

MEETING AGENDA

Location: Development Office (in front of student housing – base of the gerbil bridge)

1. Call to Order
 - a. Record the meeting
 - b. Photo
 - i. Uploaded to CSSAC O Drive under “Photos”.
2. Minutes – Approval of minutes
 - a. Approved
3. Treasurer’s Report (Jayla)
 - a. Operation fund: \$1,001.25
 - b. Scholarship fund: \$55.69
 - c. General fund: \$3,244.29
4. Guest Speaker:
 - a. Maeghan Mier –Explaining what the Disability Access Center does
 - i. Ensures that students with a documented disability had access to education, particularly with accommodations.
 - ii. A few accommodations are: help through the testing center, hearing/interpreter,
 - iii. 100% free for students.
 - iv. Work with many students with many different disabilities.
 - v. Has a sensory space within the office.
 - vi. Do not provide accommodations for staff/faculty- that is all through HR/OIE.
 - vii. Helps IU students as well.
5. HR – Tracy
 - a. Nothing to report
6. Unfinished Business
 - a. Strategic Planning day – October 30. Feedback.
 - i. Break-out sessions were good- would liked to have gone to more.
 - ii. Better communication (food) for next time.
 - iii. Very informative!
 - iv. Seemed like people were connecting with others and discussed possible to solutions to problems being brought up.
 - v. Maybe hold smaller, similar events more often then every so many years.
7. Committee Reports
 - a. Communications (Elizabeth)
 - i. N/a
 - b. Newsletter – (Jalyn)
 - i. 3 different sections- a longer article, a resource highlight, and a little “Did you know” tidbit.
 - ii. Would like to send out after each CSSAC meeting.

- iii. Any suggestions/idea send to Jalyn via the excel sheet in the “Newsletter” under CSSAC O Drive folder.
 - 1. Would like to have a piece on the Bridge Question on the CSSAC Website.
- iv. Would like to send via email for the CSSAC ListServe but also paper version for janitorial staff who may not check their emails as much.
- c. Welcome Wagon (Jessica)
 - i. N/a
- d. Grants – (Christi)
 - i. N/a
- e. Excellence Award – (Spencer)
 - i. Nominations have been reviewed- 5 for support and 1 for service.
 - ii. Tamara (Tammy) Davich will receive it for support and Ben Neuhaus for service.
- f. Purdue WL – (Cheryl)
 - i. N/a
- g. Employee Recognition Event – (Elizabeth)
 - i. Event has been scheduled for 3/14/2024 at 6pm.
 - ii. Considering Classic Catering, Ceruti’s, or Goeglein Catering.
 - iii. Plated dinner.
 - iv. Figured out new timeline for committee member’s responsibilities.
 - v. MCs: Tina & John O’Connell
 - vi. Meeting again beginning of December.
- h. Fundraising – ()
 - i. N/a
- i. University Committee Reports
 - i. Food Service Advisory Committee – (Kaye)
 - 1. N/a
 - ii. Diversity Council – (Jayla)
 - 1. N/a
 - iii. Faculty Senate – (Robert)
 - 1. Did not finish- continuing the meeting on 11/20.
 - 2. Spoke about:
 - a. Symbolic resolutions from Faculty Senate (which is where Faculty Senate will pass a resolution encouraging Administration to do something).
 - b. Some of the procedures of the meeting (like amendments, sabbatical changes, etc.).
 - c. Resolution expressing concern for students/staff/faculty affected by the current situation in the Middle East. Didn’t think it was appropriate coming from Faculty but should come from Administration. As of now, PFW is not releasing a statement about the conflict in the Middle East and is following PWL’s lead.

