

**The University of Akron**  
**Contract Professional Advisory Committee**  
**2008-2009 Committee Meeting**

**Minutes**

**Meeting Date:** October 15, 2008

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

**Membership:** Greg Dieringer, Amy Gilliland, Mary Jane Grebenc, John Gurnak, Nan Whitsel, Laura Conley, Cyndee Ramsthaller, Charlene Kemp-Queener, Michelle Ellis, Jeanette Carson, Karen Dickerson, Phil Hoffman, Matt Petras

**Ex-officio:** Kent Marsden (President Pro-Tem)

**Attendance:** **Greg Dieringer, Mary Jane Grebenc, Laura Conley, Charlene Kemp-Queener,, Karen Dickerson, Jeannette Carson, Amy Gilliland, Matt Petras, Phil Hoffman,**

**Agenda, Action, & Discussion:**

1. Review and approve minutes from September 17, 2008.
  - a. Minutes were approved pending changes Kropff spelling, Laura Conley, Janet Carson and Amy Gilliland names were submitted for the Operations Advisory Council and ZTV correction.
2. Chair Updates
  - a. Chair elected to talk about issues later under Old Business and New Business
  - b. Technology/Website Matt reported the following:  
Web pages were updated with the list of new committee members and minutes from meetings. A handout was provided on the number of “hits” that were made to the CPAC website and it was indicated that most of the “hits” were to the newsletter, with additional “hits” pertaining to information on University Council. CPAC can continue to monitor and track the website and provide information on how people are using the website.
  - c. ZIPLINE working group met last week and met with campus representatives (EAI). They showed a technology demo trying to decide to shift technology on current ZIPLINE or use something different. Reviewed demo with nothing to report.
3. Board of Trustees Update
  - a. No update
4. Newsletter – Discuss Timeline
  - a. There was discussion on the appropriate timeline for submission of topics and when the newsletter should be disseminated. Thoughts were to have a Thanksgiving Newsletter with a holiday photo of CPAC. Topics to be included in the newsletter could be announcement of Veteran’s day holiday and policy surround the holiday for Contract Professionals, Tuition benefit especially attending classes in the summer, and updated information about University Council. Thinking about sending the newsletter out through e-mail digest and printing one for Fall and Spring.

5. Faculty Senate Update Amy

Amy reported that higher education administration classes attended the faculty senate meeting. There was no other report.

6. University Council – Kent

- a. Kent discussed that it was important for CPAC to provide appropriate response regarding the University Council Structure. As such, Phil Hoffman motioned: that we vote as a committee to consider the following: The acceptable solution is “equal representation for all constituents” on the proposed University Council Structure. It was seconded by Laura Conley. The motion was passed.
- b. Kent was to take this motion with him on Friday to the University Council meeting. It was important that CPAC members have an opportunity to be heard in the new University Council structure.
- c. Greg will be getting back to people concerning ASK CPAC, CPAC has an obligation to get back to those people that submitted comments through the website.

7. Old Business

- a. Contract Professional Social Event should be a Joint function with SEAC.
- b. Budget for CPAC has not been determined yet, however, CPAC will be asking for budgetary expenditures for Programming. Similar to SEAC’s budget.
- c. Feedback to the University Council Exploratory Committee. Any information that was sent will be forwarded, however the identity of individuals that submitted comments will remain confidential to the public. The only people that will have access to ASK CPAC will be CPAC. Membership need to feel comfortable submitting comments in a confidential environment. Greg on behalf of CPAC should acknowledge and provide thank you for submitting comments to ASK CPAC.
- d. CPAC needs to address the writing of new by-laws in moving toward the University Council structure. There will be a need for more people to serve on committees and play a role in governance. An organizational flow chart will also need to be developed.
- e. There were no new Contract Professionals hired the month of October. Currently we have received all updates of new CPAC employees from HR.

8. New Business

Sue McKibben reported that benefit contributions were discussed and of concern for CPAC. It appears that employees will bear brunt of increase. As CPAC health insurance is adjusted every year. The Benefits Office is trying to investigate contracts and options regarding health care providers and benefit plans available. It was suggested that someone from Benefits (Desnay Lohrum) come and address CPAC regarding benefit issues for the November meeting.

9. Meeting was adjourned at 3:45 pm

**Next meeting:** November 19, 2008 in Student Union 323

Respectfully Submitted,

Charlene Kemp-Queener