To: CSSAC Members  
From: Rendi Tharp, CSSAC Chair  
Re: Minutes for February 13, 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 1:31 p.m.

Item #2 - Adoption of Agenda  
Chair asked for additions to the agenda.  
- Jennifer Kawlewski motioned to adopt the agenda; Chad Cahoon seconded.  
- Motion carried; agenda is adopted.

Item #3 – Approval of Minutes  
Chair asked for corrections/changes to the January 2023 minutes:  
- Hearing no changes; minutes accepted as written.

Item #4 – CSSAC Vice-Chair Vote  
- Nominees: Chad Cahoon and Jurgen Rochin  
  - Nominees were asked to say a few words to the membership  
  - Rendi asked for suspension of the rules so that a single vote is taken and the candidate with the most votes is selected  
    - Approved by CSSAC membership  
  - Carrie provided Qualtrics survey for vote

Item #5 – University Officers’ Reports  
- Amy Boyle, Vice President for Human Resources  
  - Performance Management timeline information will be going out soon  
  - No other updates  
- Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships  
  - Attending quarterly – January, April, July, October

Item #6 – Guest Speaker  
- James Clark, Director of Compensation, Human Resources  
  - Ten months now at Purdue University and was previously at University of Maine  
  - Interest is in compensation and oversees team of analysts  
  - Shared that the Job Family structure is well-designed and a benefit to employees  
  - Reach out if there are questions about compensation

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.

Roll Call – Are you happy with Punxsutawney Phil’s prediction of an early spring?

**Item #8 – Professional Development and Outreach and Education subcommittees merge vote**
- Merge was approved by CSSAC membership to combine the two subcommittee’s

**Item #9 – Discussion/Questions of Subcommittee Written Reports**

**Executive**
- Pam Bender resignation due to promotion
- Day of Giving volunteers
  - Stephanie is asking for volunteers to get the word out about CSSAC’s involvement in PDG
  - Date: April 24
- Jon Harbor, Senior Advisor to the Provost
  - Met to discuss CSSAC and MaPSAC and what each group does
  - Rendi shared information about CSSAC and each subcommittee
  - He shared information on the Star Program

**Communication**
- Social media numbers are good with Facebook gaining a following
- Have good ideas for March newsletter
- Asked for suggestions for newsletters

**Professional Development**
- Continued work with Human Resources on Star Program
  - Five pillars of learning opportunities
- New Employee Luncheon
  - Approximately 70 staff in attendance
  - Staff enjoy it especially if they have been employed a few months and know what questions they might like to ask
  - New employee invite list goes back six months

**Purdue Employees Activity Program (PEAP)**
- Working on several events for future
- Malibu Jacks – possible March date
- Michigan City Outlet mall - possible summer trip
- Plant Pub – possible on-your-own visits for spring

**Outreach & Education**
- Subcommittee to be merged with Professional Development

**Purdue Discount Program**
- Several new discounts added with 19 new vendors approved
- Discounts added for those 50+
- Asked for vendor suggestions

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

- People have dropped off CSSAC; committee looking for new members
- Newsletter being produced
Purdue University Northwest

- Founders Day 2024 – Friday, March 1
  - Honors award recipients and staff years of service
- CSSAC and MaPSAC will be meeting with the 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

- Date: Thursday, May 23
- CSSAC has been assigned the car show event annually

Staff Memorial Committee
- Tharp/Jasek

- Preparation is currently underway

Survey Oversight Committee
- Butram

University Policy Committee
- Atkinson

University Senate
- Tharp/TBD

University Senate Advisory
- Tharp/TBD

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

- Proposals being worked on: Dream Hire Initiative, Juneteenth Celebration, new Cultural Center

Item #11 – Bridge Forms

- Cost of Living
  - Employee asked Cost of Living increases
  - HR response indicates this is covered by annual merit increases
  - Suggestion made that merit pool could be split to give a cost of living increase to all, remainder of merit pool given as merit increases

Item #12 – New business

- Daycare and Early Childhood Care Task Force
  - Would like to use current unused space in facilities but unable to attract enough employees
  - Services not accessible by most staff due to cost – University Senate took this under advisement

- Winter Recess was approved by University Senate and dates were announced for 2024

- Listserv Email for February
  - Rendi will send informational email out first of next week and asked for items to include if anyone has anything

- Parking Issues/Concerns –
  - CSSAC and MaPSAC will be meeting with Parking about concerns and issues that have been raised regarding paid parking, lack of transparency, loss of parking near office locations
  - Send questions or concerns to Rendi

- FMLA Updates - married Purdue employees are eligible for 12 weeks each

- Center for Healthy Living is now open until 7 p.m. hours and Health Care Navigation Program is now available

Item #13 – Unfinished business

- IUPUI Vacation vs. Purdue Vacation
Chad shared that HR will do comparative study this spring and provide update in the summer, will table until their study is complete

- University Senate – decision will be made at next meeting if CSSAC will have one vote being next term

Item #14 – Area updates, Items of interest
- None

Item #15 – Election results for Vice-Chair
- Chad Cahoon was selected as new vice-chair effective immediately

Item #15 – Call for Adjournment
- Tracy Reifel motioned to adjourn; Chad Cahoon seconded.
- Meeting adjourned at 2.46 p.m.

Next full committee meeting scheduled for March 12, 2024, via Teams

Subcommittee monthly meeting reports: Subcommittee Written Reports – CSSAC

### Attendance 2/13/24

<table>
<thead>
<tr>
<th>21 voting members Quorum = 11</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
<th>Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6/13/23</td>
<td>7/11/23</td>
<td>8/8/23</td>
<td>9/12/23</td>
<td>10/10/23</td>
<td>11/14/23</td>
<td>12/12/23</td>
<td>1/9/24</td>
<td>2/13/24</td>
</tr>
<tr>
<td>Atkinson, Amy</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Brown, Tom</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
</tr>
<tr>
<td>Bugg, Amy (PNW)</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Burton, Robert (PFW)</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Buttram, Stephanie</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Cahoon, Chad</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Carroll, Jacquie</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Chang, Anna (Chia Chun)</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Fields, Mark</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Gomez, Jurgen</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Griffin, Terril</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Hay, Melissa</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Honkomp, Cheryl (PFW)</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Jasek, Melissa</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Kawlewska, Jennifer</td>
<td>A</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Michel, Debra</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Moore, Beth</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Reifel, Tracy</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Ridgley, Melissa</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Roskowski, Michelle</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Tharp, Rendi</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Tobe, Erika</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Boyle, Amy - HR</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Hanson, Carrie - HR</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Nickel, Abbey - M&amp;M</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
</tr>
<tr>
<td>Rosenberger, Carly - M&amp;M</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
</tr>
<tr>
<td>Wilcox, Alyssa - Chief of Staff</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
<td>Maternity</td>
</tr>
</tbody>
</table>

Subcommittee Written Reports – CSSAC