

CSSAC

Campus Support Staff Advisory Committee

To: CSSAC Members
From: Rendi Tharp, CSSAC Chair
Re: Minutes for January 9, 2024 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 1:32 p.m.

Item #2 - Adoption of Agenda

Chair asked for additions to the agenda.

- One addition to
- Tracy Reifel motioned to adopt the agenda; Jennifer Kawlewski seconded.
- Motion carried; agenda is adopted.

Item #3 – Approval of Minutes

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

- Hearing no changes; minutes accepted as written.

Item #4– University Officers’ Reports

- Amy Boyle, Vice President for Human Resources
 - January 1 promotions, next round is effective July 1
 - Performance evaluation information coming soon
 - Supervisor newsletter going out later today
 - Staff Recognition Luncheon – more information to come
- Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships
 - Attending quarterly – January, April, July, October
 - Celebrated Lily Endowment largest gift of \$100 million
 - \$50 million of which will go to Daniels School of Business
 - Men’s Basketball Team #1!
 - Dance Theatre of Harlem will headline Dr. Martin Luther King Jr. Commemorative event
 - Commercial airline service beginning April 2024
 - Working with Amelia Earhart estate on recognition
 - Presidential Lecture Series – speakers set for 2024
 - Purdue Northwest – attended celebration of new chancellor with President Chiang

Item #5 – Staff Vacation Comparison – Chad Cahoon

- Shared comparison of vacation benefits between Purdue and other universities, as well as between CSSAC and MaPSAC employee groups
- Potential for discussion with administration and ask questions
- Chad and Rendi to meet with Amy Boyle to discuss

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. This includes awards, trip information, professional development, grants, etc.
- Roll Call – What is your New Year's resolution?

Item #7 – Professional Development Minute

- None

Item #9 – Discussion/Questions of Subcommittee Written Reports

Executive

Tharp/TBD/Jasek

- Kathy O'Brien resignation
 - Call for nominations for Vice Chair by Monday January 22
 - Will present nominations to executive committee
 - Nominees will be announced and make small presentation at full committee meeting and vote will be taken to elect new vice-chair
- Melissa Taylor resignation – leaves one person Outreach and Education subcommittee
- Discussed possible merge of Professional Development and Education and Outreach subcommittees
 - Email Rendi with concerns or thoughts
 - Will be discussed at next executive meeting

Communication

Hay/Butram

- Stopped X (Twitter) page for CSSAC
- Posting CSSAC Newsletter on social media 3-4 days after newsletter is sent out
- Requested photos anyone may have of PEAP events to be included in the newsletter
- Requested ideas for Spotlight section
- February newsletter deadline is January 17

Professional Development

Griffin/Fields/Atkinson

- Professional Development grants coming up – applications will be online only
- Meeting Friday w/HR to work together to promote Star program
- Meeting in February regarding high school program promotion
- Rendi, Terri, and Amy A. to meet regarding combining Professional Development and Outreach and Education

Purdue Employees Activity Program (PEAP)

Carroll/Michel

- Purdue CSSAC Night with the Indiana Pacers on January 28th
- Monster Mini Golf – possible event?

Outreach & Education

TBD

- New Employee Luncheon – January 31, 2024 from 1-2 p.m.
 - CSSAC members invited to attend and share helpful information

Purdue Discount Program

Reifel/Tobe

- Three new vendors – Comfort Keepers, Rabb Water, PEFCU
- Requested ideas for new businesses
 - Rendi to add request to listserve

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

Purdue University Fort Wayne

Honkomp/Burton

- Implemented their newsletter – published November and December, January to come

- Possibly add to their website
- CSSAC committee of 12 reaching and making themselves known across PFW campus
- Bridge forms

Purdue University Northwest

Bugg

- Star Program was implemented – have had some staff sign up
- President to visit to celebrate new chancellor

Big Ten Collaboration Staff Advocacy

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

- Meeting set to begin planning for 2024

Staff Memorial Committee

Tharp/Jasek

Survey Oversight Committee

Butram

University Policy Committee

Atkinson

University Senate

Tharp/TBD

University Senate Advisory

Tharp/TBDn

University Senate: Staff Appeals Board Traffic Regulations

Jasek

University Senate: Committee for Sustainability

Griffin/Fields

University Senate: Faculty Compensation and Benefits

Tharp/TBD

University Senate: Parking and Traffic

Moore

University Senate: Visual Arts and Design Committee

Tobe

University Senate: Equity and Diversity Standing Committee

Brown

Item #11 – Bridge Forms

- None

Item #12– Unfinished business

- None

Item #13 – New business

- Staff recognition luncheon – Rendi shared information under Outreach and Education

Item #14– Area updates, Items of interest

- None

Item #15 – Call for Adjournment

- Chad Cahoon motioned to adjourn; Terri Griffin seconded.
- Meeting adjourned at 2:40 p.m.

Next full committee meeting scheduled for February 13, 2024, via Teams

Subcommittee monthly meeting reports: [Subcommittee Written Reports – CSSAC](#)

21 voting members Quorum = 11		Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	
		6/13/23	7/11/23	8/8/23	9/12/23	10/10/23	#####	12/12/23	1/9/24	2/13/24	3/12/24	4/9/24	5/14/24
1	Atkinson, Amy	P	P	P	P	A	P	P	P				
	Bender, Pam	P	A	A	P	A	A	P	A				
2	Brown, Tom	P	P	P	P	P	P	P	A				
3	Bugg, Amy (PNW)			P	P	A	P	P	P				
	Burton, Robert (PFW)			P	A	A	A	A	A				
4	Butram, Stephanie	P	P	P	P	P	P	P	P				
5	Cahoon, Chad	P	P	A	P	P	P	P	P				
6	Carroll, Jacquie	A	P	P	P	P	P	P	A				
7	Chang, Anna (Chia Chun)	P	P	P	P	P	P	P	A				
8	Fields, Mark	P	P	A	p	P	P	P	P				
9	Gomez, Jurgen	P	P	P	A	P	P	A	P				
10	Griffin, Terri	P	P	P	p	P	P	P	P				
11	Hay, Melissa	P	P	P	p	A	A	P	A				
	Hitze, Laurie	P											
12	Honkomp, Cheryl (PFW)	P	P	P	p	A	A	A	P				
13	Jasek, Melissa	P	P	P	p	A	P	P	P				
14	Kawlewski, Jennifer	A	A	P	p	P	A	P	P				
15	Michel, Debra	P	P	P	p	P	P	P	A				
16	Moore, Beth	P	P	P	p	P	P	P	P	A			
	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										
17	Reifel, Tracy	A	P	P	p	P	P	P	P				
18	Ridgley, Melissa	A	P	P	A	A	P	A	A				
19	Roskuski, Michelle	A	P	P	p	P	P	P	A				
	Taylor, Melissa	P	P	A	p	A	A	P					
20	Tharp, Rendi	P	P	P	p	P	P	P	P				
21	Tobe, Erica	P	P	P	p	P	P	P	P				
	Boyle, Amy - HR	P	P	P	A	P	P	P	P				
	Hanson, Carrie - HR	P	P	P	p	P	P	P	P				
	Nickel, Abbey - M&M	P	P	P	P	P	Maternity	Maternity	Maternity				
	Rosenberger, Carly - M&M						P	P	P				
	Wilcox, Alyssa - Chief of Staff	P	P			P			P				