

**CPAC Monthly Meeting Minutes**  
**Student Union 314 | 3:03pm – 4:08pm – December 21, 2015**

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**Attendees:** Katie Watkins-Wendell, Carol Pleuss, Diane Raybuck, Mary Jane Grebenc, Aiesha Motley, Steve Sedlock, Zak Steiner, Michael Spayd, Alison Doehring, Kristin Foy-Samson, John MacDonald

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**Absent:** Myra Weakland, Theresa Beyerle, Scott Roberts, Jared Coleman, Alisa Benedict O'Brien, Denise Montanari, Marci Tomajko

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**1) Open Meeting**

- a) Katie Watkins-Wendell opened the meeting at 3:03pm

**2) Approval of meeting minutes**

- a) Minutes approved from October 26, 2015 by Michael and Steve.
- b) Minutes approved from November 30, 2015 by Michael and Diane.

**3) New Business**

- a) Elections:
  - i) Due to changes in Suzanne Testerman's classification (Chair), Katie will facilitate the meeting through her role as Vice Chair.
  - ii) Discussion regarding timing for positions and when to facilitate elections.
  - iii) Discussion regarding the addition of a Treasurer position
  - iv) Review of current BOT ruling and discussion regarding proper procedure for nominations, additions of officer positions, and timing for elections.
  - v) Consensus reached that Michael Spayd's name will be given to the President by Katie as the CPAC member willing to serve the remaining Chair position term.
  - vi) Action Item:
    - (1) Katie will seek approval from the President for Michael to take on the role of Chair for CPAC.
    - (2) Election will take place in accordance to BOT Rule. Consensus was that elections will be held in March with a call for nominations taking place in February.
      - (a) Discussion regarding review of nominations from the previous year and offering open position to those who were nominated but did not receive majority vote.
    - (3) An orientation program was recommended as a valuable way to "train" new members of the CPAC board.
      - (a) Discussion regarding what said program can/should include:
        - (i) CPAC vs. University Council
        - (ii) Role of CPAC
        - (iii) Examples of work successfully completed – documentation of impact
        - (iv) Minutes from at least three previous meetings
        - (v) BOT Rule
        - (vi) List of action items or projects currently under review with CPAC
        - (vii) Updated list of goals
        - (viii) University Council PPT review/example
        - (ix) Procedural Manual (updated/revised)
    - (4) Those with access to historical records were asked to share the CPAC Procedural Manual.
    - (5) Group should review Manual and BOT rule to determine which sections are applicable and in place and which need attention.

**4) Old Business**

- a) University Council Standing Committee Survey Request
  - i) Discussion regarding answers submitted by SEAC.
  - ii) Discussion regarding original timeline for request and applicability/intent for CPAC responses.
- b) Leave Bank Request Status Update – sent to the State of Ohio (per Celeste, shared at November 30 meeting).
  - i) No Update
- c) Payment of OSCHE invoice
  - i) Katie will work with Suzanne for the process to access CPAC funds and split payment to SEAC.

**5) Other**

- a) Discussion regarding representation at University Council meetings and Board of Trustee meetings.
  - i) Katie will serve as the second representative for University Council meetings.
  - ii) Zak will serve as the second representation for BOT meetings.

**6) Adjournment**

- a) Katie Watkins-Wendell called the meeting closed at 4:03pm.

**Next meeting to be held on Monday, January 25, 2016.**

Contract Professionals	Membership 2015-2016 Term	
University Council Standing Committees	Advisory	At Large
<b>Budget and Finance</b>	<b>Zak Steiner (1 year)</b>	<b>Kelly Kotch</b>
<i>No meeting was held. Discussion regarding January through 2017 projects. Discussion regarding elimination of “non-academic or administrative” graduate assistantships on campus and impact on academic programs/enrollment.</i>		
<b>Communications</b>	<b>Scott Roberts</b>	<b>Ivy Banks, Esq.</b>
<i>No update to provide.</i>		
<b>Information Technology</b>	<b>Diane Raybuck</b>	<b>Jeanette Berger</b>
<i>No update to provide.</i>		
<b>Physical Environment</b>	<b>Denise Montanari</b>	<b>Lia Thompson</b>
<i>No update to provide.</i>		
<b>Institutional Advancement</b>	<b>Katie Watkins-Wendell</b>	<b>Dave Parry</b>
<i>No update to provide.</i>		
<b>Recreation &amp; Wellness</b>	<b>John MacDonald</b>	<b>Katie Sigal Papp</b>
<i>Reviewing results from the campus-wide smoking survey.</i>		
<b>Student Engagement and Success</b>	<b>Michael Spayd (1 year)</b>	<b>Carol Pleuss (Wayne College at-large)</b>
<i>The group continues to have three main areas of focus: (1) analysis or duplicated process/programs on campus. (2) Review of non-academic support services. (3) Review of schedule blocks and order of academic offerings.</i>		
<b>Talent Development &amp; Human Resources</b>	<b>Theresa Beyerle</b>	<b>Alisa Benedict O'Brien</b>
<i>The group is working on two main objectives: (1) compile historical data and information on the Institute of Teaching and Learning (ITL) – this will be used to archive research and programs completed. (2) Review and discussion of performance reviews for campus staff.</i>		
<b>University Council</b>	<b>Suzanne Testerman</b>	<b>Stacey Moore</b>
<i>For the time being, Katie Watkins-Wendell will assume the CPAC position in place of Suzanne.</i>		