

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

Minutes

Meeting Date: September 17, 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, Nan Whitsel, Laura Conley, Charlene Kemp-Queener, Michelle Ellis, Karen Dickerson, Jeannette Carson, Amy Gilliland, Matt Petras, Phil Hoffman,**

Agenda, Action, & Discussion:

1. Review and approve minutes from August 6, and August 20, 2008.
2. General Updates
 - a. Laura Conley, Janet Carson, and Amy Gilliland names were submitted to Joan Kay for the Operations Advisory Committee.
 - b. We requested list from HR of all CPAC members. CPAC would like to send out an e-mail of Welcome to University of Akron for new employees and inform other CPAC membership of the new members of the CPAC committee and refer them to the CPAC website.
 - c. Technology/Website update – Matt Petras reported:
 - a. Herb was working to have list serve and CPAC ownership transferred with appropriate people approved. When we receive the list from HR about new personnel we will send them e-mail informing them to look at webpage. In addition, minutes of website will be posted on the website. All CPAC committees and members for the entire CPAC population will be sent e-mail blasts informing them to go to the CPAC website where the newsletter and other website links will be posted.
3. Board of Trustees Update
 - a. No report
4. Newsletter – Discuss Topics & Timeline
 - a. No report
General Comments about newsletter included:
 - Newsletter was new last year and was more of an informational piece for Contract Professionals. Topics covered last year included policies surrounding taking the Veteran’s Day Holiday, Committee Information, and Teaching and Compensation. This year, the focus would like to have more information about rules that affect Contract Professionals. May need to repeat some information from last year. New topics could include “what do you do if called to jury duty.” What is the process?

- Look at disseminating two or three newsletters that would cover information unique to Contract Professionals. Put information on “things” and “people” to know on website. Submit any suggestions for the newsletter to Michelle Ellis. Phil Hoffman and Mary Jane Grebenc agreed to assist Michelle as members of the Newsletter Committee.
- CPAC should include a holiday picture in the newsletter.

5. Faculty Senate Update

- a. New website discussed with excitement surrounding the new look and positive feedback.
- b. Celebration of the 24th anniversary of Polymer Engineering
- c. Dr. Frank Kelly was honored for his service and career at The University of Akron.
- d. The Introduction of the Confusion Institute funded by China was discussed. President Proenza is going to Beijing to talk to the National Institute of Science.
- e. Discussion about lowering the drinking age was broached as other universities are considering the issue.

6. Additional Updates

a. Smoking Survey Report

- E-mail digest last week sent Smoking Survey Report across campus. There has been no discussion about how the survey will be used to make decisions about smoking on campus. Proposals are being submitted. Proposal One, smoke free campus, or being more clear with rules and providing a cessation program. We have a wellness program trying to be developed and are looking into a cessation program being a part of the program. Smoking Survey Report to be submitted to the Board of Trustees at a later time.
- As contract professionals do we want to have an internal voting process on the smoking survey report? We will contact other constituents to see what their approach will be concerning the survey. In addition, other schools are being contacted and investigated about their smoking programs.

b. Safety Committee

- Meeting was held on September 9, 2008
Students living off campus can receive vouchers for window alarms. A communication plan is being developed with Robert Kropff to provide frequent updates and information about off-campus safety. The University of Akron Police Department has hired seven new officers and should be in place by October. Some Officers will be patrolling the housing unit around the Exchange street area. The officers were hired from the City of Akron, Sherriff’s Department and another part of the region. The University has an assist clause with the City of Akron which should assist with University patrolling efforts.
- Other issues that are being investigated by the Safety Committee include redesigning ZIPCARDS to include emergency and safety information. Trying to determine best avenues to publish safety instructions for all and get the information out to everyone.
- The committee is also reviewing campus sexual assault crime policy with a new policy being more directed and student focused. The establishment of a work place violence policy is also being considered as there is not one in place at the current time. The University of Akron is also looking into all employees having a background check. There is no formal process in place

7. Future Discussion Items Old agenda items for October meeting. (unfinished business)
- a. Contract Professionals teaching loads. Policies, procedures, clarification is needed. Some contract professionals are listed as general faculty while others are not and have teaching responsibilities. Need additional information about policies and reporting lines when issues surface surrounding contract professionals teaching. Quality control issues may occur pertaining to position responsibilities versus teaching responsibilities. This topic needs to be explored more in depth.
 - b. Contract Professional Social Event
CPAC will investigate whether there is a budget to plan for Social Events and other programs. CPAC would like to consider a holiday party and invite all Contract professionals, especially since some people are not sure if they are considered a Contract Professional.
 - c. Other items for discussion:
There is an opportunity to get information on Z-TV this semester through www.uakron.edu/ztv. You can have studio time to talk about upcoming events and programs and this is a way to share information. Give Phil Hoffman a call if you would like to use Z-TV for your events and programs. All information will be screened prior to airing.
 - d. CPAC would like to investigate how many people are using the website. Will look into a “counter” to track the number of “hits” or a “web log” for the CPAC website. In addition, CPAC will send out an e-mail asking members what they would like to see on the website.

8. Meeting was adjourned at 3:45 pm

Next meeting: October 15, 2008 in Student Union 314

Respectfully Submitted,

Charlene Kemp-Queener