

**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

**SPECIAL GUEST:** Vanessa Mettler

**CALL TO ORDER:** C. Hall called the meeting at 1:33 pm via WebEx.

**APPROVAL OF MINUTES:** Minutes of February 16, 2021 tabled.

**CSSAC ADVISOR'S NOTES:** We have a new Ombudsman, Ken Christmon.

<https://www.pfw.edu/offices/human-resources/employee-relations/meet-your-university-ombudsperson>  
<https://www.pfw.edu/offices/human-resources/employee-relations/what-does-an-ombudsperson-do>

**SPECIAL GUEST:** Vanessa Mettler, Payroll Services

V. Mettler gave an update of what is happening in Payroll. She introduced the team: Christi Hall, Janice Mitchell, and Vanessa Mettler. There are a total of 2100 employees at Purdue University Fort Wayne. The biggest hiring months are September, August, and January. They have discovered issues during first launch in 2019:

- Employee SF (SuccessFactors) knowledge is lacking
- Information to faculty
- Temp training on SF and webclock

There will be ongoing education for new employees, new supervisors, and NEO (New Employee Onboarding) timekeeping. There will be "open" payroll assist virtual meetings held bi-weekly and with rotating topics.

**TREASURER'S REPORT:** L. Dailey gave an update: General Account \$3,041.94, Scholarship Account \$6,150.69, Foundation Account \$3,126.66

**COMMITTEE REPORTS:**

**Communication:** N/A

**Fundraising:** Collective Goods/Books are Fun Fundraising event is scheduled for November 3, 4, 2021.

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

**Professional Development:** N/A

**Pride Plus:** Pride Plus nomination forms have been sent for review. Corrections noted.

**Purdue WL:** West Lafayette is doing pretty well compared to other universities as far as furloughs, layoffs, etc. Reminder to work through Self Assessments and send to your supervisor. Discussion of the CARE(dot)com program. It is for all Purdue employees, but you need to sign-up.

**UNIVERSITY COMMITTEE REPORT**

**University Council:** N/A

**URPC:** Have not met.

**Food Service Advisory Committee:** Have not met.

**Budgetary Affairs Subcommittee:** N/A

**Welcome Wagon:** N/A

**Faculty Senate:** Nothing to report.

**University Budget Committee:** N/A

**Facilities Management Safety Committee:** – N/A

**PFW Prepared Committee:** Will fine-tune the policy for fall. Any recommendations, let J. Miller know.

**NEW BUSINESS:**

**Bridge Question/Answer:** If you have concern regarding filling out evaluation and concerned about retaliation, please contact Dimples Smith in HR for guidance.

**Adjournment:** Meeting adjourned at 2:16 pm. Motion made by L. Daily and second by S. Randall. Next meeting will be held April 20, 2021 via WebEx.

Respectfully Submitted,  
Jacqueline Warfield

<b>CSSAC</b> <b>“THE BRIDGE”</b>
Question/Suggestion:
Name (Optional):
Campus Address (Optional):

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/>