

## **MEETING MINUTES**

---

Location: Environmental Resources Center (ERC)

Attendees: Alyssa Anguiano, Robert Burton, Jalyn Girardot, Cheryl Honkomp, Tracy Mitchener (HR Representative), Jessica Rouleau, Spencer Saunders, Angel Schnurpel

Virtual: Christine Hall (Emeritus), Kaye Pitcher

Unable to attend: Jennifer Bower, Cindy Firestine, Jayla Heller

1. Call to Order
  - a. Record the meeting
  - b. Photo - did not take a group photo
2. Minutes
  - a. Motion to approve minutes - approved
3. Treasurer's Report
  - a. Operation fund: \$1,001.25
  - b. Scholarship fund: \$685.69 – Note scholarship funds are not officially added to student accounts until 5 weeks into the semester to accommodate drop students
  - c. General fund: \$3,244.29
4. Guest Speaker – Samantha Thiesen, Environmental Resource Center
  - a. Center of Excellence on campus
  - b. Support all areas of the campus
  - c. Have a composting bin for those who want to contribute
  - d. Active research with turtles and snakes but also have affiliates throughout NE Indiana
  - e. They have space for research equipment and a loading dock.
  - f. Have been in their space since 2019 – host lots of activities in the space
  - g. The group took a tour of the facility.
5. HR – Tracy
  - a. Part of strategic planning day will be conflict resolution / conflict pathways.
  - b. Has there been follow up from summer hours? Some felt more advanced notice was needed in order for some departments to accommodate summer hours. Hoping to see an employee survey.
  - c. HR started in Kettler this week.
  - d. Payroll will be in Kettler on Tuesday / Thursday so if you have student workers who need assistance, payroll will be available.
6. Unfinished Business
  - a. By-laws update – Robert provided copies of the proposed changes. We will vote on the changes next month. Major change includes not listing areas to represent to avoid making

changes to the by-laws each time a department moves. The document is available on the share drive. Please review.

- b. Jessica reported on building the Welcome Wagon group to
  - i. Would it be possible to purchase a little gift or treat when meeting new people? Yes. Let's figure out what that looks like.

## 7. Committee Reports

- a. Communications (Elizabeth) – no report
- b. Welcome Wagon (Jessica) – see above
- c. Grants – (Christi)
  - i. Awarded for this year.
- d. Excellence Award – (Spencer)
  - i. Cheryl has pushed out to targeted group.
  - ii. Timing is everything – maybe resend again?
  - iii. If you know of a deserving person, contact their boss to explain the award.
- e. Purdue WL – (Cheryl)
  - i. Target topic was open enrollment and health benefits sign ups.
- f. Employee Recognition Event – (Elizabeth)
  - i. Pushed out to spring.
- g. Fundraising – ( ) not fundraising right now.
- h. University Committee Reports
  - i. Food Service Advisory Committee – (Kaye)
    - 1. Meeting every three months. October is the next meeting.
    - 2. Tipping – are allowed to tip student workers / has to be cash.
    - 3. Short staffed. Additional housing units have put a strain on the staff. For now, please use other vendors for catering.
    - 4. Einstein Bagels will discontinue extended hours but student life would like to see “grab and go” continue.
    - 5. Bon Bon – hours were not advertised well over the summer. Also, if people called off, no one showed up. Not having regular hours was an issue.
  - ii. Diversity Council – (Jayla) – no report
  - iii. Faculty Senate – (Robert)
    - 1. Recap of last year. Plan for this year.
    - 2. Having a CSSAC member on the Athletics committee was not addressed.
  - iv. University Resources Policy Committee – (Jennifer) – no report
  - v. Budgetary Affairs Subcommittee - (Kaye) – will reach out again to Josh
  - vi. Facilities Management Safety Committee – (Christine) – meeting tomorrow

- vii. Strategic Plan Steering Committee - (Cheryl)
  - 1. Not at a good place to pass onto Spencer but will in the near future.

8. New Business

- a. Newsletter
  - i. Jalyn has agreed to be the coordinator of the newsletter.
  - ii. Cheryl will forward the link to the PWL newsletter as a sample.
  - iii. Jalyn shared a draft of what she is thinking, including a resource of the month.

9. Bridge Questions and Round Robin

- a. Cheryl did a test of the Bridge Question link – working.
- b. Angel reported on “stop the stigma” events coming up. Pink out January 27, 2024.
- c. New student counseling center is now open. Also have counseling available where master’s students work – Bowen Center. Bowen – first three sessions are free – but then there is a cost.
- d. Jayla is back on Monday.
- e. Robert reviewed some of the new employees.
- f. Engagement Board – Robert is on this committee.
  - i. Kayak event – Day on the River
  - ii. Talking about the river cruise
  - iii. Campout on the green – October 20
  - iv. Student government – leadership – finance person has resigned
  - v. Food trucks on campus
- g. Spencer reported the first theater show may be delayed. School of Music events have begun as well.
- h. Kaye reported 701 students in computer science – largest major on campus. Collaboration with library to be a resource to students, faculty, staff, and eventually community to get assistance with computer science and technology. Hiring 3 masters students this fall to run the program.

10. Adjourn

Respectfully submitted: Cheryl Honkomp