

MEETING Minutes

Attending: Alyssa Anguiano, Jennifer Bower, Robert Burton, Cindy Firestine, Jalyn Girardot, Cheryl Honkomp, Tracy Mitchener (HR Representative), Kaye Pitcher, Jessica Rouleau, Spencer Saunders, Angel Schnurpel

Virtual: Christine Hall (Emeritus), Elizabeth Miller

Unable to attend: Jayla Heller

1. Call to Order
2. Minutes
 - a. Clarify round robin portion of the minutes from July. Jessica had reported on ETCS accreditation scheduled for October and they just finished middle school and elementary school STEM summer camps. Approval of minutes with additional ETCS information.
3. Treasurer's Report
 - a. Operation fund: \$1,001.25
 - b. Scholarship fund: \$675.69
 - c. General fund: \$3,244.29
4. Guest Speaker was Erin Turner from Environmental Safety Department.
 - a. They are an office of two with Stephanie Phillips and Erin.
 - b. Oversee around 70 health and safety areas
 - c. Indoor air quality, hazardous material disposal, storm water - to name a few
 - d. Ergonomics – desk and chair set up for faculty/staff (give them a call if someone in your department is uncomfortable)
 - e. Oversees annual safety training
5. HR – Tracy
 - a. HR looking to open the satellite office in Kettler – still moving forward.
 - b. Excited about move-in day. HR will be volunteering.
 - c. HR did clean-up day with grounds, picking up trash, early August.
6. Unfinished Business
 - a. Committee assignments
 - i. Welcome Wagon – make the determination when to reach out to meet new employees and assign someone to meet face-to-face. Jessica is taking the lead on this committee.
 - ii. Robert will be representing at faculty senate.
 - iii. Excellence Award
 1. We have one application for an administrative person
 2. Concentrate on finding applicants for the service award
 - a. Facilities / mailroom / do lab techs qualify? Call Christi if you have a name in mind.

iv. By-law revision

1. Robert will lead this committee to update the by-laws to be more in-line with the current structure
2. Ad-hoc committee – reach out to Robert if you want to join

7. Committee Reports

- a. Communications (Elizabeth) – no updates
- b. Welcome Wagon (Cheryl)
 - i. Jessica will be the new lead
- c. Grants – (Christi)
 - i. Two grants this year – financial aid has the information
 - ii. Payments are for a dependent or an employee
 - iii. The scholarship fund should be at 00 next month
- d. Excellence Award – (Cheryl) – no updates
- e. Purdue WL – (Cheryl)
 - i. Robert was able to participate
 - ii. HR is launching an app for success factors
- f. Employee Recognition Event – (Elizabeth)
 - i. Moving the event to spring
 - ii. After work and a more formal event
 - iii. No date set at this point
- g. Fundraising – ()
 - i. Committee used to do a book sale at Christmas
 - ii. Employees appreciated
 - iii. CSSAC used to give out note pads or pens to new employees
- h. University Committee Reports
 - i. Food Service Advisory Committee – (Kaye)
 1. Will be providing students housed at the Holiday Inn 2 meals per day
 2. Please get food orders in 2 weeks in advance
 3. Hiring – looking for an assistant manager and students
 4. Student Government has indicated they want late night food options
 - ii. Diversity Council – (Jayla) – no report
 - iii. Faculty Senate – (Robert)
 1. First meeting will be September 11, 2023
 - iv. University Resources Policy Committee – (Jennifer) – have not met yet
 - v. Budgetary Affairs Subcommittee - (Kaye) – have not met yet
 - vi. Facilities Management Safety Committee – (Christine) – no meeting this month
 - vii. Quality of Place transition to Strategic Plan Steering Committee (Cheryl/Spencer)

8. New Business

- a. Summer hours – is there a plan for the University to do a follow up survey?

- b. Have heard mixed reviews. Some departments did not have a heads up.
- c. CSSAC Committee - Motion to approve Jalyn Girardot and Alyssa Anguiano as committee members. That brings our group to the full 12 members.

9. Bridge Questions and Round Robin

a. Jennifer

- i. Admissions – welcome and orientations / welcome back BBQ / tours start again after Labor Day / then College Go Week / looking for student workers
- ii. Cheryl – Celebrate PFW will be October 18 / event for donors
- iii. Robert – Name badge vender renewed / remind to check with IT before purchasing IT equipment / contract signing is for the VC / IN has a new form for tax exemption non-profits – we are a government entity / ODEI Cindy is covering for Jayly / summer camps for ODEI successful / Q-Center is launching a parent group / Job posting updates / Office of Student Engagement – Alex Backer is the Executive Director / Disabilities Access center has a full-time sign language person / Krissy Surface has implemented an student engagement board with an internship position / Counseling Center set to open doors tomorrow at 3 pm / student services has rentals online – using the same system special events uses / international education office no longer has a director; Ryan Wooley will be doing some of the duties
- iv. Jessica – very busy time with new students
- v. Angel – soccer has started; women’s volleyball set to begin
- vi. Elizabeth – Some of HR will be helping with move in day / payroll events will be at main campus / just super busy so be patient
- vii. Christi – if a department wants payroll to come talk to students on WebClock or graduates on a time card, just reach out
- viii. Cindy – Trio program is set to start – around 170 students / busy planning trips-overnights / Tracy asked about Trio – Trio is a support system for first generation college students; the idea is a smaller group of students who can bond. Trio staff help advise students; Upward Bound is the high school version of Trio. Trio provides a little extra help. Not specifically for IU students, but Trio saves a special pot of money to support any student who comes from the IU system.
- ix. Alyssa – looking forward to students coming back / new chair
- x. Spencer – getting ready for students / faculty convocation in the morning / noted the junk mail folder has been populating more so make sure you check it
- xi. Kayaks – Robert mentioned they are launching the rental program on August 23rd

10. Adjourn at 2:33 pm