

MEETING AGENDA

1. Call to Order
 - a. Photo
 - b. Record the meeting
2. Approval of Minutes
 - a. Approved
3. Treasurer's Report (Jayla)
 - a. Operation/General fund: \$1461.60
 - b. Scholarship fund: \$675.69
4. HR – Tina
 - a. Everyone reintroduced themselves as we have new faces joining CSSAC.
 - b. Welcome Tracy!
 - c. HR/OIE is almost fully staffed- currently have a position open for the investigator.
 - d. HR/OIE will be having a campus space for utilizing by anyone in the department. Hope to have the space available by the time the semester starts.
 - e. Wayne township to have a "Family Fun Day" on July 29th. HR/OIE will be recruiting at the event.
 - f. HR/OIE will be helping Grounds on August 11th to help clean up campus before the start of the semester. If it rains, it will be held on August 15th.
5. Unfinished Business
 - a. Recruitment event
 - i. What went well / what do we change next year?
 1. What went well:
 - a. Continuing to hold the event annually.
 - b. The food
 - c. Engagement/amount of people
 2. What can we change:
 - a. We can work on talking about CSSAC with others on campus.
 - b. Possibly changing the date
 - c. Continue ListServe, but also doing some kinds of physical card in the inter-campus mail as well.
 - d. Continue to work on building 12 committee members.
6. Committee Reports
 - a. Communications (Elizabeth)
 - i. N/a
 - b. Welcome Wagon (Cheryl)
 - i. The leftover Tri-folds from June's recruiting event has been handed off to Dimples to be placed in the Orientation packets for new hires.
 - c. Grants – (Christi)

- i. Christi has been working with Financial Aid to ensure that applicants meet the requirements and once that list is complete, we will have a finalized list of recipients.
 - d. Excellence Award – (Cheryl)
 - i. Reminder that we have recently changed the name of the award and what we are looking for.
 - ii. At this point, only received one applicant.
 - iii. Decided to extend the deadline date to September 29th and send the nominations forms out to leadership as well.
 - iv. Included the nomination value as well to nomination forms.
 - e. Purdue WL – (Cheryl)
 - i. Topic of compensation.
 - f. Employee Recognition Event – (Elizabeth)
 - i. June Meeting:
 - 1. Went over due dates
 - a. Save the dates going out next month
 - b. Save the date going out in Inside PFW as well.
 - 2. Goody bags for attendees
 - 3. Went over and decided save the date and program format
 - 4. Discussed awards
 - a. Possibly incorporating faculty awards
 - b. Retiring employees
 - ii. July Meeting:
 - 1. Due to Chancellor’s conflict of schedule, September’s event is being cancelled and rescheduled.
 - 2. Reimagined event for Spring 2024.
 - a. Still discussing exact date.
 - 3. Talked about branded stuff specific to PFW.
 - 4. Discussed location of where to hold new event (International Ballroom, Auer Hall, etc.). Nothing chosen.
 - 5. Discussed why type of event we’re thinking and what we would need to go with that event (music, food, etc.).
 - 6. Requested Glenn attending next meeting (August).
 - g. Fundraising – (Cheryl)
 - i. Tina to look into book selling for fundraising/networking event.
 - h. University Committee Reports
 - i. Food Service Advisory Committee – (Kaye)
 - 1. Nothing has changed.
 - a. Reminder from last meeting:
 - i. Making more grab n’ go items more available.

- ii. Extended hours
 - b. Meet again in August.
 - ii. Diversity Council – (Jayla)
 - 1. N/a
 - iii. Faculty Senate – (Robert)
 - 1. Meet again in September.
 - iv. University Resources Policy Committee – (Jennifer)
 - 1. Awaiting confirmation that this committee is reconvening.
 - v. Budgetary Affairs Subcommittee - (Kaye)
 - 1. Kaye to reach out to new person in charge of that committee, as the previous leader is stepping down.
 - vi. Facilities Management Safety Committee – (Christine)
 - 1. **Old Business:**
 - a. **PG3 water valves** in concrete, plates covering them have been bent/moved. Concrete around them will need to be removed to fix. Tad is still working on this.
 - 2. **Injuries:**
 - a. Employee hit by car in parking lot of GB.
 - 3. **New Business/Round Table:**
 - a. **Suzan**
 - i. Employee hit by car by GB. What is being done to prevent this from happening again? Tad said they are widening the island that is in that parking lot, they are putting in an LED flashing stop sign, and they have trimmed the tree on the corner. **They can ask UPD to do more patrols** through there to ensure people are obeying speed limit, and **Tad can talk with Dave Butler at Ivy Tech** about possibly sending out notice to their students/staff regarding driving through that area.
 - b. **Steph**
 - i. Universal Waste Handling: Employee was seen putting batteries into recycle bin in SB. Please **have Ed or a supervisor review with employees how to appropriately handle Universal Waste** (batteries, bulbs, ballasts) ALL must go through EHS to be recycled.
 - ii. Safety Expo has been changed to end of Sept. more info to come later.
 - iii. Next hazardous waste shipment will be in October or November. Please look through chemicals/hazardous products to see if you

need to dispose of anything. EHS will put out an email to let everyone know when pick-up will be.

