

The University of Akron
Contract Professional Advisory Committee
2006-07 Committee Meeting

Minutes

Meeting Date: Wednesday, August 23, 2006

Call to Order: 3:00 p.m.

Membership: Michele Campbell, Amy Liikala Conwi, Doug Draher, Kevin Engle, Lauri File, Kim Gentile, Diane Maffei, Sue McKibben, Cindy Mako-Robinson, Brenda Marina, Kent Marsden, Herb Matheny, Dee Dee Pitts, Kevin Tondra

Ex-officio: Kathy Watson

Legal: Celeste Cook

Attendance: Michele Campbell, Amy Liikala Conwi, Doug Draher, Kevin Engle, Lauri File, Kim Gentile, Diane Maffei, Sue McKibben, Cindy Mako-Robinson, Brenda Marina, Kent Marsden, Herb Matheny, Dee Dee Pitts

Agenda, Action, & Discussion:

- 1. Review and approve minutes from July 26, 2006 meeting:** The committee reviewed the minutes and were unanimously approved. Herb Matheny will post on the CPAC website.
- 2. Ex-officio Kathy Watson addressed a number of topics at today's meeting including the following:**

CPAC Brochure: Kim Gentile noted that we would like to update and asked Kathy if money was available to cover printing expenses. Kathy Watson noted that CPAC may move forward with printing the update as long as cost is in line with what was spent last year.

Kim Gentile stated that we talked about putting the brochure online. Kathy Watson stated that the brochures are placed in the Orientation packets.

Contract Professional Online Question/Answer Service: Kim Gentile asked Kathy Watson if she thought it might be helpful to invite Contract Professionals to e-mail questions then have a CPAC subcommittee investigate answers and reply to the Contract Professional. Kathy Watson suggested that this would probably be okay for basic questions. However, she indicated that this might not be the best way to go for complicated questions. In such instances, CPAC could refer the person to the appropriate department or person on campus to assist.

Campus Communication: Kim Gentile asked Kathy Watson about improving campus communication and ways in which CPAC might be helpful. Kathy Watson suggested that CPAC contact Director of Internal Communication Robert Kropff. Robert Kropff is here to improve campus communication. CPAC's role is as a quasi ombudsrole and to refer to appropriate individuals. Brenda Marina suggested as did Herb Matheny previously that CPAC create FAQ's for Contract Professionals.

Orientation for Contract Professionals: Kathy Watson said that there is a general new employee orientation and a benefits orientation. However, there is no separate Contract Professionals Orientation. Kathy Watson noted that one thing that has been suggested is the creation of a management certificate. At this time, the two trainers in HR have accepted positions off campus. As a result, training would not be available at this time for such a certificate program. However, it might be possible to create such a training program in the future that might be optional then ultimately required.

Brenda Marina suggested that a welcome e-mail from CPAC might be helpful for new hires. Kim Gentile said that CPAC will move forward with sending welcome e-mails to newly hired Contract Professionals.

Grievance: CPAC Grievance Committee members confirmed that they do not have any grievances right now. Kathy Watson said that a lot of work was done to make the grievance process much better. She noted that the Grievance Committee might want to convene briefly to discuss best practices before next grievance is received . . . if one is received.

Performance Evaluations: Kathy Watson stated that the return rate on UA 2005 performance evaluations was 98%.

Non-Renewal: Kathy Watson noted that Contract Professionals who are in their first and second years of employment have until March 31 to remain on the job if non-renewal is served by December 31. Contract Professionals who have been in their positions for three or more years have until June 30 to remain on the job if non-renewed by December 31.

Pay Scale Leading to Classification: Kathy Watson indicated that the Mercer classification study was essentially to collapse four systems into one and start employees at competitive levels. However, she added that state cutbacks have made it difficult for UA employees to remain competitive with the market. Kathy stated that Mercer's classification system does not hurt long term employees who are at the high end of the classification system by limiting their increases. She noted that the only rule for reclassification is that an employee must be at the minimum within a scale. If an employee is bumped up one classification, the employee would receive a 4% increase. Or an employee would receive an 8% increase if bumped up two classification levels.

Job Audits: Kathy stated that job audits may be done two ways:

- A. **Job Audit by Employee:** This has been a source of frustration as some UA employees are granted a reclassification but if department has no money to fund 4% or 8% increase, that department is told to remove duties. As Herb Matheny mentioned, this is not realistic nor possible in

many cases as the job must get done. Job audits must be approved by the Strategic Position Review Committee and the Provost.

- B. **Administrative Audit by Supervisor:** The Strategic Position Review Committee must also approve these audits.

At this point in the meeting, Kathy Watson needed to depart. However, she will return to the October 4 CPAC meeting to address remaining topics CPAC would like to discuss.

3. **Proposed Shared Governance Structure:** Kent Marsden stated that the Proposed Shared Governance Structure chart will be presented at University Council. The Provost has seen this chart. Kent Marsden and Deb Hayes will represent CPAC at University Council. The first meeting is scheduled for August 24. Kent Marsden will not be able to attend. However, Deb Hayes will be there.
4. **Faculty Senate:** The first meeting will be September 7.
5. **Well Being Committee:** Kent Marsden noted that they need to re-establish bylaws. This will probably end up in the inner circle of University Council.
6. **General Discussion:**
No discussion at this time.

Meeting Adjourned at 3:58 p.m.

Next Meeting: Wednesday, September 6 at 3:00 p.m. in the Student Union, Room 323.

Respectfully submitted,

Lauri S. File