

# CSSAC MaPSAC

Campus Support Staff Advisory Committee

Management and Professional Staff Advisory Committee

## CSSAC / MaPSAC Joint Meeting Minutes

October 12, 2021

1:30 p.m. – 3:30 p.m.

Via Teams

**Members Present:** Debbie Bachmann, Stacey Baisden, Bill Bell, Megan Brashear, De Bush, Johnna Dexter-Weins, Stephanie Dykhuizen, Amanda Emmons, Nicole Finley, Hugh Gardner, Regina Gordon, Elizabeth Gray, Carrie Hanson, David Huckleberry, Joe Levell, Kristen Miller, Tony Mull, Christal Musser, Samanthi Obeyesekera, Jaclyn Palm, Andy Pruitt, JJ Sadler, Wesley Shoop, Angie Sigo, Michael Springer, Anna Subramaniam, Jacquelyn Thomas-Miller, Kerry Ticen, Cameron Ward, Pam Bender, Dan Bollock, Carla Briggs, Gina DelSanto, Jessica Evans, Mark Fields, Marla Funk, Melissa Geiger, Laurie Hitze, Heather Holley, Jennifer Kawlewski, Laurie Kender, Amy Kirchgessner, Mark Lester, Wendy Mouser, Jaylene Nichols, Brandi Plantenga, Jake Seay, Kay Shepherd, Mia Starr, Rendi Tharp, Brock Turner

**Members Absent:** Jacquie Carroll, Dave Montgomery, Jason Shepherd, Colleen Banter, Kelsey Chapman, Yang Yang

**Guests:** Dan Howell, Managing Editor for Marketing & Media; Abby Nickel, Writer/Communication Specialist for Marketing and Media; Ian Hyatt, Vice President for Information Technology; Candace Shaffer, Senior Director of Benefits; Kate McCrindle, Healthy Boiler Portal

**1:30 p.m.**

### **Item #1 – Meeting Call to Order and Adoption of Agenda**

- MaPSAC Chair Cameron Ward called the meeting to order at 1:30 p.m.
- Cameron asked for additions or corrections to the agenda; hearing none, the agenda is adopted
- Brock Turner asked that when MaPSAC adjourns at the conclusion of their business that CSSAC members remain in the meeting for new CSSAC business, and will have a separate adjournment.

### **Item #2 – Community Spirit Award**

The 2021 award was presented to Krista Hixon-Titlow. Krista was present at the meeting to give remarks and thank her nominator.

### **Item #3 – University Officers' Updates**

Dr. Gina DelSanto, Chief of Staff

- Gina asked for any questions from the committee
  - A question was asked regarding why the emphasis for performance evaluations are concerning future goal rather than our job performance the previous year. i.e., goals are weighted at 75% and unit competencies are 25%. Gina deferred to VP Bell.
  - Bell stated that annual performance should be assessed against goals specific to an employee's position along with the three University-wide competencies.

Mr. Bill Bell, Vice President for Human Resources

#### **COVID**

- High vaccination rates across campus: 87% student; 82% staff; 94% faculty. Numbers continue to trend up since school started this fall.
- Two ways to [Protect Purdue](#): vaccinate yourself and submit proof of vaccination, or submit to weekly testing
  - Those being tested every other week will begin testing every week starting October 18.
- Strong compliance with testing so far; no need to move to third tier of progressive discipline
- Booster shots are available on campus
  - Q: Will the co-rec be a space to receive the booster? Yes if you meet the [criteria](#)

#### **Open Enrollment**

- October 26 – November 9
  - Labs available
    - Check benefits website for dates and times
    - Links to presentations are listed also
- Weekly emails began in August to make staff generally aware of all benefits available

[Personalized total rewards statements](#) were mailed out last week to employees' homes. The statements include:

- Direct compensation, amounts paid by Purdue for employee benefits; particularly medical coverage, Purdue contributions to employee retirement accounts, Purdue base contributions to employee HSA or HRA, and additional financial incentives received for participating in the Healthy Boiler Program.

#### **Item #4 – Approval of Minutes**

CSSAC – Brock asked for any corrections to the September minutes; hearing none, the minutes are approved

- Motion: Pam Bender
- Second: Brandi Plantenga

MaPSAC – Cameron asked for any corrections to the September minutes; hearing none, the minutes are approved

- Motion: Joe Levell
- Second: Elizabeth Gray

#### **Item #5 – Announcements**

Written reports for all committees are due to Carrie Hanson by noon Thursday prior to the full meeting

Roll Call – tell us your job title and where you work

- CSSAC
- MaPSAC

#### **2:30 p.m. Item #6 – Guest**

Mr. Ian Hyatt, Vice President for Information Technology and CIO

- ITaP – intent-based leadership

- Publishing mission and vision statements this week – where do we want to go
- People/Process/Technology (3 pillars) what it takes to get there

Ms. Candace Shaffer, Senior Director of Benefits/ Kate McCrindle (Healthy Boiler Portal)

- Healthy boiler portal change – January 1
  - Sneak peek today
- Weekly emails regarding various benefits (open enrollment)
- Earning incentives:
  - How it works currently on the website
  - Look at future site

### **3:00 p.m. Item #7 – Subcommittee goals/vision for 2021-22**

#### **CSSAC**

##### *Executive*

- Update to policy. Transition date from September start to June start so they can be on the same term year as MaPSAC

##### *Communications*

- Work with UR in promoting CSSAC.
- Provide newsletter that highlights info for CS staff
- Social media – keep moving forward

##### *University Relations*

- 1 presentation per month
  - Improve knowledge of CSSAC on campus
  - Assist in recruitment efforts
- Reached out to see how CSSAC can help with Camp Atterbury

#### **PEAP**

- Chicago trip is planned (COVID dependent) Dec 4
- Oct 23, 24 discount with Exploration Acres (mention PEAP for \$9)
- Small businesses in community; help them through holiday season. Qualtrics survey to gather information on small businesses. Share with MaPSAC as well.

#### *Professional Development*

- Grant program
- Excellence awards
- STAR program under development (take course to earn certificate)
- Purdue Day of Giving

#### **MaPSAC**

##### *Executive*

- Working on increasing leadership team
- Speaker series for executive (provost, vice provosts)

##### *Membership and Communications*

- Screens across campus to help reach larger population
- Membership drive (would like to increase applications)

##### *Compensation and Benefits*

- Worked with AOA to create communication for supervisor training on PMGM

- University hiring practices for internal hiring

*Professional Development*

- Speaker on November 17 Melissa Gruver. In-person and streaming available. Noon-1:00

**Item 8 – MaPSAC adjournment**

With there being no further business, Mike Springer made a motion to adjourn; Elizabeth Gray seconded. Meeting adjourned. The next regular MaPSAC meeting will be held November 10, 2021 via Teams

**Item 9 – CSSAC business**

- Heather Holley leaving October 22.
- Brock Turner leaving November 12.

Melissa named interim vice chair. Accepting nominations for chair and vice chair by November 2. Anyone interested should contact Brock.

**Item 10 – CSSAC adjournment**

With there being no further business, Pam Bender made a motion to adjourn; Brandi Plantenga seconded. Meeting adjourned. The next regular CSSAC meeting will be held on November 9, 2021 via Teams