

MEETING AGENDA

Location: Balthaser Conference Room (Helmke Library 275)

1. Call to Order
 - a. Record the meeting
2. Minutes – Approval of minutes
 - a. Location incorrect
 - b. Approved with corrected location
3. Treasurer’s Report
 - a. Operation fund: \$3,244.29
 - b. Scholarship fund: -\$554.31
 - c. General fund: \$318.74
4. Guest Speaker: None
5. HR – Tracy
 - a. Employee recognition dinner was good
 - b. Campus clinic is currently open for anyone covered by a Purdue insurance plan; it will open to students and those not on Purdue insurance April 1
6. Unfinished Business
 - a. CSSAC/APSAC Joint Meeting
 - i. APSAC is on board
 - ii. Date currently set for Monday, May 6th, 1:30 PM
 - iii. Chancellor will be joining us
 - iv. Proposed agenda items
 1. Summer hours
 2. Resource fair
 3. Summerfest
 - v. Please send any questions for the chancellor to Robert in advance
 - b. Committees Restructure
 - i. Simplifying CSSAC committee structure into three committees
 - ii. Outreach: Jalyn Girardot and Jenny Bower, co-chair
 1. Communications, newsletter, external communication and awareness
 - iii. Personnel: Jessica Rouleau, chair
 1. Welcome Wagon, nominations, awards
 - iv. Finance: Cindy Firestine (Treasurer), chair
 1. Finance, future fundraising
 - c. Grant Update
 - i. Grant is not going away even though account is in deficit; deficit will be reimbursed from foundation
 - d. Resource Fair
 - i. Potentially joint CSSAC/APSAC venture
7. Committee Reports
 - a. Communications (Jenny) – No report

- b. Newsletter – (Jalyn)
 - i. Going well; March edition in progress
 - ii. Meeting on Thursday at 1:30pm; Outreach Committee members will be invited
 - iii. People not on the Outreach Committee are welcome to participate in the newsletter
 - iv. Send content ideas to Jalyn (jcgirard@pfw.edu) or put in Excel file in O: drive
- c. Welcome Wagon (Jessica)
 - i. Last time discussed that 11 of the new hires reached out to were gone by the three-month mark
 - ii. Considering reaching out within 4-6 weeks for awareness, then again at 3 months to see if they have anything they would like to discuss
 - iii. The 11 that left were all maintenance/custodial – would like to meet with people to find out more about issues causing turnover
 - iv. Welcome Wagon’s purpose is to connect people with resources, not necessarily to solve HR problems
 - v. Considering reaching out to supervisors to schedule meetings with new employees within their first couple weeks
- d. Grants – (Christi)
 - i. Grant application closes on April 30th
 - ii. Discussed putting announcement in Inside PFW; no decision made
 - iii. Information available on CSSAC website, <https://www.pfw.edu/committees/cssac/grant-fund/>
 - iv. Discussed putting information in the newsletter
- e. Excellence Award – (Spencer) – No report
- f. Purdue WL – (Robert)
 - i. Meeting last Tuesday
 - ii. Looking at how Purdue Indy will be networking in the system; not a lot of info yet
 - iii. Fidelity contributions – staff at WL were noticing a delay between contributions coming out of their paychecks and landing into their account
 - iv. Parking, has been big issue of the moment – master plan is moving all vehicles off of main campus, putting parking lots on the edge, and providing a campus bus system
- g. Employee Recognition Event – (Elizabeth)
 - i. Went well – a great event and everyone should consider attending next year
 - ii. Suggestion that there be some sort of announcement or display of what department or unit recipients are with
- h. Fundraising – ()
 - i. No fundraising currently
 - ii. Potential to do fundraising at Summerfest
 - iii. If you have ideas, let Cindy or Robert know
- i. University Committee Reports
 - i. Food Service Advisory Committee – (Jennifer) – No report
 - ii. Diversity Council – (Cindy) – No report; likely have not met
 - iii. Faculty Senate – (Robert)
 - 1. Currently revamping bylaws and restructuring committees

2. Several committees have no chair; more open spaces than can reasonably fill
 3. Hopefully provide more communication between us and faculty
 4. Will be working on bylaws change at April meeting
 - iv. University Resources Policy Committee – (Jennifer) – No report; has not met
 - v. Budgetary Affairs Subcommittee - (Jessica) – No report; has not met
 - vi. Facilities Management Safety Committee – (Christine)
 1. No report – generally meets the day after our meeting
 2. Christi will probably send out the notes
 - vii. Strategic Plan Steering Committee – (Spencer) – No report; committee on hold indefinitely
 - viii. University Wellness Council – (Spencer & Angel) – No report; has not met
8. New Business
- a. Summer Hours (Spencer)
 - i. Unclear who to go to with a proposal on this
 - ii. Issues last year:
 1. Not enough notice, some couldn't participate
 2. Not clear that it was optional
 3. Required to spend more PTO of taking a non-Friday day off
 4. Change could impact sleep, routine, and/or childcare
 - iii. Generally not as much work in summer so could do remote work
 - iv. Suggestion of a “summer break” similar to Winter Break; highly unlikely as Winter Break has to get trustee approval
 - v. HR noted that not all departments/roles can work remotely and we are too diverse for a one-size-fits-all policy
 - b. Concerns/Prioritization
 - i. Creating Qualtrics survey for list of things to address and determine priorities; Qualtrics may have ranked choice option
 - ii. Current topics of concern discussed:
 1. Parking and cost of parking passes
 2. PTO differences between professional and support/service staff: Accrual rates, up front vs. accruing, personal days (WL CSSAC also talking about this)
9. Bridge Questions and Round Robin
- a. No bridge questions
 - b. Round Robin skipped for lack of time
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