

MEETING MINUTES

Location: Gates Fieldhouse Conference Room – 2nd floor

1. Call to Order
 - a. Record the meeting
 - b. Photo
2. Minutes – Approval of minutes
 - a. Approve
3. Treasurer’s Report (Jayla)
 - a. Operation fund: \$1,001.25
 - b. Scholarship fund: \$45.69
 - c. General fund: \$3,244.29
4. Guest Speaker – Andrew Kopec / Giang Petroviak
 - a. Has been meeting with different committees regarding the strategic plan for enrollment.
 - i. Purpose- enrollment management is everyone’s job/mission. Engage, retain, and graduate a diverse student body. Will be asking others to implement plans starting in January.
 - ii. If you have any additional thoughts/ideas, you can contact Andrew or Giang.
 - iii. Would love to give an update next semester.
5. HR – Tracy
 - a. Open enrollment 10/24 to 11/7. Must reenroll.
 - b. Come see us in Kettler G97! Someone’s there at day.
 - c. Breakout session- Conflict Resolution come see us on 10/30!
6. Unfinished Business
 - a. Bylaws
 - i. Bylaws are accepted as revised. If amendments need done, will bring up next meeting.
 - b. Excellence Award
 - i. Certain criteria that’s being based on?
 1. Those that go above and beyond that represents the University.
 - ii. Select the top one of each and bring them forth to the committee. Must be one for support and one for service.
7. Committee Reports
 - a. Communications (Elizabeth)
 - i. N/a- Add Tracy to CSSAC ListServe.
 - b. Newsletter – (Jalyn)
 - i. Sending out monthly. Would like a senior member to bounce ideas off of. Annual reminder of what CSSAC is.
 - c. Welcome Wagon (Jessica)
 - i. One employee of the committee will reach out to new hires and welcome to university with goodies.

- d. Grants – (Christi)
 - i. All have been distributed. Will open back up at the beginning of the Academic Year.
- e. Excellence Award – (Spencer)
 - i. N/a
- f. Purdue WL – (Cheryl)
 - i. N/a
- g. Employee Recognition Event – (Elizabeth)
 - i. March date but not set in stone.
 - ii. Looking at more banded items.
- h. Fundraising – ()
 - i. N/a
- i. University Committee Reports
 - i. Food Service Advisory Committee – (Kaye)
 - 1. Next meeting postponed to a later date.
 - ii. Diversity Council – (Jayla)
 - 1. N/a
 - iii. Faculty Senate – (Robert)
 - 1. Looking at external letters for tenured faculty.
 - 2. Looking at how PFW does “Persona Non Grada” process.
 - 3. Pay compression and merit increases.
 - 4. A couple departments added new concentrations.
 - 5. Don’t forget to attend the 10/30 meeting!
 - iv. University Resources Policy Committee – (Jennifer)
 - 1. Only met once.
 - v. Budgetary Affairs Subcommittee - (Kaye)
 - 1. Haven’t met since Kaye joined.
 - 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. Brad Dellinger is working on this. Complete before winter.
 - b. Hazardous Waste shipment will be October 16th-17th. Complete.
 - 2. New Business/Round table:
 - a. Jerry
 - i. Questions with work orders call Ed High.
 - b. Stephanie/Erin/Derek
 - i. Safety Expo went well. Attendance was down due to other student event scheduled on the same day.
 - ii. Annual Safety training due soon.
 - iii. Asbestos training for Facilities employees will be scheduled.

- iv. Redoing safety slides
- v. No injuries reported
- c. Marcus
 - i. Should student employees have representation on the committee? Group thought this was a good idea. Each area can ask a student to sit on the committee.
- d. Christi
 - i. Reminder about open enrollment
 - ii. Asked about campus wide safety committee. Stephanie informed that there is a campus wide committee comprised of staff mostly from the Crisis Mgmt committee.
- e. Other items – Door #4 in Med Ed stays open – will be sent to Ashley
- 3. Reminder:
 - a. 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
- 4. Next Meeting: Wednesday, November 15, 2pm
- vii. Strategic Plan Steering Committee - (Cheryl)
 - 1. October 30, 2023
 - 2. Morning consist of Chancellor update/Strategic update
 - 3. Afternoon will be brainstorming pods. Topics include:
 - a. Conflict Resolution Process Design
 - b. Safety on Campus
 - c. New Academic Programs – including IU non-compete discussion
 - d. Student Success
 - e. Open Space – What topic is on your mind?
 - f. DEI – Belonging
 - g. Academic Quality
 - h. Community Engagement
- 8. New Business
 - a. n/a
- 9. Bridge Questions
 - a. n/a
- 10. Round Robin
 - a. Jayln
 - i. N/a
 - b. Christi

- i. Benefits- open enrollment
- ii. Strategic Planning Event
- c. Tracy
 - i. Reach out if you have questions
- d. Robert
 - i. 2 new Administrative Assistants – TRIO & Career Development Center
 - ii. Day on the river went well
 - 1. New event- camping on the green on 10/20
 - iii. New Direct for International Office- Maureen; Shelby promoted to Assistant Director role;
 - iv. Vice Chancellor Office – Krissy is expecting a baby; Alex is on Maternity Leave starting in January;
 - v. Pam Thompson and Nancy Thompson in Purchasing retiring at the end of the year.
- e. Cheryl
 - i. Event tomorrow night (10/18) in Walb.
- f. Cindy
 - i. ODEI
 - 1. Diversity Experience event on 10/25 in the International Ballroom at 6pm
 - ii. TRIO
 - 1. First Gen Day – 11/8. More departments have become involved so it's a lot bigger than previous years.
- g. Spencer
 - i. Local HS exhibit in gallery
 - ii. Next theater event is 11/10- Urinetown.
 - iii. Music next event is President's Marine Band - may still have tickets available.
- h. Jennifer
 - i. Started admitting students- over 1000 admit letters.
 - ii. Sunday 10/21 is Fall Campus Visit Day – over 600 guests.
 - 1. More people are attending more events.
 - iii. First Year Advising is hiring a new Admin.
 - iv. International Admission had Cedar Point trip- went well.
 - v. Recruiting is going well and hitting the ground hard.
- i. Kaye
 - i. CS has set up a lab in connection with the library to work on anything computer science related.
- j. Alyssa
 - i. French professor, Nancy Virtue, is retiring; beginning search for a new lecturer.
 - ii. Dr. Lee Roberts made a board game that helps teach German. Demonstration on 10/25 in Language Lab.
- k. Jessica

- i. ABET (Accreditation Board for Engineering and Technology) for all 4 Engineering programs (Civil, Mechanical, Electrical, and Computer) accreditation Sunday/Monday.
 - ii. Interviews for the new Admin.
- I. Angel
 - i. N/a

11. 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