- iv. Labeling and submitting of waste pick-ups: please ensure you fill out the entire online waste pick-up request on EHS's website. Request orange labels and use them. Indicate on pick-up form the location of waste, and ensure it is clearly marked and in that area when pick-up is submitted so EHS can easily locate waste.

c. **Marc**

- i. Universal Waste Handling: Scrap room is all cleaned out, with back room being set up to accept all Universal Waste taken in by EHS for recycling.
- ii. Scrap room threshold needs replaced; is trip hazard. Marc should get with a project manager about this (Tad can also talk with Greg about it).

d. **Erin:**

- i. Are we inviting anyone from Project Management to the committee to replace Tedd Miller? Steph will contact Carissa Bloom about this.

e. **Christi:**

- i. Are there any updates on WU water main break? Steph said we are awaiting results on water testing to give the all clear on potability of water. Tad said they hope to have sidewalk put back together early next week.
- ii. Will minutes be sent out after meeting? Steph said they should be, and we've slowly gotten away from that. Minutes should be typed up and sent out by committee Secretary to entire committee within a few days of the meeting. Each committee member should then be sharing the minutes with their entire department so they are aware of what is going on in all FM departments. This will also show them who their committee member is if they need to contact one for a safety concern to share/report.

4. **Updates as of 7/24/2023:**

- a. Steph received notice from Ashley Tash on 7/19/23 that she is stepping down from the committee. We will need to vote at or before the next committee meeting for a new Secretary.
- b. WU water main break: water test results have since come back and the building is all clear, water is safe to drink.

- c. Steph invited Carissa Bloom to represent Project Management on the committee and she accepted. She has been sent the meeting invites and will begin attending meetings in August.

5. **Next Meeting:** August 16th, 2023 at 2:00 pm, Microsoft Teams

vii. Quality of Place transition to Strategic Plan Steering Committee - (Spencer)

1. **Did I miss this?**

7. New Business

- a. Planning for the year.

- i. Working on building on our presence for next year.
- ii. Quartey Lunch and Learn idea
- iii. HR/OIE- Pathways Resolution

1. Campus wide event on 10/31

8. Bridge Questions and Round Robin

- a. Bridge Questions- for when employees have a question.

- i. Brought forth the idea of having a physical box for questions.

- b. Round Robin

- i. Spencer

1. VPA happenings

- a. The department of Art and Design is currently planning an exhibition featuring work from staff across campus for the Spring semester. If y'all or anyone you know have an art or craft hobby, we'd love to have you submit for consideration! It can be any visual medium, whether that is painting, knitting, woodworking, drawing, or anything in between.
- b. should have been a couple emails already sent out about it, but if you missed it, here is the survey to sign up:
https://purdue.ca1.qualtrics.com/jfe/form/SV_bpCHgzVIBB7jCOS
- c. The deadline to complete the survey is July 31. You don't necessarily have to have completed work by then.
- d. If you have questions, contact Derek Decker at deckdd01@pfw.edu

2. Summer Camps

- a. Lots of campus going on.

3. New Director of School of Music

- a. Jeremy Droll- Settling in.

- ii. Cheryl

1. Development

- a. Pretty quiet. Two Chancellor Dinners going on with substantially donors.

- iii. Jenny

1. Admissions

- a. Overnight and full day orientations are finished; transfer orientation happening yet.
 - b. Tours/Don Days are full.
 - c. Fun activities happening to get students involved.
 - i. TinCaps Games and Kayaking
 - iv. Cindy
 - 1. TRIO
 - a. Was displaced till July 31st as they were getting their floors redone.
 - b. In Event planning mode- shopping and planning and New Student Orientation on the 18th of August.
 - c. Will have TRIO table on the Lawn for the first 3 days of school. Will be meeting the kids and assisting.
 - v. Christi
 - 1. Payroll
 - a. Payroll will be meeting on campus in the old Credit Union. Can help with any Payroll assistance.
 - vi. Jayla
 - 1. Will be having 8th grade through 12th grade students on campus with all kinds of fun things.
 - vii. Jessica
 - 1. **Could not hear. What was going on with CME?**
 - viii. Robert
 - 1. ZB60/Check request
 - a. Process should be smoother- changes in Accounts Payables and working on getting backlogged taken care of.
 - 2. Student Life is doing some restructuring.
 - 3. New Counseling Center is getting up and running.
 - a. Will be in the old bookstore area (Walb first floor).
 - ix. Tina
 - 1. Campus Clinic
 - a. Currently closed. Do have a plan for a new provider in soon. If there are questions- you can call HR/OIE and there will be list of services available soon.
- 9. Adjourn

Committee Meeting Invitees: Jennifer Bower, Robert Burton, Cindy Firestine, Tina Grady (HR Representative), Christine Hall (Emeritus), Jayla Heller, Cheryl Honkomp, Elizabeth Miller, Kaye Pitcher, Jessica Rouleau, Spencer Saunders, Angel Schnurpel