

CSSAC

Campus Support Staff Advisory Committee

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
 - Evaluations and merit due by May 22
 - Reminder Spring Fling is coming up
 - 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
 - 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
 - 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.
 - Goal – expand workforce capabilities to accelerate career growth and advancement.
 - 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
 - Certification Levels: Basic, Intermediate, Advanced, Multiple Pillars, and Post-Program Recognition
 - Offered on quarterly basis with application process; cohort groups; using SuccessFactors

- Managed by Organizational Effectiveness with target launch May 2025

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

Kawlewski/Chang

New Employee Experience

Hay-Bishop

Recreational Wellness Advisory Board

Gomez

Retirement Investment Planning Meeting

Michel/Butram

Spring Fling

Kawlewski/Tharp/Jasek

- On track for the 23rd with 16 cars registered for car show

Staff Memorial Committee	Tharp/Jasek
<ul style="list-style-type: none"> Done in April for eight staff members lost in 2023 	
Survey Oversight Committee	Butram
University Policy Committee	Atkinson
University Senate	Tharp/Cahoon
University Senate Advisory	Tharp/Cahoon
University Senate: Staff Appeals Board Traffic Regulations	Jasek
University Senate: Committee for Sustainability	Griffin/Fields
University Senate: Faculty Compensation and Benefits	Tharp/Cahoon
University Senate: Parking and Traffic	Moore
<ul style="list-style-type: none"> 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	TBD
University Senate: Equity and Diversity Standing Committee	Brown

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

