

# CAMPUS SUPPORT STAFF ADVISORY COMMITTEE

**CSSAC**

Campus Support Staff Advisory Committee

# OUR MISSION, PURPOSE & COMMITMENT

- **Mission**

- Our mission is to provide an effective means of communication between the campus support staff and the University Administration. Our goal is to improve the University system as a whole through engagement and dialogue, as well as by providing professional and personal development opportunities for the campus support staff.

- **Purpose & Commitment**

- We engage with University Administrators to provide perspective and feedback concerning opportunities and challenges within the University to help campus leaders make sound, informed decisions, as well as disseminate important information.

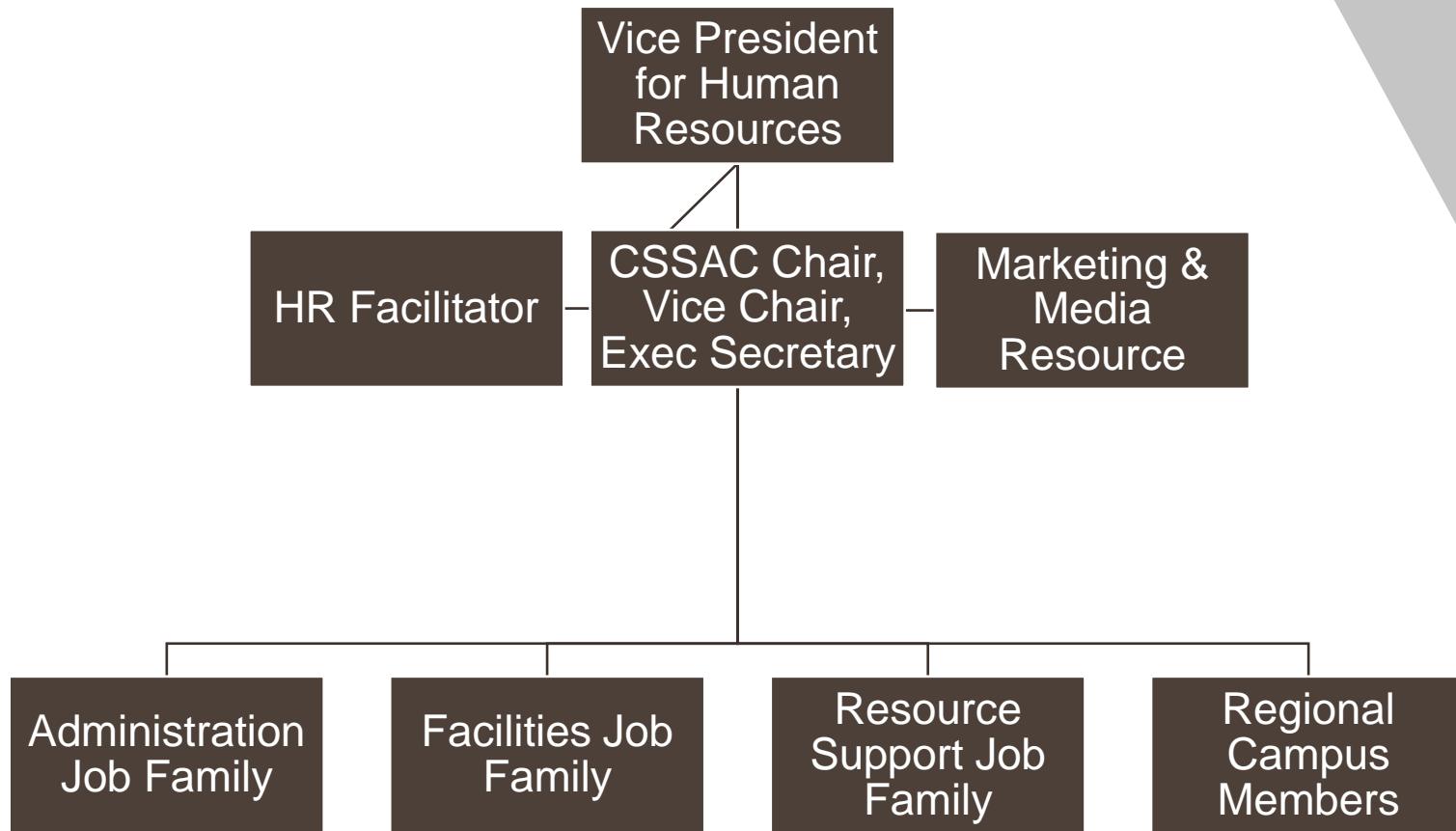
# HISTORY OF CSSAC

- **In 1965, following approval from the President of the University, the Campus Support Staff Advisory Committee was established.**
  - *It is hereby reaffirmed to be University policy to receive and consider suggestions and advice from the clerical and service staff members in the formulation of policies and in the solution of problems affecting the general welfare of, the working conditions of, and the services performed by the clerical and service staff.*

