

# CSSAC

Campus Support Staff Advisory Committee

**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 17<sup>th</sup> 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**

Tharp/TBD/Jasek

- 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**

Hay/Butram

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

**Professional Development**

Griffin/Fields/Atkinson

- 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)**

Carroll/Michel

- 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**

TBD

- Subcommittee to be merged with Professional Development

**Purdue Discount Program**

Reifel/Tobe

- 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**

Purdue University Fort Wayne

Honkomp/Burton

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

Purdue University Northwest

Bugg

- 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**

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