

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Rendi Tharp, CSSAC Chair
Re: Minutes for December 12, 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.

- One addition to Item #11 – Winter recess pay
- Tom Brown 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 November 2023 minutes:

- Hearing no changes; minutes accepted as written.

Item #4 – Eudoxia Girard Martin Award Announcement

- Winner and nominator(s) in attendance
 - Lindsey Elias, 2023 winner
 - Carrie Hanson shared history of award and Ms. Martin along with nomination letters

Item #5– University Officers’ Reports

- Amy Boyle, Vice President for Human Resources
 - President Chiang to hold Town Hall meeting
 - Purdue Indy staff received job duties and offer letters will go out on December 15
 - FMLA Policy change
 - If both spouses employed by Purdue, each spouse will receive 12 weeks for birth/adoption/foster placement
 - Current policy is employee spouses would share the 12 weeks
- Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships
 - Attending quarterly – October, January, April, July

Item #6 – Guest Speaker

- Jennifer Kraus, Environmental Health and Safety Specialist
 - Health and Safety Institute (HSI) training
 - Learning management system used to organize trainings for groups across campus
 - Training plans are available in English, Spanish or French
 - Training have various types of interactions and have exams at the end
 - Most trainings are annual
 - Transcript with option to share completed trainings
 - Approximately 1,000 training courses
 - 50-60 administrators across campus in different groups

- Groups can customize what trainings they want members to complete
- Safety Toolbox has safety tip videos

Item #7 – 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. **January newsletter deadline is December 13th.**
- Roll Call – What are you thankful for?

Item #8 – Professional Development Minute

- None

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Tharp/O'Brien/Jasek

- Sustainability committee update
- University Senate did vote to keep CSSAC and MaPSAC
 - Working on being voting members
- Purdue Indy
 - Rendi attended welcome on 11/17 and talked to staff about CSSAC
 - Indy staff concerns include learning jobs and supervisors, how they will be treated due to being IU staff, and networking
 - New Employee luncheon will be shared with them which should assist with networking
 - Event was very successful

Communication

Hay/Butram

- Reminder that January newsletter deadline is 13th, and February newsletter deadline is due by January 17th

Professional Development

Griffin/Fields/Atkinson

- Working on Star program – met with HR
- Asked for certification suggestions – free or minimal cost
- High school program in the works

Purdue Employees Activity Program (PEAP)

Carroll/Michel

- Purdue CSSAC Night with the Indiana Pacers
 - Game has new date: Tuesday, January 28th at 3:30 p.m.
- Chicago trip
 - Filled one bus
 - Some attendees some went to museum
 - No issues were reported
 - Feedback
 - Some employees aren't receiving the information being sent out
 - Trip was enjoyed by attendees
 - Advertising/Promotion
 - Possibly email building deputies and ask that flyers be posted in building
 - Explore more options for promoting the trip and other events

Outreach & Education

Taylor/Ridgley

- New Employee Luncheon to be held January 16

- Updating slide presentation

Purdue Discount Program

Reifel/Tobe

- Working on new email flyer, includes QR code
- Tracy went to some businesses – three interested, still waiting to hear back
- Erica sent out Qualtrics survey before Thanksgiving and waiting for responses
- Chad has list he was working on
- Tracking opt-outs
- Updates on the website

Item #10– Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne

Honkomp/Burton

- Regional Updates

Purdue University Northwest

Bugg

- New chancellor named: Chris Hilford
- Holiday party – gift cards from CSSAC for ugly sweater competition
- CSSAC “Decorate Your Door” prize

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/Ridgely

Staff Memorial Committee

Tharp/O’Brien/Jasek

Survey Oversight Committee

Jasek/?

University Policy Committee

Atkinson

University Senate

Tharp/O’Brien

University Senate Advisory

Tharp/O’Brien

University Senate: Staff Appeals Board Traffic Regulations

Tharp/?

University Senate: Committee for Sustainability

Griffin/Fields

University Senate: Faculty Compensation and Benefits

Tharp/O’Brien

University Senate: Parking and Traffic

Moore

University Senate: Visual Arts and Design Committee

Tobe

University Senate: Equity and Diversity Standing Committee

Brown

- Faculty hiring concerns
- Students trying to create new Southwest Asian and North African cultural center

Item #11 – Bridge Forms

- CHL waitlist for remainder of 2023 – if not urgent, leave name and number and they will call if cancellation
- Forfeiture of vacation time and payout options – staff member was going to lose about 100 hours of vacation but will be taking most of December off
 - Possible discussion of rolling over hours to be lost
 - Asking for ideas of how to handle
- Membership – two staff are interested in being CSSAC member and Rendi provided information
- Professional development question – handled by Professional Development
- Athletics
 - Concerns about employees who have to work during winter recess due to games
 - Cannot take time off later and overtime is not available during that time

Item #12– Unfinished business

- Member of the Quarter – Tracy Reifel

Item #13 – New business

- Reminder: Benefits survey is due December 15th
- Action Council – CSSAC and MaPSAC
- Reminder: New Employee Luncheon to be held January 16th from 1 – 2 p.m. via Teams
- Reminder: Winter Recess
- Boilermaker Special Award: Given by Provost Office in the past but CSSAC and MaPSAC may take over
- Purdue Day of Giving – mentioned to put it on everyone’s radar

Item #14– Area updates, Items of interest

- None

Item #15 – Call for Adjournment

- Tracy Reifel motioned to adjourn; Chad Cahoon seconded.
- Meeting adjourned at 3:01 p.m.

