To: CSSAC Members  
From: Rendi Tharp, CSSAC Chair  
Re: Minutes for May 14, 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 1:30 p.m.

Item #2 – Adoption of Agenda
Chair asked for additions to the agenda.
• Jennifer Kawlewski 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 April 2024 minutes.
• Hearing no changes; minutes accepted as written.

Item #4 – New member introductions – Ashley Martin, Josh Miller, Kaylee Gad, Chris Pullins, Maddie Hodge, Shawn Flora

Item #5 – University Officers’ Reports
• Amy Boyle, Vice President for Human Resources
  o Evaluations and merit due by May 22
  o Reminder Spring Fling is coming up
  o Department of Labor salary
    ▪ Effective July 1 salaried employees making less than $43,888 will become eligible for overtime
    ▪ Increases every three years
    ▪ 60-65 employees at Purdue are effected
• John Gipson, Chief of Staff to Provost, Assistant Vice Provost for Academic Operations – no report
• Alyssa Wilcox, Chief of Staff to the President and Senior Vice President of Partnerships – no report
  o Attending quarterly – January, April, July, October

Item #6 – STAR Program Presentation
• Cindy Moscript, Senior Organizational Development Specialist, Human Resources
• Linda Baer, Director, Organizational Effectiveness, Human Resources
  o Strategic Training and Resources Program (STAR) purpose is designed to meet the professional development needs of Administrative and Operational Support and Skilled Trades Career Streams.
  o Goal – expand workforce capabilities to accelerate career growth and advancement.
  o Components – Strategic Design, Dynamic Learning, and Continuous Assessment and Improvement
    ▪ Strategic Design pillars are Customer Service, Digital Literacy, Leadership, Project Management
    ▪ Dynamic Learning is contextualized Learning, Career Growth, STAR Learning Tracks
    ▪ Continuous Assessment via Key Benchmarks and Learning Outcomes
  o Certification Levels: Basic, Intermediate, Advanced, Multiple Pillars, and Post-Program Recognition
  o Offered on quarterly basis with application process; cohort groups; using SuccessFactors
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 Stephanie Butram. This includes awards, trip information, professional development, grants, etc.
- Roll Call – Vacation plans this summer?

Item #8 – Discussion/Questions of Subcommittee Written Reports

Executive Tharp/Cahoon/Jasek
- Subcommittee/university change requests to Chad
- Subcommittee chair and vice chair discussion
  - Tracy to remain as chair of Discount Committee
  - Subcommittee vice chairs can be determined at June meetings
    - Can be current or new members
- Chair end of year wrap-up – thanked everyone for their support

Communication Hay/Butram
- Stephanie will keep rotation of articles in CSSAC Newsletter
- Big increase in social media presence during the last 30 days

Professional Development Griffin/Fields/Atkinson
- STAR Program Terri says “ditto” to presentation!
- Excellence Award winners determined, announced at CSSAC luncheon meeting on May 28
- Grant deadline tomorrow

Purdue Employees Activity Program (PEAP) Carroll/Michel
- Indiana Beach code discount code as been sent out
- Indiana Fever suggested as event by Tom Brown

Purdue Discount Program Reifel/TBD
- Now up to 32 businesses
- PEAP is assisting for now

Item #9 – Discussion/Questions of Regional and University Committees Submitted Reports

Purdue University Fort Wayne Burton
- Completing selections for officer positions; hope to have positions filled soon
- Development retreat in June

Purdue University Northwest Bugg
- Breakfast for CSSAC to provide those eligible staff members information about CSSAC

Big Ten Collaboration Staff Advocacy Jasek/Cahoon
College of Engineering Staff Advisory Council Tharp
Eudoxia Girard Martin Award Carroll/Jasek
Healthy Boiler Kawlewska/Chang
New Employee Experience Hay-Bishop
Recreational Wellness Advisory Board Gomez
Retirement Investment Planning Meeting Michel/Butram
Spring Fling Kawlewska/Tharp/Jasek
- On track for the 23rd with 16 cars registered for car show
Staff Memorial Committee  
- Done in April for eight staff members lost in 2023

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  
- Met with Steve Carn and his supervisor Luke Versprille for updates on campus parking, garage availability and adjustment of pay to park spots  
- Will be completing a full parking assessment this year and then focus on parking structures  
- Luke provided answers to questions and is interested in coming up with solutions to parking issues  
- Requested use of Parking portal to submit complaints

University Senate: Visual Arts and Design Committee  

University Senate: Equity and Diversity Standing Committee  

Item #10 – Bridge Forms  
- No forms; just questions about parking on west side of campus

Item #11 – New business  
- CSSAC luncheon/awards/orientation  
  - May 28 beginning at 11:30 a.m.
- CityBus changes  
  - Purdue and CityBus in discussion about a possible agreement  
- Bison Financial - some employees have been contacted by this company  
  - Purdue is not using Bison Financial  
  - HR to comment on Bison Financial reaching out

Item #12 – Unfinished business  
- University Senate voting members  
  - Senate leadership indicated there is support and would like to go forward with getting CSSAC and MaPSAC on board with voting  
- Purdue Day of Giving – CSSAC did receive $150 in donations

Item #13 – Area updates, Items of interest

Item #14 – Call for Adjournment  
- Stephanie Butram motioned to adjourn; Jennifer Kawlewski seconded.  
- Meeting adjourned at 2:33 p.m.

Next full committee meeting scheduled for June 11, 2024, via Teams

Subcommittee monthly meeting reports: Subcommittee Written Reports – CSSAC

Attendance
<table>
<thead>
<tr>
<th>Name</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>
<th>Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkinson, Amy</td>
<td>P</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>P</td>
<td>P</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>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Burton, Robert (PIF)</td>
<td>P</td>
<td>P</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>
</tr>
<tr>
<td>Butram, 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>
<td>A</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>
<td>P</td>
</tr>
<tr>
<td>Carroll, Jacqueline</td>
<td>A</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>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>
<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>
<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>
<td>P</td>
</tr>
<tr>
<td>Griffin, Terri</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>
<td>P</td>
</tr>
<tr>
<td>Hay, Melissa</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>A</td>
<td>P</td>
</tr>
<tr>
<td>Kawilewski, Jennifer</td>
<td>A</td>
<td>A</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>
</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>
<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>P</td>
<td>A</td>
<td>P</td>
</tr>
<tr>
<td>Neifel, Tracy</td>
<td>A</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>Ridgely, Melissa</td>
<td>A</td>
<td>P</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>
</tr>
<tr>
<td>Roskuski, Michelle</td>
<td>A</td>
<td>P</td>
<td>p</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</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>
<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>A</td>
<td>p</td>
</tr>
<tr>
<td>John Gipson, Provost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilcox, Alyssa - Chief of Staff</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>
<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>
<td>P</td>
</tr>
<tr>
<td>Rosenberger, Carly - M&amp;M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nickol, 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>
<td>Maternity</td>
</tr>
</tbody>
</table>