

## CPAC Monthly Meeting Minutes

Student Union 314 | 3:00pm – 4:40pm – April 27, 2015

---

**Attendees:** Suzanne Testerman, Theresa Beyerle, Carol Pleuss, Denise Montanari, Mike Szczukowski, Diane Raybuck, Mary Jane Grebenc, Aiesha Motley, Steve Sedlock, Scott Roberts, Jared Coleman, Ali Doehring, Marci Tomajko, Kristin Foy Samson, Zak Steiner, Myra Weakland

**Absent with Notice:** *John MacDonald, Katie Watkins-Wendell, Michael Spayd*

---

### 1) Open Meeting

- a) Suzanne Testerman opened the meeting at 3:05PM
- b) Meeting Minutes of March 30, 2015 will be sent to the committee for review.

### 2) New Business

- a) Review of CPAC Elections & New Member Introductions
  - (1) A handout was provided showing the nominees and the election results for CPAC 2015-2016 membership. New members are Jared Coleman, Katie Watkins-Wendell, Zak Steiner, Kristin Foy Samson, Marci Tomajko and Alison Doehring.
- b) Elections of Chair, Vice-Chair and Secretary – Led by Mike Szczukowski
  - i) All Current officers have been asked to leave the room while discussions and voting took place.
    - (1) **Suzanne Testerman** was nominated and elected Chair.
    - (2) **Katie Watkins-Wendell** was nominated and elected Vice-Chair.
    - (3) **Ali Doehring** was nominated and elected Secretary.
- c) Election to University Council Committees
  - i) Attendance Requirements for Committees – Committees meeting (2) times a month for 1-2 hours. At a minimum you have a 4 hour commitment for UC Committees. Attendance is required at UC Standing Committees as well as CPAC. 3 missed meetings and removal actions will begin. **IF you cannot ensure your attendance, please resign from a committee or do not plan to serve. Concerns have been expressed at several UC meetings about lack of attendance.**
  - ii) Terms of Service – handout showing current CPAC terms of service, as well as UC Standing Committee Memberships.

- iii) Discussion about At Large Membership and UC Standing Committees
  - (1) **Carol Pleuss** – Wayne College Representative At Large
  - (2) UC –**Stacey Moore** At Large Representative

iv) University Council Standing Committee Elections:

**Zak Steiner** was elected to Budget & Finance for a one-year term to complete the term previously served by Steve Sedlock. Steve was thanked for his service on this committee.

**Katie Watkins-Wendell** was elected to Institutional Advancement.

**Michael Spayd** was elected to Student Engagement & Success for a one-year term to complete the term previously held by Carol Pleuss. Carol is now a Contract Professional At-Large on this committee.

<b>UC Standing Committee</b>	<b>CPAC Member</b>	<b>CP At Large Member</b>
Budget & Finance	<b>Zak Steiner – 1 year</b>	Kelly Kotch
Communications	Scott Roberts	<b>OPEN</b>
Information Technology	Diane Raybuck	<b>OPEN</b>
Physical Environment	Denise Montanari	<b>OPEN</b>
Institutional Advancement	<b>Katie Watkins-Wendell</b>	Dave Parry
Recreation & Wellness	John MacDonald	<b>OPEN</b>
Student Engagement & Success	<b>Michael Spayd – 1 year</b>	<b>Carol Pleuss</b>
Talent Development & Human Resources	Theresa Beyerle	Alisa Benedict-O’Brien
University Council	<b>Suzanne Testerman</b>	<b>Stacey Moore</b>

All committee members agree to attend University Council Steering Committee meetings and report back to CPAC. All members further understood that if attendance is problematic, removal actions may be undertaken by both UC and CPAC.

a) CPAC Monthly Meetings

- i) Date and Time discussion to set meeting schedule for new membership
- ii) Day of the Month: **Last Monday of the Month**
- iii) Time of Meeting: **3:00PM – 4:30PM**

iv) Location: **Student Union 314**

## **2) Old Business**

### a) Leave Bank Request Status Update

- i) Shared letter received from President Scarborough on timeline for response.
- ii) Copies of the Leave Bank Policy will be emailed to all CPAC members by Chair Testerman.

### b) Professional Development Survey Update – Theresa

- i) Survey response was approximately 30 hard copies received at the February luncheon.
- ii) Plans are to send the survey out to the constituency electronically to gather feedback before the end of this academic year.

### c) University Council Committee Updates

- i) Budget & Finance – Still review budget
- ii) Communications – SART survey results being reviewed/analyzed
- iii) Information Technology – Changes to email (Exchange Migration)
- iv) Physical Environment – Starting work on the Law School; Inside/Out Art Display
- v) Institutional Advancement (No Report)
- vi) Recreation & Wellness (No Report)
- vii) Student Engagement & Success – Applications are up; Up 15% in confirmations; International has 16,065 applications, 387 admits with 51 enrolled; Adult Student definition changed to 5+ years out of high school
- viii) Talent Development & Human Resources – Looking at cost of healthcare – benefits claims are higher; wellness programs

### d) Goals of CPAC 2015-2016

- i) Will discuss at next meeting.

## **3) Additional Items**

- a) There being no additional items, the meeting was adjourned at 4:35PM