- d. Nice Chancellor Nakata spoke about the annual budget and how everything affects it.
- e. General Education program- making changes to align more with Indiana Core.
- f. Persona Non Grata policy- PWL changed system-wide policy and Faculty would like Administration to talk about the process and how those not involved can have a way to be involved with initiating it.
- iv. University Resources Policy Committee – (Jennifer)
 - 1. N/a
- v. Budgetary Affairs Subcommittee - (Kaye)
 - 1. N/a
- vi. Facilities Management Safety Committee – (Christine)
 - 1. Recruitment of new members:
 - a. Stephanie will reach out to the following areas for new/additional/replacement representation on the committee for members who have left or will be leaving:
 - i. Operations & Maintenance (additional representation from Maintenance staff)
 - ii. University Police (preparing to replace Tim Potts)
 - 2. 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. Brad Dellinger is working on this- contractor was on campus. Tad will report when complete.
 - b. Jerry’s questions with work orders have been addressed.
 - c. Asbestos training for Facilities employees needs to be scheduled.
 - d. Marc and Tad looking into student representation on the committee.
 - e. Open enrollment complete.
 - f. Door #4 in Med Ed stays open – was sent to Ashley. Not sure if addressed.
 - 3. New Business/Round table:
 - a. Stephanie/Erin/Derek
 - i. Annual safety training due.
 - ii. EHS went to PWL for Safety meeting.
 - iii. Student Housing health inspections are next week.
 - iv. If Hep B or other vaccines usually provided by Campus Clinic are needed, reach out to EHS. We are using an alternative Occ Health provider until Clinic reopens.
 - v. EHS preparing newsletter for all campus employees.
 - 1. Will not likely include FM Safety Committee information.

2. Stephanie will check with the campus-wide safety committee to determine if information from that committee will be shared here
- vi. No injuries reported
- b. Tad
 - i. Be prepared for coming winter weather.
4. Other items –
 - a. Reminder:
 - i. Committee members should forward meeting minutes to all employees within your department upon receipt from the Safety Committee Secretary. When forwarding meeting minutes to staff, please remember to direct them to submit safety concerns (not needing immediate attention) to you, as their Safety Committee representative so you can bring those concerns to the next committee meeting. Thank you
 - vii. Strategic Plan Steering Committee - (Cheryl)
 1. Spencer may be taking over should anything come from this in the future.
8. New Business
 - a. Cancel December meeting date
 - i. If anyone has anything they'd like added to the December Minutes, please send to Elizabeth by 12/15 and she'll get it distributed.
9. Bridge Questions and Round Robin
 - a. Round Robin
 - i. Christi- We are reaching out to departments with Grad Students that are coming in for Spring and Payroll will be holding a presentation to help the Grads. Topics will be: time cards, pay questions, background checks, etc.
 - ii. Kaye- Department keeps growing and looking at record enrollment (701 students in the CS program) in January.
 - iii. Jessica- will be finding out about how accreditation went around February.
 - iv. Jayla- Native American Heritage Month, so there are placards in the Multicultural Center available. ODEI is also recruiting STEM majors that are of color to be part of a grant which the program will include interactive presentation and a field. If interested, please email ODEI@pfw.edu .
 - v. Spencer- Budget and architectural plans have been submitted to the board of trustees for the new music building, which they meet around beginning of December.
 - vi. Cindy- First Day Celebration last week has grown exponentially! Now planning for Holiday Event for Trio.
 - vii. Cheryl- Not much- big bosses out trying to remind people of where they graduated from.

- viii. Robert- EMSE has a new position, Marketing Coordinator, in the Career Development Center. PFW came in 2nd in the Crushed Hunger competition. Student Thanksgiving had a great turnout and the next event is Late Night Breakfast on 12/6. Student Government allocation process hopefully up and running after winter recess. Work study- Bursar has nothing to do with that and it is through business offices. Will be slight restructuring after Nancy and Pam retire- Nancy's position will move under accounting and not Purchasing. Watch/check ZB-60s with the Winter Recess coming up.
- ix. Jennifer- Fall campus visit day went well! Orientation and registering students are currently happening. Only one in-person orientation in Spring and the rest will be virtual. Most students are transfers.
- x. Alyssa- Still working on search for a new French lecturer.
- xi. Jalyn- Will be looking for a part time Administrative Assistant for Women's Studies at some point.
- xii. Angel- Currently hiring a Ticket Manager- hard position to fill as scheduling depends on the game scheduling. Women's basketball is currently playing and Men's volleyball is soon to start.

10. Adjourn

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