

MEETING AGENDA

1. Call to Order
2. Approval of Minutes
 - a. Approved
3. Treasurer's Report (Khin Khin)
 - a. Operation fund: \$381.60
 - b. Scholarship fund: \$642.69
 - c. General fund: \$3244.29
 - d. Update on discrepancy in funds
 - i. A new policy went into effect this year regarding unused funds. Now, if funds aren't used, they are no longer rolled over to the next year.
4. HR – Melissa
 - a. Health fair/Well-being Summit is today, March 23rd, from 7am to 7pm.
 - b. Road to Retirement is from March 29th through March 31st.
5. Unfinished Business
 - a. New member campaign
 - i. Cheryl and Elizabeth are continuing compiling the list. Let either know if there's someone you think would be a good fit.
 - b. HR brochure
 - i. Is ready to go! Cheryl will be reaching out to Dimples to get it added to the New Hire packet for orientation.
 - c. Lunch and Learn – committee
 - i. Cheryl and Robert will be handling the first Lunch and Learn. The plan is to use June's monthly meeting day for the event. The plan is to hold the event from 11am to 1pm.
6. New Business
 - a. Guest speaker Michelle Shaw –
 - i. Day of Giving April 26, 2023
 1. Day of Giving is the biggest fundraiser the Purdue system participates in and Purdue West Lafayette and Purdue Northwest having participated for the last 10 years, and Purdue Fort Wayne having participated the last 5 years. This year, the theme is "The Big Give.". Messaging for this years will start going out on March 29th, with a big focus on staff, retirees, and students/parents. There are many different funds to give to and next year there is the possibility of adding accounts for CSSAC/APSAC.
7. Committee Report
 - a. Communications (Elizabeth)
 - i. N/a
 - b. Welcome Wagon (TBD)
 - i. HR Brochure
 1. Ready to go!

- c. Grants (Christi):
 - i. Grants are starting to come in. Christi will be working with Elizabeth to send out a notice of reminder in InsidePFW.
- d. Excellence Award (Pride Plus) – (Cheryl)
 - i. The old Pride Plus form needs to be updated to match the new name of the Excellence Award.
- e. Purdue WL – (Cheryl)
 - i. Purdue Northwest will host on July 11, 2023.
 - 1. If you would like to attend, please let Cheryl know.
- f. Employee Recognition Event – (Melissa/Elizabeth)
 - i. The plan is for the event to start at 11:30 am on the date of the event, September 13th, 2023. Honorees should begin arriving between 11am and 11:15am. We will begin working on the program in June, so CSSAC need to choose the winner of the Excellence Award by the end of July so that the winner can be added to the program for the event.
- g. Fundraising – (TBD)
 - 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. N/a
 - iv. Faculty Senate – (Khin Khin)
 - 1. Awaiting previous meeting's minutes.
 - v. University Budget Committee – (Khin Khin)
 - 1. N/a
 - vi. Facilities Management Safety Committee – (Christine)
 - 1. Currently working on some in-house training sessions.
 - vii. PFW Quality of Place – (Cheryl)
 - 1. Reviewed initiatives at the last meeting and are hoping to publish the findings soon, hopefully within the next 2 weeks.
- 8. Bridge Questions – Nice job, Jayla!
- 9. Adjourn

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