

MEETING

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. Approved
3. Treasurer's Report (Khin Khin)
 - a. Operation fund: \$539.68
 - b. Scholarship fund: \$1,633.69
 - c. General fund: \$3,244.29
4. HR – Melissa
 - a. Nothing new.
5. Unfinished Business
 - a. New member campaign
 - i. A new link for the sign-up form Qualtrics needs to be done. We would like to add two people to receive notice when one is submitted.
 - ii. We would also like to add two people to receive notice of bridge questions when one is submitted.
 - b. HR brochure information
 - i. The trifold brochure seemed to be the favorite with everyone. It still needs some fine tuning though before we can utilize it in orientations.
 - c. Lunch and Learns
 - i. We decided to table doing lunch and learns until after the first of the year since the holidays are coming up.
6. Committee Reports
 - a. Communications (Elizabeth)
 - i. Nothing new.
 - b. Welcome Wagon (TBD)
 - i. Cheryl received a list of new hires and she would like to send out an email soon to welcome them to the campus.
 - c. Grants (Christi):
 - i. Nothing new.
 - d. Pride Plus – (Cheryl)
 - i. Plaques need to be delivered to recipients and the tags have gone up and the payments have gone through.
 - e. Purdue WL – (Cheryl)
 - i. Nothing new.
 - f. Fundraising – (N/A)
 - i. Nothing new
 - g. Employee Recognition Event – (N/A)
 - i. N/A
 - h. University Committee Reports

- i. University Council – (Khin Khin)
 1. N/A
 - ii. Food Service Advisory Committee – (Kaye)
 1. Next meeting is in January. Would like to bring up the issue regarding how the invoices seem to be going out late to recipients.
 - iii. Faculty Senate – (Khin Khin)
 1. Faculty Senate meeting held last week, but they did not get to finish the agenda so they will resume next week on Monday, Nov 21st. During the meeting, VP of financial affairs, Glen Nakata shared the FY23 annual budget report. In the last 5 years (FY 2018-FY 2022), the operating performance increased from \$3.57 million deficit to \$8.58 million surplus. We were in negative numbers in 2018 through 2020 (up to \$10 million deficit in 2020), but we turned thing around in 2021 and 2022. The PFW's FY22 year-end cash balance was \$66 million. It was increased in \$12 million than previous through funding and donation, but still under the targeted cash balance of \$70 million. VP Nakata shared that the budget goals are to have a balanced budget ever year, recurring annual merit increases, resources are aligned with the goals and missions of PFW, control expenses, and make the budget process consistent from year to year. Nakata stressed that we cannot continually cut the budget to achieve prosperity, but through gaining retention
 - iv. University Budget Committee – (Khin Khin)
 1. N/A
 - v. Facilities Management Safety Committee – (Christine)
 1. REM is changing their name to EHS (Environmental Health and Safety). Reminder that safety trainings need to be completed. Also, with the changing of lightbulbs, please be aware that there is a certain procedure in changing and handling them.
 - vi. PFW Quality of Place – (Cheryl)
 1. The big group comes back together December 2nd.
 - vii. Diversity Committee – (Jayla)
 1. Jayla Heller has been appointed to represent CSSAC in this committee.
7. New Business
- a. Qualtrics survey monitor for CSSAC
 - b. Meeting date/time
 - i. Will be keeping the original meeting date and time of third Thursday at 1:30pm.
 - c. Would like to look at the bylaws in the future (probably around spring time) to see if any need updated.
 - d. Jayla Heller has been voted into CSSAC as a member.
8. Bridge Questions – Link has been broken
9. Adjourn

Meeting Invitees: Khin Khin Gyi, Christine Hall, Jayla Heller, Melissa Helmsing, Cheryl Honkomp, Elizabeth Miller, Kaye Pitcher