site and ask them to fill out new paperwork for our new Discount Program.
 - b. Need to contact Recreation area.
4. Tracy will confirm the name of our subcommittee with Carrie. The name is different in multiple areas. We want everything to be consistent.
5. Enterprise – has a contract with Purdue. No need for them to fill out an agreement. Needs to be listed on our local discount site.

6. Rendi will check with Carrie and Abby Nickel about putting an article in Purdue Today about the Purdue Discount Program and to secure more local businesses for the program.
7. Chad will make the changes to Tracy's guidelines draft for our subcommittee. We will possibly add more before it is officially adopted.
8. Erica is still working on making a Qualtrics Survey how-to document.
9. Erica sent an email to Rendi and Carrie asking how they would want to go about approving the businesses that have completed the agreement so far. Would they just go into Qualtrics to review?
 - a. Let them know that I would be willing to notify them of new businesses that have completed the agreement.
 - b. Do we need to have a new spreadsheet to keep track of everything?
 - c. Would businesses automatically be added to our Local Discount Program website?
10. Rendi offered to reach out to other CSSAC members to help us on a temporary basis should we need it.
11. Rendi reached out to Jaylene Nichols to see if she could help us with Qualtrics. Said that she isn't good with Qualtrics but would be willing to help our subcommittee.
12. Meeting adjourned.

Date: 11/1/2023 **Time:** 2:37 p.m. – 3:45 p.m. via Microsoft Teams

Attendance: Tracy Reifel, Chair; Erica Tobe, Vice Chair; Chandler Cahoon

Not in Attendance: Rendi Tharp, CSSAC President

1. Meeting was called to order.
2. Carrie Hanson has changed our name to the Purdue Discount Program Subcommittee.
 - a. Tracy will present this to the Executive Committee.
3. We will wait to post local merchants/businesses on our CSSAC website until we have 20 merchants/businesses that have signed agreements.
4. We are not going to worry about the previous merchant/business list. We are going to create a new list of possible businesses to give discounts.
 - a. Tracy will update our phone call list for us to be able to talk to merchants/businesses in person to get them to sign agreements.
 - b. Each one of us will try to get 5 or 10 businesses to sign agreements.
 - c. Let other subcommittee members know that we have talked to a particular business so that we can avoid duplication.
5. Chad will make changes to the Statement of Guidelines.
 - a. Tracy will then present them at the upcoming Executive Committee meeting.
6. Discussed the Qualtrics survey.
 - a. How many times should we send survey reminders? We will send out two survey reminders.
 - b. How do we review completed surveys? How often? Erica will download each completed individual merchant/ business survey and send it to subcommittee members for approval.
 - c. Survey expiration date? Make it active from July 1st to June 30th if Qualtrics allows.
7. Tracy will email Carrie in regard to how we should word the Guidelines i.e. We shouldn't have a local discount from a business that is the same as the national business. We feel it should be the responsibility of the business to make sure they aren't giving us the same discount that they may have given Purdue Perks. We don't want our committee or Purdue to be liable for any duplication.
8. Tracy will contact Melissa Hay-Bishop about putting something in the CSSAC Newsletter in Purdue Discount corner and to put that employee Qualtrics survey.
9. Once we get 20 businesses, we will be featured more in the CSSAC Newsletter about what we are and what we do.
10. Erica is still working on the Qualtrics how-to document.
11. Meeting adjourned.

24 voting members Quorum = 13	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>	<i>Teams</i>
	6/13/23	7/11/23	8/8/23	9/12/23	10/10/23	11/14/23
Atkinson, Amy	P	P	P	P	A	P
Bender, Pam	P	A	A	P	A	A
Brown, Tom	P	P	P	P	P	P
Bugg, Amy (PNW)			P	P	A	P
Burton, Robert (PFW)			P	A	A	A
Butram, Stephanie	P	P	P	P	P	P
Cahoon, Chad	P	P	A	P	P	P
Carroll, Jacquie	A	P	P	P	P	P
Chang, Anna (Chia Chun)	P	P	P	P	P	P
Fields, Mark	P	P	A	P	P	P
Gomez, Jurgen	P	P	P	A	P	P
Griffin, Terri	P	P	P	P	P	P
Hay, Melissa	P	P	P	P	A	A
Hitze, Laurie	P					
Honkomp, Cheryl (PFW)	P	P	P	P	A	A
Jasek, Melissa	P	P	P	P	A	P
Kawlewski, Jennifer	A	A	P	P	P	A
Michel, Debra	P	P	P	P	P	P
Moore, Beth	P	P	P	P	P	P
O'Brien, Martin	A	A	A	P		
O'Brien, Kathy	P	A	P	P	P	A
O'Bryan, Chris	A	P	A	A	A	A
Phillips, Khalia (PNW)	A	A				
Reifel, Tracy	A	P	P	P	P	P
Ridgley, Melissa	A	P	P	A	A	P
Roskuski, Michelle	A	P	P	P	P	P
Taylor, Melissa	P	P	A	P	A	A
Tharp, Rendi	P	P	P	P	P	P
Tobe, Erica	P	P	P	P	P	P
Boyle, Amy - HR	P	P	P	A	P	P
Hanson, Carrie - HR	P	P	P	P	P	P
Nickel, Abbey - M&M	P	P	P	P	P	Maternity
Rosenberger, Carly - M&M						P

Wilcox, Alyssa - Chief of Staff

P

P

P