

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Chad Cahoon, CSSAC Chair  
**Re:** Minutes for November 12, 2024, meeting via MS Teams

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**Attendance: Included at bottom**

**1:30 pm**

## **Item #1 – Meeting Call to Order**

Quorum was met; Chair called the meeting to order at 1:33 p.m.

## **Item #2 - Adoption of Agenda**

Chair asked for additions to the agenda. Melissa Ridgely. 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 October 2024 minutes. Hearing none, minutes accepted as written.

## **Item #4– University Officers’ Reports**

- Amy Boyle | Vice President for Human Resources
  - Communications went out to supervisor about non-exempt / exempt potential status changes
  - Reminder about Open Enrollment
  - IT inadvertently deactivated some emails and was working to reinstatement them

## **Item #5 – Guest Speaker**

- Brenda Coulson, Senior Director, Talent Acquisition
  - Shared trends around recruiting and candidate experience data
    - Demand for hybrid/remote roles – preference varies
    - Transparency and respect are key
    - Internal mobility and upskilling
    - Data-driven recruitment for candidate fit
    - AI & Automation – resume screening, outreach and interviewing
    - Focus on transparency, engagement, and creating positive impressions
    - Feedback shapes improvements
    - Top motivations for pursuing a Purdue career are career growth, Purdue’s collaborative culture, pride in Purdue’s mission, and Purdue’s benefits package
    - Interview process satisfaction increased by 12%, noted improvements in transparency and communication during interview stage, and 82% of interviewees would recommend Purdue University
    - Communication from hiring manager – dissatisfaction increased by 5%, transparency 22% dissatisfied – steps being taken to change this
    - 82% would reapply to Purdue compared to industry average
    - Time to accept offer dropped to 27 days
    - Applicants per hire increased by 42.86%
    - Withdrawal rates decreased by 11.82%

**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 17<sup>th</sup> of each month to Stephanie Butram. This includes awards, trip information, professional development, grants, etc.
- Roll Call – Favorite Fall Treat?

**Item #7 – Professional Development Minute**

- None

**Item #8 – Discussion/Questions of Subcommittee Written Reports****Executive**

Cahoon/Rochin Gomez/Jasek

- Member of Quarter – Debra Michel selected
- Eudoxia Martin Award – Maddie replaced Melissa Jasek on committee for this year
- Benefits Enrollment reminder

**Communication**

Butram/TBD

- No update

**Professional Development**

Atkinson/Flora

- Met with STAR committee group – waiting on HR to flesh out wording of in pillars
  - More info to come

**Purdue Employees Activity Program (PEAP)**

Michel/Hodge

- Exploration Acres completed
- Chicago trip – bus is filled, waiting list for spots

**Purdue Discount Program**

Reifel/Pullins

- Reaching out to several businesses
- Blooms by Sandy – 5% discount on orders for pick up in store, in Lebanon IN
- Window placards being sent out
- Changes on Qualtrics survey
- Send Tracy suggestions

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

Purdue University Fort Wayne

Rouleau

- No update

Purdue University Northwest

Bugg

- Planning holiday party with MaPSAC
- New CSSAC members

Big Ten Collaboration Staff Advocacy

Cahoon/Rochin Gomez/Tharp

College of Engineering Staff Advisory Council

Gad/Ridgley

Eudoxia Girard Martin Award

Jasek/Cahoon

New Employee Experience

Hodge

Recreational Wellness Advisory Board

Rochin Gomez/Miller

Retirement Investment Planning Meeting

Michel/Flora

Spring Fling

Jasek/Hodge/Brown

Staff Memorial Committee

Cahoon/Rochin Gomez

Survey Oversight Committee

Roskuski/Butram

University Policy Committee

Miller/Atkinson

University Senate	Rochin Gomez/Cahoon
University Senate Advisory	Cahoon/Rochin Gomez
University Senate: Staff Appeals Board Traffic Regulations	Jasek/Gad
• Next meeting not yet scheduled – not enough appeals	
University Senate: Committee for Sustainability	Flora/Griffin
University Senate: Faculty Compensation and Benefits	Pullins/Chang
University Senate: Parking and Traffic	Moore/Brown
• Meeting scheduled	
University Senate: Visual Arts and Design Committee	Martin/Reifel
University Senate: Equity and Diversity Standing Committee	Brown/Pullins

**Item #10 - Bridge Forms**

- None

**Item #11 – New business**

- Staff Ombudsperson Proposal – discussed the proposal written by MaPSAC
  - Rendi Tharp motioned to support proposal, Kaylee Gad seconded. Motioned carried by majority

**Item #12 – Unfinished business**

- None

**Item #13 – Area updates, Items of interest**

- None

**Item #14 – Call for Adjournment**

Chair called for adjournment. Shawn Flora motioned to adjourn; Maddie Hodge seconded. Meeting adjourned at 3:03 p.m.

*Next full committee meeting scheduled for December 10, 2024, via Teams*

Subcommittee monthly meeting reports: [Subcommittee Written Reports – CSSAC](#)

20 voting members Quorum = 11		Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams	Teams
		6/11/24	7/9/24	8/13/24	9/10/24	10/8/24	11/12/24	12/10/24	1/14/25	2/11/25	3/11/25	4/8/25	5/13/25
1	Atkinson, Amy	P	P	P	P	P	P						
2	Brown, Tom	P	P	P	P	P	A						
3	Bugg, Amy (PNW)	P	P	P	P	P	P						
	Burton, Robert (PFW)	A	P	P	P								
4	Butram, Stephanie	A	P	P	P	P	A						
5	Cahoon, Chad	P	P	P	A	P	P						
	Carroll, Jacquie (Emeritus)	P	P	P	P	P	A						
6	Chang, Anna (Chia Chun)	P	P	P	P	P	P						
	Fields, Mark (Emeritus)	P	A	A	A	P	P						
7	Flora, Shawn	P	P	P	P	P	P						
8	Gad, Kaylee	P	P	P	P	A	P						
9	Griffin, Terri	P	A	A	P	P	A						
	Hay, Melissa	P	P	A									
10	Hodge, Maddie	P	P	A	P	P	P						
11	Jasek, Melissa	P	P	P	P	P	P						
	Kawlewski, Jennifer (Emeritus)	A	A	A	P	A	P						
12	Martin, Ashley	A	P	P	P	P	P						
13	Michel, Debra	P	P	A	P	P	A						
	Miller, Josh	P	P	A	P	P	A						
14	Moore, Beth	P	P	A	P	A	P						
15	Pullins, Chris	P	P	A	A	A	A						
16	Reifel, Tracy	P	P	P	P	P	P						
17	Ridgley, Melissa	P	A	A	A	P	P						
18	Rochin Gomez, Jurgen	P	P	P	P	P	A						
19	Roskuski, Michelle	P	A	P	P	P	P						
20	Rouleau, Jessica (PFW)	A	P	P	P	A	P						
	Sharp, Rendi (Emeritus)	P	P	A	P	P	P						
	Boyle, Amy - HR	P	P	P	P	A	P						
	Gipson, John - Provost	A	P	P	A	P	A						
	Hyatt, Ian - Chief of Staff		A	A	A	P	A						
	Wilcox, Alyssa - Chief of Staff	P											
	Hanson, Carrie - HR	P	P	A	P	P	P						
	Rosenberger, Carly - M&M	P	P	P	P	P	P						