

MEETING AGENDA

1. Call to Order
2. Approval of Minutes
 - a. Approved
3. Treasurer's Report (Khin Khin) -
 - a. Operation fund: \$654.69
 - b. Scholarship fund: \$381.60
 - c. General fund: \$3244.29
4. HR –
 - a. Tina
 - i. The new VCA of HR/OIE. Welcome to back!
5. Unfinished Business
 - a. New member campaign
 - i. We have two new members! Spencer and Jessica! Welcome!
 - ii. Working on continuing to grow. Hoping to have 12 members by June.
 - b. HR brochure information
 - i. Sent out to Dimples to be added to the New Hire packet, but need to resend with updates.
6. Committee Reports
 - a. Communications (Elizabeth)
 - i. No updates- Elizabeth will taking a step back in August. Recording May meeting as well as minutes and possibly doing that permanently.
 - b. Welcome Wagon (TBD)
 - i. HR brochure information.
 - c. Grants (Christi):
 - i. A few have come through for the next year. We received a thank-you that will be sent out in the minutes email.
 - d. Excellent Award – (Cheryl)
 - i. Send out nomination forms in May to InSide PFW and minutes email.
 - e. Purdue WL – (Cheryl)
 - i. Discussed interactive map.
 1. [Purdue Campus Map - West Lafayette Campus](#)
 - f. Employee Recognition Event – (Elizabeth)
 - i. September 13, 2023
 - ii. Went over duties and what has been accomplished so far.
 1. Venue, date, time
 - iii. Reassigned Melissa's duties.
 - iv. Still in initial planning stage.
 - g. Fundraising – ()

- i. N/A
- h. University Committee Reports
 - i. University Council – (Khin Khin)
 - 1. N/A
 - ii. Food Service Advisory Committee – (Kaye)
 - 1. N/A
 - iii. Diversity Council – (Jayla)
 - 1. Meet in April. Encouraged people to go to diversity training 3rd Thursday of every month.
 - iv. Faculty Senate – (Khin Khin)
 - 1. April 17th meeting continued on April 24th, where they talked about Success Standard Process Lifecycle and updates on policy regarding outside groups. Stacy Betz questioned the Vice Chancellor for Marketing, Jerry Lewis, regarding the website and contact information for the faculty. He responded that the phone books are no longer a thing since it needs to be updated frequently. Also, the office locations were removed from the directory due to safety concerns.
 - 2. Discussed leave of absence for military students and need to have policy.
 - v. University Budget Committee – (Khin Khin)
 - 1. N/A
 - vi. Facilities Management Safety Committee – (Christine)
 - 1. Electric pallet jack training required for anyone using them. Purdue WL had OSHA visit and was cited for not having appropriate training for all electric pallet jack users. REM/EHS will reach out to affected departments regarding training requirements.
 - 2. REM/EHS name change to be published campus-wide very soon.
 - 3. Campus Safety Committee – Emergency Preparedness Sub-Committee met with Dottie Davis regarding campus safety assessment. We went over recommendations she made and how we will follow those.
 - 4. Water testing for outside water sources (eg. Soccer Support, SCAN drinking fountain, Baseball field) – all results came out fine.
 - 5. ISP – gradually getting more departments to complete the certification process. Only a couple of high-hazard departments remain to complete certification.
 - 6. Safety Expo will be on 8/24/23, 11am – 4pm.
 - vii. PFW Quality of Place – (Cheryl)
 - 1. Meeting with Cabinet Friday to retain employees.
- 7. New Business
 - a. Officers
 - i. Taking nominations for officers' positions. Will vote on Slate in May meeting.
- 8. Bridge Questions
- 9. Adjourn

Committee Meeting Invitees: Robert Burton, Brenda Diaz, Khin Khin Gyi, Christine Hall, Jayla Heller, Cheryl Honkomp, Elizabeth Miller, Kaye Pitcher , Jessica Rouleau, Spencer Saunders