

CSSAC
Campus Support Staff
Advisory Committee

Monthly Meeting Minutes
February 16, 2021
Opened 1:32 pm
Closed 2:08 pm

MEMBERS PRESENT: L. Dailey, K. Gyi, C. Hall, M. Helmsing - CSSAC Advisor, S. Koorsen, J. Miller, S. Randall, C. Seymour, M. Starr, J. Warfield

ABSENT: D. Arnett, E. Merritt, F. Rosales

CALL TO ORDER: C. Hall called the meeting at 1:32 pm via WebEx.

APPROVAL OF MINUTES: J. Warfield made a motion to approve minutes from December 15, 2020 and second by L. Dailey. All in favor

CSSAC ADVISOR’S NOTES: M. Helmsing wanted to remind everyone if you have an employee resigning, let payroll or M. Helmsing know. There is a process. Secondly, timeline of the evaluation process is below. Take note of the dates.

PURDUE UNIVERSITY FORT WAYNE
Human Resources and Office of Institutional Equity

EVALUATION PROCESS/TIMELINE*

<p>Employee Enters Goals on Goal Plan</p> <p>Enter by February 26th*</p> <p>Ongoing</p> <p><i>* Employees can add, modify, and delete goals until evaluation is signed</i></p>	<p>Employee Self Assessment</p> <ul style="list-style-type: none"> Rate Goals & Competencies Enter Comments Forward to supervisor <p>Complete by March 12, 2021</p>	<p>Manager Assessment</p> <ul style="list-style-type: none"> Rate Employee Goals/Competencies Enter Comments Move to 1:1 Step* <p>Complete by April 2, 2021</p> <p><i>*Schedule review meeting for after Calibration session</i></p>	<p>Campus Evaluation Data Shared With Executive Team</p> <p>Week of April 5, 2021</p>	<p>Unit Calibration Sessions*</p> <p>April 8, 2021 to April 19, 2021</p> <p><i>*(If applicable)</i></p>	<p>Manager Conducts Review Meeting</p> <ul style="list-style-type: none"> Forward review to Employee for Signature Employee signs <p>Must be Completed by: May 24, 2021</p>
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*** Dates are subject to change**

There will be no hosting of the recognition event this year. The recognition gifts will go out in July. Pride Plus award nomination deadline will be later this year. No date has been set.

UNFINISHED BUSINESS

In regards to the December bridge question, a further response requested.

December 2020 Bridge Question:

Concern: It is discouraging to receive emails from Purdue with headlines like \$750 “heroic” pandemic bonuses for all Purdue employees only to not be included in “all Purdue employees.” It seems to be a pattern. The Legislature approves this and that, Purdue does this and that, but not much ever seems trickle down to PFW employees. Why is that? It is damned disheartening to say the least.

Answer: This issue does not pertain to Fort Wayne campus. Recently the Chancellor extended appreciation by letting us enjoy lunch and breakfast on several occasions with the new vendor, Aladdin.

Expanded Answer:

Pay increases have always been handled autonomously by the campuses. Merit increases, other bonus payments etc. like the \$750.00 given on the PWL campus, are decided campus by campus. In this case, It is clear that neither PNW nor PFW is in the proper fiscal position to support giving the bonus at this time. It is more a budget reality, and not a lack of desire to acknowledge or reward our employees.

Regarding the tone of the reply. HR cannot really comment other than that in some ways the message is accurate from the perspective of the “Purdue” university campus. Purdue refers to themselves as “Purdue” and we refer to ourselves as Purdue University Fort Wayne. We can certainly see how this language can seem inclusive, yet it is inclusive of many individuals who work at the Purdue (West Lafayette) campus. Employees of “Purdue”, is the audience, and they would want to know the “who” are all included on their campus in the payment eligibility. We understand the use of “all” and “heroic” points back to the Purdue (West Lafayette) audience, and the messaging is appropriate from that perspective. We would not want their messaging to get any clearer by singling out the fact, that the employees at the regional campuses are not eligible for the bonus. We can certainly see how and why the messaging is an appropriate, yet a sensitive message. We all know that when Purdue messages have been adopted by our campus, the senior leaders are consistent about reissuing the message to our university campus family from our established communications protocols.

Our campus truly does believe in our employees. When the financial position improves, we have leaders who will explore options for pay for our employees as well. In fact, our senior leaders set up campus appreciation recognitions, such as the extra winter recess dates, and the free food across campus, etc. to show appreciation for our “heroic” support during the pandemic. –
Cynthia Springer, HR

TREASURER’S REPORT: L. Dailey gave an update: General Account \$1,961.94, Scholarship Account \$7,493.69, Foundation Account \$3,125.16

COMMITTEE REPORTS:

Communication: L. Dailey is continuing with updates.

Fundraising: Nothing to report at this time.

Grants: Grants are open for fall 2021-22 school year until May.

Professional Development: C. Hall presented an idea of doing a CSSAC book club where we can study a book for our development. Everyone can be involved.

Pride Plus: Will begin considering the date to send out information for nominees since it has been postponed.

Purdue WL: Discussion of massage on campus. Stressing exercise. COVID. Based off of something that they are doing in WL, beginning in March, Fort Wayne CSSAC will spotlight a person each month.

Summerfest: Tabled

UNIVERSITY COMMITTEE REPORT

University Council: N/A

URPC: Nothing to report.

Food Service Advisory Committee – Committee met in January Discussed sales growth and continuing with improvements and how to better serve the students. They would like to change the menu for variety. Would like to send out a survey in February.

Budgetary Affairs Subcommittee: BAS received a charge from the Fort Wayne Senate Executive Committee to review the compensation of and policy toward LTLs.

Welcome Wagon: N/A

Faculty Senate: Kent Johnson presented on the Higher Learning Commission visit to Purdue University Fort Wayne, which will take place on April 12-13. Town halls to provide information and feedback about the visit will take place on:

Friday, February 12 from 12:00 am – 1:00 pm

Monday, February 15 from 12:00 am – 1:00 pm and 3:00 pm – 4:00pm

Tuesday, February 16 from 4:00 pm – 5:00 pm

Thursday, February 18 from 9:00 am – 10:00 am

Friday, February 19 from 12:00 am – 1:00 pm – 2:00 pm

You can find further information at <https://www.pfw.edu/accreditation>"

The Senate passed a resolution titled "Senate Oversight in Abuse Allegations Against Coach Nelson." An ad hoc committee will be set up to explore the issues.

University Budget Committee: N/A

Strategic Planning Committee: N/A

NEW BUSINESS: CSSAC is schedule to host the CSSAC regional meeting this year. Don't know if they are coming. It will be roughly 15 guest. The event usually begins with refreshments, speaker, lunch, review of something unique to our campus, WL will hold their official meeting, and we provide a goodie bag at the end of day.

Adjournment - Meeting adjourned at 2:18 pm. Motion made by S. Randall and second by J. Miller. Next meeting will be held March 16, 2021 via WebEx.

Respectfully Submitted,
Jacqueline Warfield

CSSAC
“THE BRIDGE”

Question/Suggestion:

Name (Optional):

Campus Address (Optional):

Send BRIDGE questions to Christi Hall, 1-0694, Jacqueline Warfield VA 117 1-6709. An electronic version of this form is available on the CSSAC web site at:

<https://www.pfw.edu/committees/cssac/contact-us/>

PFW CSSAC home page address:

<https://www.pfw.edu/committees/cssac/index.html>

West Lafayette CSSAC home page address: <https://www.purdue.edu/cssac/>