

**The University of Akron**  
**Contract Professional Advisory Committee**  
**2007-08 Committee Meeting**

**Minutes**

**Meeting Date:** Wednesday, July 25, 2007

**Call to Order:** 3:00 p.m.

**Membership:** Greg Dieringer, Michelle Ellis, Amy Gilliland, Diane Maffei, Cindy Mako-Robinson, Herb Matheny, Sue McKibben, Dee Dee Pitts, Kevin Tondra, Nan Whitsel

**Ex-officio:** Kent Marsden (President Pro-Tem)  
Associate Vice President for Human Resources (not yet appointed)

**Legal:** Celeste Cook

**Attendance:** Greg Dieringer, Amy Gilliland, Diane Maffei, Kent Marsden, Herb Matheny, Sue McKibben, Dee Dee Pitts, Kevin Tondra

**Agenda, Action, & Discussion:**

1. **President Pro-Tem:** The committee appointed Kent Marsden to serve as President Pro-Tem.
2. **CPAC Officer Appointments:** The following committee members were appointed for the 2007-2008 term (July 1, 2007 – June 30, 2008): Chair: Sue McKibben, Vice Chair: Greg Dieringer, Recording Secretary: Diane Maffei
3. **Faculty Senate Representative:** The committee decided to table the Faculty Senate Representative appointment until the next meeting due to many members not being present and three new members still to be appointed to CPAC. All new members should be in place by the next meeting.
4. **Board of Trustee Meeting Attendee:** Nan Whitsel was named the Board of Trustee meeting attendee for the 2007-2008 year.
5. **Grievance Chair and Committee:** Herb Matheny was named the Chair for the Grievance committee. It was decided that the full committee would not be created at this time. The existing members of the Grievance Committee (Diane Maffei, Dee Dee Pitts, and Kevin Tondra) expressed an interest in continuing to serve on this committee. It was decided that the full committee would be formed when (and if) a grievance is filed. Kent Marsden noted that this is a very important and critical committee and everyone should review the Contract Professional Grievance Procedures Section 3359-22-05. This information can be found on the CPAC website (<http://www.uakron.edu/cpac>). In addition, Kent noted that should a grievance be filed, Bill Viau in Human Resources would provide the appropriate training to the committee.
6. **Ex-officio CPAC members:** Kent Marsden and the Associate Vice President for Human Resources (open position) were named as ex-officio members to CPAC.

7. **University Group Insurance Benefits Committee:** Sue McKibben will continue as the CPAC representative for the University Group Insurance Benefits Committee.
8. **CPAC Appointee:** Ann Jorgensen was named as the CPAC appointee.
9. **Presidential Appointee:** Mary Jane Grebenc was nominated for the 1-year term as the Presidential appointee to replace Michele Campbell and Kelly Davidson was nominated as the 2-year term Presidential appointee. Sue McKibben will contact both individuals to see if they will accept the nomination. Provided they accept, Sue will forward the names to Dr. Proenza for approval.
10. **Current Standing/Project Charter Committee:** Kent Marsden will continue as the Shared Governance/University Council representative. Kevin Tondra will continue as the Zipline Committee representative. Dee Dee Pitts will continue as the Shared Leadership Awards Committee representative. Cindy Mako Robinson and Kent Marsden will both continue as the NCA Oversight committee representatives. Sue McKibben will contact Amy Liikala Conwi to determine the status of the Parking Committee and to see if another representative needs to be named.
11. **2007-2008 Meeting Dates and Times:** CPAC meetings will be scheduled for Wednesdays at 3:00. This is tentative until the full CPAC membership can meet and determine the dates and time which will work best. Meetings may be every two weeks at first in order to address the initiatives for the upcoming year and establish objectives for the 2007-2008 year. The next meeting is scheduled for Wed, Aug 8 at 3:00.
12. **Old Business:** There was no old business.
13. **New Business:** Objectives for the coming year were discussed. Sue McKibben suggested Brown Bags for contract professionals in order to raise awareness of CPAC. Everyone is to think of possible topics. It was suggested that the new Benefit plan would be a possible topic and also a promotion of the Shared Leadership award. The promotion of the award would need to be cleared with Alumni since they are responsible for this award. It was also suggested that CPAC advocate the by-laws and send out email digest announcements directing contract professionals to the CPAC web site as a source of information. Sue McKibben will follow-up with Kim Gentile regarding the welcome email message that was sent out to new contract professionals so this can continue. Once all the nominees have been named to CPAC an email message will be sent to all contract professionals to notify them of the new committee membership. At that time, we will also solicit suggestions regarding possible brown bag topics. An email digest announcement announcing the members of CPAC for the 2007-2008 year will also be drafted and sent to Bob Kropff for release to the campus. Herb Matheny said he would look into updating the CPAC website to reflect the new membership and committee appointments.

**Meeting Adjourned at 3:50 p.m.**

**Next Meeting: Wednesday, 3:00 p.m., SU 314**

Respectfully submitted,

Diane Maffei