

CPAC Monthly Meeting Minutes
Student Union 314 | 3:04pm-4:22pm | April 25, 2016

Attendees: Kristin Foy-Samson, Aiesha Motley, Steve Sedlock, Zak Steiner, Michael Spayd, Alison Doehring, John MacDonald, Scott Roberts, Jared Coleman, Marci Tomajko, Katie Watkins-Wendell, Denise Montanari, Sarah Hoge, Margo Ohlson, Barb Caillet, Chrissy Cooney, Dorothy Gruich, Christine Kolaczewski-Ferris, Joe Minocchi, Cassie Verardi

Absent: Diane Raybuck, Carol Pleuss, Mary Jane Grebenc, Myra Weakland

1) Open Meeting

- a) Michael Spayd, chair of CPAC, opened the meeting at 3:04pm

2) Welcome and Introductions

- a) Welcome to the new members of CPAC
- b) Recognition of the six CPAC members rolling off:
 - i) Denise Montanari
 - ii) Steve Sedlock
 - iii) Scott Roberts
 - iv) Diane Raybuck
 - v) Mary Jane Grebenc
 - vi) Courtney Gonser

3) Approval of meeting minutes

- a) Minutes approved from March 28 by Steve and Scott.

4) University Council Standing Committee Updates

- i) See attachment
- ii) Several seats needed filled as 2016 representatives roll off.
 - (1) See attachment for term end dates

5) New Business

- a) UC Roster Elections
 - i) All at-large positions have been filled
 - ii) CPs that were nominated for CPAC, but not elected, will be used to fill at-large positions, as outlined in the procedural manual
- b) CPAC Office Elections
 - i) In accordance to the procedural manual, elections will be held at this first, annual meeting.
 - ii) Nominations will be from the floor, more than one person nominated for the same position will explain their expertise and a vote will be taken. In case of a tie, the current Chair will break the tie.
 - (1) Chair: Michael Spayd – passed
 - (2) Vice Chair: Zak Steiner – passed
 - (3) Secretary: Alison Doehring – passed
 - (4) Treasurer: Aiesha Motley (passed) & Jared Coleman
 - (5) Will be forwarded to UAPD for their interest and response
 - iii) Congratulations to the new officers for 2016-2017

6) Old Business

- a) Professional Development Training Updates

- i) Survey has been shared on behalf of UC- Talent Development and HR Committee
 - (1) Please encourage colleagues to respond on April 29
- b) Scholarship Project
 - i) Discuss/feedback on the proposed PD application
 - (1) Email Aiesha within the next week with thoughts/edits
- c) CP correspondence
 - i) Inquiry about raises for CPs based on discussion of union raise and recent passing of faculty contract
 - (1) Group agreed that CPAC would make an “announcement” to constituents if/when needed based on union contract/decision
- d) Good of UA
 - i) Due to time constraints, nothing was shared

7) Adjournment

- a) Michael Spayd called the meeting closed at 4:22pm.

Next meeting to be held on Monday, May 23, 2016

CPAC Roster	Term End Dates	Notes/Changes
Sarah Hoge	April, 2017	
John MacDonald	April, 2017	UC - Rec & Wellness - Chair
Margo Ohlson	April, 2017	BOT Rep
Aiesha Montley	April, 2017	CPAC Treasurer OSHE Rep
Michael Spayd	April, 2017	University Council Rep OSHE Rep CPAC Chair
Myra Weakland	April, 2017	UC – Talent & HR Rep
Jared Coleman	April, 2018	UC – Inst. Advanc. Rep
Katie Watkins-Wendell	April, 2018	UC – IT – Rep
Zak Steiner	April, 2018	UC – Budget & Fin. Rep BOT Rep (Alt)
Kristin Foy-Samson	April, 2018	UC – Communications Rep
Marci Tomajko	April, 2018	UC – Rec & Wellness Rep
Alison Doehring	April, 2018	CPAC Secretary
Barbara Caillet	April, 2019	UC – Student Engag. Rep
Chrissy Cooney	April, 2019	
Dorothy Gruich	April, 2019	UC – Physical Facil. Rep OSHE Rep
Christine Kolaczewski-Ferris	April, 2019	
Joe Minocchi	April, 2019	
Cassie Verardi	April, 2019	University Council Rep

Contract Professionals	Membership 2015-2016 Term	
University Council Standing Committees	Advisory	At Large
Budget and Finance	Zak Steiner (term end: 2019)	Jessica DeFago (term end: 2016)
<i>One meeting has been held since the last CPAC meeting, conversations at the meeting discussed a projected 8% decrease in enrollment for fall 2016. This, plus fees and debt + union agreement would account for an anticipated (estimate) of 30% deficit...no number are finalized nor shared openly as these are projected numbers. At the June BOT meeting, no budget will be presented and instead, it will be shared in September/October once enrollment numbers can be verified more. Next meeting will be on May 4 where Nathan will share enrollment numbers and the administration is working on factoring for a decrease. Administration is also hosting meetings with community stakeholders regarding their support of the University.</i>		
Communications	Kristen Foy Samson (term end: 2019)	Scott Roberts (term end: 2018)
<i>Did not meet – schedule for April 26. Scott is rolling off as CPAC rep. – Kristen to replace him. Scott will be moving to at-large seat</i>		
Information Technology	Katie Watkins-Wendell (term end: 2019)	Jeanette Berger (term end: 2018)
<i>No update to provide. Diane will roll off as CPAC rep. – Katie to replace her.</i>		
Physical Environment	Dorothy Gruich (term end: 2018)	Pam Brandenstein (term end: 2017)
<i>Discussions regarding safety on campus – visit from Chief Weber and UAPD safety update was shared at the last meeting.</i>		
Institutional Advancement	Jared Coleman (term end: 2019)	Dave Parry (term end: 2017)
<i>No update to provide. A Division meeting is to be held this week – but this group was not notified. Last meeting discussed usefulness of different IT system on campus – group is to gather and report feedback. Katie is rolling off as CPAC rep. – Jared to replace her.</i>		
Recreation & Wellness	Marci Tomajko (term end: 2017)	Katie Sigal Papp (term end: 2018)
<i>Policy recommendation for the smoking survey results has been shared and passed on to the President for action. Mary Jane is rolling off as CPAC rep – Marci to replace her.</i>		
Student Engagement and Success	Barb Caillet (term end: 2019)	Carol Pleuss (term end: 2018)
<i>Discussions regarding vacancies in services provided as well duplication in services. Vacancy conversations and discussion of services needed amidst staff abolishment. Michael is rolling off as CPAC rep. – Barb to take his place.</i>		
Talent Development & Human Resources	Myra Weakland (term end: 2017)	Alisa Benedict O'Brien (term end: 2018)
<i>Survey has been shared a few times with CP constituents – seeking feedback on professional development needs and trainings.</i>		
University Council	Katie Watkins-Wendell	Dr. John Messina
<i>Bylaws included 2011 language and based on BOT review/edits review is needed (due to HLC visit/recommendations). Once the document is approved w/ changes, CPAC may be needed to help with instituting changes and/or our group's role. Discussion regarding the need for another BOT observer as well as UC rep.</i>		