

## **MEETING AGENDA**

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1. Call to Order
2. Approval of Minutes
  - a. Approved
3. Treasurer's Report (Khin Khin)
  - a. Operation fund: \$3244.29 (As of Jan. 31<sup>st</sup>)
  - b. Scholarship fund: \$381.60
  - c. General fund: \$630.69
4. HR – Melissa
  - a. Reminder that our Employee Assistance Program service includes 3 free mental health sessions and they will also work with our insurance.
  - b. Health fair is on March 23rd from 7am to 7:30pm in Walb in the International Ballroom
    - i. Include things like health screenings (blood health screenings, Mammography screenings, and more).
    - ii. Mental health activities (therapy dogs and miniature horses, massages, facials, etc.)
    - iii. Fresh produce for sale
5. Unfinished Business
  - a. Brenda and Robert were voted in to become committee members.
  - b. New member campaign – Cheryl reaching out to new employees
    - i. Meeting with Elizabeth to reach out to members of “list serve”
    - ii. If anyone would like to assist, please let Cheryl or Elizabeth know.
    - iii. Cheryl is working on sending out a piece to Inside PFW, but thought it would be good to include APSAC and Faculty Senate as well.
  - c. HR brochure information
    - i. The committee reviewed the brochure for final edits.
  - d. Lunch and Learn –
    - i. Looking to do something late May/early June. If anyone wants to be a subcommittee, please let Cheryl know. The following would need determined.
      1. Set a date/time
      2. Reserve room
      3. Cost research
      4. Program – determine the layout and timing
6. Committee Reports
  - a. Communications (Elizabeth)
    - i. Will send out submission to Inside PFW about scholarship.
  - b. Welcome Wagon (TBD)
    - i. Finishing up the CSSAC brochure to be included in the HR welcome folder.
  - c. Grants (Christi):
    - i. Has started receiving applications.

- d. Excellence Award – (Cheryl)
  - i. The name has been change the name online
- e. Purdue WL – (Cheryl)
  - i. PWL brought in a tax representative for the last meeting.
  - ii. There was no further mention about resuming the yearly visit to the campus, but Cheryl will be following up to confirm.
- f. Employee Recognition Event – (Elizabeth)
  - i. Event will be on September 13<sup>th</sup>, 2023.
  - ii. Program will be between 11am to 1pm, with a mix and mingle afterward.
  - iii. Will need to start the process for the Excellence Award around the beginning/middle of July so that we can present the award to the winner at the event.
- g. Fundraising – (N/A)
  - i. N/A
- h. University Committee Reports
  - i. University Council – (Khin Khin)
    - 1. Nothing to report
  - ii. Food Service Advisory Committee – (Kaye)
    - 1. Look for Kaye’s report in March.
  - iii. Diversity Council – (Jayla)
    - 1. The DEI hosted a town hall at February 22<sup>nd</sup>. You can view the town hall here:  
[https://9832914.mediaspace.kaltura.com/media/Town+HallA+DEI+Strategy+and+Progress/1\\_3ycqryzf](https://9832914.mediaspace.kaltura.com/media/Town+HallA+DEI+Strategy+and+Progress/1_3ycqryzf)
    - 2. SafeZone trainings are being held monthly if anyone is interested.
    - 3. Athletics is doing many things regarding diversity.
  - iv. Faculty Senate – (Khin Khin)
    - 1. The senators went over and voted the senate documents (SD 22-17, 22-18, 22-19).
    - 2. During the question time, Professor Mbuba presented on the use of battery-powered cars (both plug-in hybrid and full EV) and asked, “What steps is the university taking to address the rising need for car charging electric outlets on campus?”
    - 3. Chancellor Elsenbaumer answered that the university has been looking into this issue and implementation for last several years. However, there was a drawback due to the contact with Indiana Michigan Power as they contact would not allow us to resell electricity at the charging station. Fortunately, the restriction has been removed as of July 01, 2022. The university is planning the pilot project to install duo level 2 charging station at the Kettler dock by July, 01, 2023. If this is successful, then more installation will follow in each parking garages over time, but the timeline is yet to be determined.

4. Steve Butte asked a second question regarding the Catalog production and what role OAA plays in the overall process for the following scenarios (changes to existing course and program, proposal for a new course and program) and how the roles changes at different stages of the process.
5. Chancellor Elsenbaumer said there are very detailed information for most of the answers are already on the SharePoint site or the OAA website. To change an existing course or propose a new course, faculty will need to follow the department and college governance documents and be approved. The proposal should be entered in curriculum by departmental. Then be approved by chairs, deans, and directors of graduate programs (if it involves graduate programs), registrar office, and office of academic affairs, and necessary offices of Purdue West Lafayette. Chancellor Elsenbaumer continued explaining the proper steps for proposal for new program.
  - v. University Budget Committee – (Khin Khin)
    1. N/A
  - vi. Facilities Management Safety Committee – (Christine)
    1. Did not meet
  - vii. PFW Quality of Place – (Cheryl)
    1. The committee has returned to small groups, with each one focusing on action item goals that the university could improve on and that are achievable.
7. New Business
  - a. Group photo
  - b. Goal discussion
    - i. What do we want to see CSSAC achieve?
  - c. Guest for March meeting
    - i. Michelle Shaw
      1. Will be talking about Day of Giving, which is on April 26<sup>th</sup>.
  - d. Changes to website
    - i. Would like the Bridge Questions link moved to front page of website so it's more visible.
    - ii. Thought about requesting a general CSSAC email address so that employees can contact us through that.
    - iii. Adding the officers to the website.
    - iv. Remove either the "About Us" page or the "Contact Us" page on the website so it's simplified.
8. Bridge Questions
  - a. none
9. Adjourn

**PURDUE UNIVERSITY**  
**FORT WAYNE**

**Campus Support Staff  
Advisory Committee  
(CSSAC)**

**Monthly Meeting**  
Tuesday, February 21,  
2023  
1:30 PM

**Committee Meeting Invitees:** Robert Burton, Brenda Diaz, Khin Khin Gyi, Christine Hall, Jayla Heller, Melissa Helmsing, Cheryl Honkomp, Elizabeth Miller, Kaye Pitcher