*Campus Support Staff Advisory Committee (V.B.6)*

<https://www.purdue.edu/policies/governance/vb6.html>

# ORGANIZATIONAL STRUCTURE



# MEMBERSHIP, RIGHTS & RESPONSIBILITIES

- CSSAC is comprised of no less than 10 but no more than 23 voting members.
- The Chair & Vice Chair will serve one-year terms beginning in June.
- May have up to 3 non-voting members titled Emeritus Members which shall serve a one-year term. Emeritus Members shall serve as resource members or the purpose of maintaining continuity of knowledge and experience.
- The normal term of an appointed, voting member shall be three years and shall begin at the monthly meeting in June.
- All members are expected to attend all scheduled meetings and will be in pay status.
- Monthly meetings are conducted by Robert's Rules of Order.
- Members shall disseminate information of use or interest to staff and bring the concerns/comments to the attention of the Executive committee and/or senior administrators, as appropriate.
- There shall be a minimum 12-month waiting period before any member who has served a full term is eligible for reappointment to the committee.

# OUR EXECUTIVE TEAM & CONTACT INFORMATION

Laurie Hitze, CSSAC Chair and Rendi Tharp, CSSAC Vice Chair:  
[cssacexec@purdue.edu](mailto:cssacexec@purdue.edu)

Dan Bollock, Professional Development Chair: [cssacpd@purdue.edu](mailto:cssacpd@purdue.edu)

Carla Briggs, Communication Chair: [cssaccomm@purdue.edu](mailto:cssaccomm@purdue.edu)

Jennifer Kawlewski, PEAP Chair: [cssacpeap@purdue.edu](mailto:cssacpeap@purdue.edu)

Kathy Obrien, Outreach & Education Chair: [cssacoe@purdue.edu](mailto:cssacoe@purdue.edu)

# **SUBCOMMITTEE INFORMATION**

## **Communications**

This subcommittee works to ensure key information about CSSAC, and Purdue University as a whole are shared with the Campus Support Staff. We strive to collect pertinent information through articles, training, and University Administrator involvement and work to include it in an easy to find location through our monthly newsletter, our social media accounts and special announcements as needed.

## **Professional Development**

This subcommittee is responsible for the employee and dependent grant program for qualifying applicants who are attending Purdue. Employees can receive up to \$750 and dependents can receive up to \$1,000. This subcommittee also organizes CSSAC Excellence Awards which recognizes one clerical staff and one service staff each year who demonstrates excellence in their job. Support and service staff are eligible. This team works with MaPSAC to present the annual Community Spirit Award. This award recognizes Purdue employees' outstanding service to the community, society and humanity. Management, professional, and support staff members are eligible.

# **SUBCOMMITTEE INFORMATION**

## **Purdue Employee Activity Program**

This subcommittee plans and/or sponsor trips and events to various locales/functions that may be of interest to the staff of the University. Past events include Chicago shopping bus trip, Pacer's game nights, Lafayette Aviator game nights, Imagination Station, Exploration Acres, Convocations, external craft nights, and many more! Purdue faculty, staff, retirees, students and their families are welcome to participate in all trips/events.

## **Outreach and Education**

The Outreach and Education committee works to ensure that the community of staff across Purdue's campus has knowledge of CSSAC. The subcommittee members attend events and meetings to present the purpose of CSSAC. To request that they visit your team, please submit a request through [https://purdue.ca1.qualtrics.com/jfe/form/SV\\_39OGKiFDnzAKNf0](https://purdue.ca1.qualtrics.com/jfe/form/SV_39OGKiFDnzAKNf0)



# RECENT ACCOMPLISHMENTS

## Most Recent

- Employee Vaccine Incentive Drawing
- Purdue Global – Free Tuition for Staff
- CSSAC Representatives on Purdue Equity Task Force
- CSSAC Representatives on Protect Purdue Leadership Team
- CSSAC Representatives on Employee Assistance Provider selection team
- CSSAC Representatives on development of New Employee Experience team

# **CURRENT INITIATIVES**

- **Creation of CSSAC professional development training program**
- **Review submitted issues affecting campus support staff**
- **Combine efforts with MaPSAC to identify common goals**
- **Promote awareness of CSSAC through public presentations/social media**
- **Big 10 Collaboration on Staff Advisory**
- **Shared Governance**

## **JOIN US!! WE NEED YOU!**

**We are always looking for new support staff employees to bring their fresh perspectives to our committee! Each year we conduct a membership drive. Watching for articles in Purdue Today, CSSAC Campus Connection and our social media feeds. Our membership drive occurs each March!**

**Follow us on Facebook & Twitter**

**facebook**



# CONTACT US

## Questions or Concerns?

If you have feedback, concerns, or suggestions you would like to share please submit a [Bridge Form](#) located on our website.

<https://www.purdue.edu/cssac/Bridge/index.php>

The Bridge – Comments/Suggestions:

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Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Check here if you prefer your name not be mentioned in conjunction with your comment/suggestion.

Clip and return to: The Bridge, LOD/2550, Ste 1100, or visit [www.purdue.edu/cssac/Bridge/](http://www.purdue.edu/cssac/Bridge/)

I am interested in becoming a member. Please feel free to contact me.