Next full committee meeting scheduled for January 9, 2024, via Teams

Subcommittee Written Reports – CSSAC

COMMUNICATION

CSSAC-Communications Meeting

December 7, 2023 minutes

Meeting began at 9:00am via teams

Attendance: Stephanie Butram, Melissa Hay-Bishop, Rendi Tharp, Beth Moore, Jurgen Rochin Gomez

Absent: Michelle Roskuski

Updates from Executive meeting: Focus on December Chair corner on Managers spreading word using CSSAC flyer that Rendi will email out, Once a month List serve of upcoming items used for last minute fill on Chicago trip, Asking building deputies to help post, move our facebook links to top instead of bottom of newsletter.

CSSAC newsletter goes to every employee of Purdue. Its automatic when the career account is set up. No need to join.

New Business: X aka Twitter, do we want to keep as something we use, or discontinue promoting? This is what Hootsuite had done for us, and we haven’t used it in over a year. Discussion that X is not used and mostly used for discussions and not informational. Melissa will post that page will close December 31st and to follow us on Facebook and Instagram.

Native American Educational and Cultural Center-Dept Spotlight. Can someone reach out? Beth is willing to reach out once Melissa sends form.

Social Media numbers shared by Stephanie. There were 530 post reached, 44 post engagement, and 1 new follower. These numbers are down from last month. The top 3 posts were Lafayette Christmas parade information 195 reached, 90th PMO Christmas Show 149 reached, and Women and Inclusive Leadership 127 reached.

January Newsletter Deadline December 13! Reach out to Stephanie if have any issues or need anything.

January Ideas: ~~Malibu Jacks~~, moved to Spring
MLK day opportunities, safety for winter months, Tunnels to use, possible cultural center activities.

February ideas? Department Spotlight, winter activities

Next Meeting: January 4, 2024 at 9am via Teams

Discount Program Subcommittee October Meetings

Date: 11/29/2023 **Time:** 11:00 a.m. – 12:00 p.m. via Microsoft Teams

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

Not in Attendance: Chandler Cahoon

1. Discussed the business email/flier that Tracy made up.
 - a. Has a QR code for the convenience of the businesses.
2. Tracy took the flier to several businesses and talked to them about joining our discount program.
 - a. Tracy only had three businesses that showed an interest in possibly joining our discount program.
 - b. Businesses can fill out the application via the QR code on the flier for ease of applying.
3. Erica resent out the Qualtrics Survey to businesses before Thanksgiving break.
 - a. We have yet to receive any additional response from these businesses.
 - b. Erica will distribute a comprehensive list of these businesses to the other subcommittee members. This will enable us to initiate further communication and inquire if they are still interested in participating in the program.
4. Discussed the list of businesses that Chad was going to contact.
 - a. Chad told Tracy via email that he had no success yet.
5. Erica has uploaded the business tracking list for our new Purdue Discount Program.
 - a. Added Pet Supplies Plus to our opt-out vendor list.
6. Tracy will create an article for the Purdue Discounts to be posted in the December Newsletter and send it to Melissa Hay-Bishop
7. Tracy and Erica collaborated on determining the desired appearance of the website. Subsequently, Tracy communicated with Carrie via email regarding our formal request for the website.
 - a. Layout and able to search similar to the Biological Science Faculty Directory

CSSAC Outreach and Education

Minutes for: November 17, 2023

Attendees: Melissa Taylor

Absent: Tom Brown

Meeting ended at 3:15pm lack of attendance.

Meeting Agenda:

- **Topic 1:** January 16, 2024 New Employee Luncheon
Invitation to new employees via Qualtrics
Presentation needs updated.
Shared stories regarding previous CSSAC events
- **Topic 2:** Items for newsletter
- **Topic 3:** Website updates

- **Topic 4:** Next meeting December 15, 2023 3-4pm

PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Date: 11/17/2023

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 Present: Terri Griffin, Mark Fields, Amy Atkinson

Guest Speaker: Jennifer Kraus

Members in attendance –

1. Call Meeting to Order – Terri called to order at 2:31 pm
2. Unfinished Business
 - a. Volunteer for Professional Development Minute – Jennifer will be at this meeting to discuss HIS – giving her our professional development time during the December meeting.

Updated the chart for CSSAC meeting professional development minutes:

December	HSI Training	Jennifer Kraus
January	FERPA	Terri Griffin
February	TBD	Amy Atkinson
March		
April		
May		

- b. Linked in Courses – There were no new courses provided at this time
 - c. Approval of last month’s minutes. – Minutes were approved without changes
 - d. HS program: Terri will get with Rendi and find out where we are on it...and the STAR program.
 - Star program meeting with HR on 12/7/23
3. New Business
 - a. Jennifer Kraus, EHS – HSI training
 - b. 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
 - c. December meeting is 12-15-23 everyone be here? – Everyone will be present, so meeting confirmed for 12/15/23
 - d. Grant applications flyers – Terri is having the Spanish flyer proofread and then both will be ready for use.
 - e. Any other new business - no new business
 4. Call for adjournment - meeting was adjourned at 2:50pm

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

Rosenberger, Carly - M&M					P	P
Wilcox, Alyssa - Chief of Staff	P	P			P	