

**CPAC Monthly Meeting Minutes**  
**Student Union 310 | 3:01pm-4:21pm | July 25, 2016**

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**Attendees:** Aiesha Motley, Michael Spayd, Alison Doehring, Jared Coleman, Katie Watkins-Wendell, Sarah Hoge, Margo Ohlson, Barb Caillet, Chrissy Cooney, Dorothy Gruich, Christine Kolaczewski-Ferris, Cassie Verardi, Myra Weakland,

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**Absent w/ Notice:** Joe Minocchi, Zak Steiner, John MacDonald,

**Absent:** Kristin Foy-Samson, Mary Jane Grebenc, Marci Tomajko,

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**1) Open Meeting**

- a) Michael Spayd, chair of CPAC, opened the meeting at 3:01pm

**2) Approval of meeting minutes**

- a) Recommendation to add the date onto the Meeting Minutes
- b) Minutes approved, pending change, by group: {motion} Jared, {second} Margo, {no opposed}

**3) Approval of Treasurer Report**

- a) Aiesha shared the balance of the CPAC account: \$7,455.50
  - i) Account received a \$50 credit due to a conference reimbursement {Spayd}
- b) Discussion regarding yearlong budget projections and the need for an intentional use of funds
- c) A small group of CPAC members will meet to establish recommendation for budget usage and projections of expenses
- d) Budget report approved, by group: {motion} Myra, {second} Katie, {no opposed}

**4) University Council Standing Committee Updates**

- a) See attachment
- b) BOT Observers: no update to provide

**5) New Business**

- a) Meeting with the President on Monday, August 22 at 3pm in Buchtel
  - i) CPAC sent a welcome and congratulatory letter to the President following his appointment at the end of July. The President was receptive to the message and has agreed to meet with the group in August.
  - ii) Group discussion regarding preparations of agenda and items to discuss with the President
  - iii) CPAC members were asked to send questions to Michael prior to Monday's meeting – or bring suggestions to the meeting – and the group will discuss an agenda and what to include.
- b) Tiger Team Suggestions:
  - i) Introduction discussion regarding the lack of CP representation on the Tiger Team and Michael has led the effort in vocalizing this concern.
    - (1) Michael is now serving as a representative on the Enrollment sub-committee of the Tiger Team.
      - (a) Enrollment sub-committee discussions at the first meeting involved Royall applications versus confirmations, regional recruiters, deficit equated to number of students, and recommendations to President Wilson with admissions staffing and structure.

## 6) Old Business

- a) Contract Professional Grievance Procedure (3359-22-05)
  - i) No update to provide.
- b) Scholarship Project - Update
  - (1) Aiesha reviewed the online application form and asked for feedback ASAP
    - (a) CPAC members were asked to review the form and send feedback to Aiesha before the next meeting (August 8)
  - (2) Discussion regarding amount of funding CPAC will put forth for the upcoming year for the scholarship. A group will meet to outline the budget and make a recommendation to the group by the next meeting
  - (3) Reviewers for the scholarship will include: Chris, Marci, Aiesha, and Katie
- c) Good of UA
  - i) Discussion regarding raises for the non-bargaining units. Will hope to revisit topic in September/October once enrollment has been confirmed and budgets are more known on campus.

## 7) Adjournment

- a) Michael Spayd called the meeting closed at 4:21pm.

**Next meeting to be held on Monday, August 8, 2016 at 3:30pm**

**August 22, 2016 meeting will be held in Buchtel Hall – Meeting with the President**

**September meeting will be held at Wayne campus – a Roo Shuttle will be reserved for the group**

| 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<br>OSHE Rep                                     |
| Michael Spayd                | April, 2017    | University Council Rep<br>OSHE Rep<br>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<br>BOT Rep (Alt)<br>CPAC Vice President |
| 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<br>OSHE Rep                           |
| Christine Kolaczewski-Ferris | April, 2019    |  |
| Joe Minocchi                 | April, 2019    |  |
| Cassie Verardi               | April, 2019    | University Council Rep   |

## University Council Standing Committee Updates

| Contract Professionals  | Membership 2015-2016 Term                     |  |
|---|---|--|
| University Council Standing Committees  | Advisory                                      | At Large                                       |
| <b>Budget and Finance</b>   | <b>Zak Steiner (term end: 2019)</b>           | <b>Jessica DeFago (term end: 2016)</b>         |
| <i>No update to provide.</i>  |   |  |
| <b>Communications</b>   | <b>Kristen Foy Samson (term end: 2019)</b>    | <b>Scott Roberts (term end: 2018)</b>          |
| <i>No update to provide.</i>  |   |  |
| <b>Information Technology</b>   | <b>Katie Watkins-Wendell (term end: 2019)</b> | <b>Jeanette Berger (term end: 2018)</b>        |
| <i>At the last meeting a presentation on IT was shared as well as information about current staffing for the unit. It was shared that the IT unit was impacted from 138 employees to the current 59 employees. A discussion also took place regarding equipment inventory for campus as well as systems inventory.</i>  |   |  |
| <b>Physical Environment</b>   | <b>Dorothy Gruich (term end: 2018)</b>        | <b>Pam Brandenstein (term end: 2017)</b>       |
| <i>No update to provide.</i>  |   |  |
| <b>Institutional Advancement</b>  | <b>Jared Coleman (term end: 2019)</b>         | <b>Dave Parry (term end: 2017)</b>             |
| <i>No update to provide – no meeting.</i>   |   |  |
| <b>Recreation &amp; Wellness</b>  | <b>Marci Tomajko (term end: 2017)</b>         | <b>Katie Sigal Papp (term end: 2018)</b>       |
| <i>No update to provide.</i>  |   |  |
| <b>Student Engagement and Success</b>   | <b>Barb Caillet (term end: 2019)</b>          | <b>Carol Pleuss (term end: 2018)</b>           |
| <i>Focus for the group will be on University events/programs such as Homecoming and SpringFest. The group would like propose that Fridays on campus be “UA Blue and Gold Days” as a way to encourage students and staff to wear University colors. The group will continue to focus on retention efforts and will begin to look closer at learning communities and their impact on retention and success.</i>   |   |  |
| <b>Talent Development &amp; Human Resources</b>   | <b>Myra Weakland (term end: 2017)</b>         | <b>Alisa Benedict O'Brien (term end: 2018)</b> |
| <i>Conversations took place regarding leave banks. The group discussed how active other sub-committees are and the group has been asked to propose to others suggestions for optimal functioning.</i>   |   |  |
| <b>University Council</b>   | <b>Michael Spayd (term end: 2018)</b>         | <b>Dr. John Messina</b>                        |
| <i>Discussion regarding CP representation on the Tiger Team, the UC Steering committee could have made an alteration but another faculty was appointed instead, leaving CPs underrepresented. Michael asked about this change at the last meeting, his comments were not included in the minutes – he asked that they be included for documentation purposes. Discussion regarding the sub-committees of the Tiger Team that have been formed and their strategic efforts: enrollment, new revenue, cost savings, shared governance and communications improvements. Nicole McPherson is unable to continue representation – Michael will outreach to the short list of folks from elections to see who might be able to fill the spot.</i> |   |  |