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 Kawlewsksi 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
  - Supervisor newsletter going out later today
- 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 to 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
• Kathy O’Brien resignation
  o Call for nominations for Vice Chair by Monday January 22
  o Will present nominations to executive committee
  o 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
  o Email Rendi with concerns or thoughts
  o Will be discussed at next executive meeting

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

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

Purdue Discount Program
• Three new vendors – Comfort Keepers, Rabb Water, PEFCU
• Requested ideas for new businesses
  o Rendi to add request to listserve

Item #10 – Discussion/Questions of Regional and University Committees Submitted Reports
Purdue University Fort Wayne
• 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
• Star Program was implemented – have had some staff sign up
• President to visit to celebrate new chancellor

Big Ten Collaboration Staff Advocacy
College of Engineering Staff Advisory Council
Eudoxia Girard Martin Award
Healthy Boiler
New Employee Experience
Recreational Wellness Advisory Board
Retirement Investment Planning Meeting
Spring Fling

• Meeting set to begin planning for 2024

Staff Memorial Committee
Survey Oversight Committee
University Policy Committee
University Senate
University Senate Advisory
University Senate: Staff Appeals Board Traffic Regulations
University Senate: Committee for Sustainability
University Senate: Faculty Compensation and Benefits
University Senate: Parking and Traffic
University Senate: Visual Arts and Design Committee
University Senate: Equity and Diversity Standing Committee

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 | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams | Teams |
|-------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1. Atkinson, Amy | P | P | P | P | P | A | A | A | P | P | P |
| 2. Bender, Pam   | P | A | A | P | A | A | A | P | P | A | A |
| 5. Burton, Robert (PFW) | P | A | A | P | A | A | A | A | A | A | A |
| 7. Cahoon, Chad  | P | A | A | P | P | P | P | P | P | P | P |
| 8. Carroll, Jacqueline | A | P | P | P | A | A | A | P | P | P | P |
| 9. Chang, Anna (Chia Chun) | P | P | P | P | P | P | P | P | P | A | A |
| 13. Hay, Melissa | P | P | P | P | P | P | A | A | P | A | A |
| 14. Hite, Laurie | P | P | P | P | P | P | A | A | A | A | P |
| 15. Honkomp, Cheryl (PFW) | P | P | P | P | A | A | A | A | P | P | P |
| 17. Kavousi, Jennifer | A | A | P | A | P | P | A | P | P | P | P |
| 20. O'Brien, Kathy | P | A | P | P | P | P | A | A | A | A | A |
| 21. O'Brien, Chris | A | P | A | A | P | A | A | A | A | A | A |
| 22. Phillips, Khalisa (PNM) | A | A | A | A | A | A | A | A | A | A | A |
| 23. Raffel, Tracy | A | P | P | P | P | P | P | P | P | P | P |
| 24. Ridgeley, Melissa | A | P | P | A | A | P | A | A | A | A | A |
| 25. Rostovsky, Michelle | A | P | P | P | P | P | P | P | P | P | P |
| 27. Tharp, Rendi | P | P | P | P | P | P | P | P | P | P | P |
| 30. Hanson, Carrie - HR | P | P | P | P | P | P | P | P | P | P | P |
| 33. Wilcox, Alyssa - Chief of Staff | P | P | P | P | P | P | P | P | P | P | P |