

# CSSAC

Campus Support Staff Advisory Committee

**To:** CSSAC Members  
**From:** Chad Cahoon, CSSAC Chair  
**Re:** Minutes for December 10, 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 1:32 p.m.

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

Chair asked for additions to the agenda. Shawn Flora 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 November 2024 minutes. Hearing none, minutes accepted as written.

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

- Ian Hyatt | Chief of Staff to the President
- John Gipson | Associate Vice President Academic Operations and Chief of Staff
- Amy Boyle | Vice President for Human Resources
  - Presidential Town Hall for next week
  - Finalizing women’s basketball for faculty and staff – up to six tickets

### **Item #5 – Guest Speaker**

- **Dr. Pete Moore, Clinical Associate Professor and Director of PATTeRN Research Generator, Johnson Martinson Honors College**
  - The Print Bay presentation
    - Shared information about the Print Bay in John Martinson Honors College and his role
    - Looking for possible projects
    - Open hours Tuesday’s and Thursday’s, 4 – 7 p.m.

### **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 Christmas Tradition?

### **Item #7 – Professional Development Minute**

- Shawn Flora – Winter Recess
  - Reviewed winter recess FAQs

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

**Executive**

Cahoon/Rochin Gomez/Jasek

- Josh Miller has left the university
- Reminder about the Post Enrollment Survey from HR

**Communication**

Butram/TBD

- Working on January newsletter
- Article on discount program
- Article on Chicago trip; would like to receive a review about the trip
- Social media doing well

**Professional Development**

Atkinson/Flora

- Continue to work on STAR program
- Would like feedback on Professional Development Minute
  - Asked for suggestions for topics

**Purdue Employees Activity Program (PEAP)**

Michel/Hodge

- Chicago trip – will email attendees and request information regarding the trip
- Pacers game on February 20
  - If 50 sign up, chance for 25 to be selected to hold the flag

**Purdue Discount Program**

Reifel/Pullins

- Added a discount link for Shoes for Crews
- Updated master spreadsheet of businesses
- Submitted article for CSSAC Newsletter
- Revised the survey to clarify businesses should be within 60 miles of WL campus
- Indiana Beach discount will be added in spring
  - Will be re-enrolled each year

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

Purdue University Fort Wayne

Rouleau

- Restructuring CSSAC

Purdue University Northwest

Bugg

- Christmas Party for university at County Line Orchard
- Starting STAR program through LinkedIn Learning
  - Checking possibility of using WL campus program
- CSSAC scholarship - \$1,000 each to three students or employees

Big Ten Collaboration Staff Advocacy

Cahoon/Rochin Gomez/Tharp

College of Engineering Staff Advisory Council

Gad/Ridgley

Eudoxia Girard Martin Award

Jasek/Cahoon

- Melissa Jasek selected

New Employee Experience

Hay/Hodge

Recreational Wellness Advisory Board

Rochin Gomez/TBD

Retirement Investment Planning Meeting

Michel/Flora

Spring Fling

Jasek/Hodge/Brown

- Planning meetings start in January

Staff Memorial Committee

Cahoon/Rochin Gomez

Survey Oversight Committee

Roskuski/Butram

University Policy Committee

Atkinson/TBD

University Senate

Rochin Gomez/Cahoon

University Senate Advisory

Cahoon/Rochin Gomez

University Senate: Staff Appeals Board Traffic Regulations

Jasek/Gad

- Eight for discussion: five upheld, three warnings

University Senate: Committee for Sustainability  
University Senate: Faculty Compensation and Benefits  
University Senate: Parking and Traffic  
University Senate: Visual Arts and Design Committee  
University Senate: Equity and Diversity Standing Committee

Flora/Griffin  
Pullins/Chang  
Moore/Brown  
Martin/Reifel  
Brown/Pullins

**Item #10 - Bridge Forms**

- None

**Item #11 – New business**

- None

**Item #12 – Unfinished business**

- None

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

- None

**Item #14 – Call for Adjournment**

Chair called for adjournment. Amy Atkinson motioned to adjourn; Shawn Flora seconded. The meeting adjourned at 2:26 p.m.

*Next full committee meeting scheduled for January 14, 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	P					
2	Brown, Tom	P	P	P	P	P	A	P					
3	Bugg, Amy (PNW)	P	P	P	P	P	P	P					
	<del>Burton, Robert (PFW)</del>	A	P	P	P								
4	Butram, Stephanie	A	P	P	P	P	A	P					
5	Cahoon, Chad	P	P	P	P	P	P	P					
	Carroll, Jacquie (Emeritus)	P	P	P	P	P	A	A					
6	Chang, Anna (Chia Chun)	P	P	P	P	P	P	A					
	Fields, Mark (Emeritus)	P	A	A	A	P	P	P					
7	Flora, Shawn	P	P	P	P	P	P	P					
8	Gad, Kaylee	P	P	P	P	A	P	P					
	Girardot, Jalyn (PFW)							P					
9	Griffin, Terri	P	A	A	P	P	A	P					
	<del>Hay, Melissa</del>	P	P	A									
10	Hodge, Maddie	P	P	A	P	P	P	A					
11	Jasek, Melissa	P	P	P	P	P	P	P					
	Kawlewski, Jennifer (Emeritus)	A	A	A	P	A	P	A					
12	Martin, Ashley	A	P	P	P	P	P	A					
13	Michel, Debra	P	P	A	P	P	A	P					
	<del>Miller, Josh</del>	P	P	A	P	P	A						
14	Moore, Beth	P	P	A	P	A	P	P					
15	Pullins, Chris	P	P	A	A	A	A	A					
16	Reifel, Tracy	P	P	P	P	P	P	P					
17	Ridgley, Melissa	P	A	A	A	P	P	P					
18	Rochin Gomez, Jurgen	P	P	P	P	P	A	P					
19	Roskuski, Michelle	P	A	P	P	P	P	A					
20	Rouleau, Jessica (PFW)	A	P	P	P	A	P	P					
	Tharp, Rendi (Emeritus)	P	P	A	P	P	P	P					
	Boyle, Amy - HR	P	P	P	P	A	P	P					
	Gipson, John - Provost	A	P	P	A	P	A	A					
	Hyatt, Ian - Chief of Staff		A	A	A	P	A	A					
	Wilcox, Alyssa - Chief of Staff	P											
	Hanson, Carrie - HR	P	P	A	P	P	P	P					
	Stover, Carly - M&M	P	P	P	P	P	P	P					