

**Attendees:** Carol Pleuss, Mary Jane Grebenc, Aiesha Motley, Steve Sedlock, Zak Steiner, Michael Spayd, Alison Doehring, John MacDonald, Myra Weakland, Scott Roberts, Jared Coleman, Marci Tomajko, Katie Watkins-Wendell, Denise Montanari

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**Absent:** Kristin Foy-Samson, Diane Raybuck

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**1) Open Meeting**

- a) Michael Spayd, chair of CPAC, opened the meeting at 2:02pm

**2) HR Related Questions – Guest attendee: Bill Viau**

- a) Bill addressed the list of questions previously compiled by CPAC members and provided answers were applicable.
- b) Items addressed included:
  - i) FLSA - classifications/re-classifications, sick/vacation time, separation notice policy, staff union representation, overtime versus comp time
  - ii) Volunteer Time Off
  - iii) Insurance - state-wide medical insurance, self-insured cost savings, in-network advocacy to provider
  - iv) Staff layoffs – lessons learned, changes to process
- 1. FLSA-Salary basis test currently has threshold of \$23,600 and proposed DOL would raise up to \$50,400.
  - a. There is also a duties test component that remains unchanged at this time
  - b. Failure to pass either of these two tests would REQUIRE companies to change employee to non-exempt
  - c. In the last week, both houses of Congress has presented bills to block this DOL action citing that this is too big of a jump. Especially for social service agencies and Higher Education.
  - d. This DOL bill also has an automatic increase based on CPI indexing
  - e. Would current CPs be grandfathered for vacation? **This is pending administration decision.**
    - i. This is complicated because UA has never looked at requesting prior state service from employees
  - f. Would re-classified employees lose accrued vacation time? **NO**
  - g. Would separation notice policy change? **NO**
  - h. Would there be a change in pension plans? **No, this is based on job duties.**
  - i. After a re-classified employee gets future raises, could they be re-classified back to CP? **Possibly but remember the DOL law includes yearly threshold changes.**
  - j. Supervisor direction? **Supervisors would be educated on the law. But re-classified employees would be paid OT for hours over 40. However, salaries could be adjusted based on administration’s discretion. The comp time vs. OT option is always flexible and available up to a cap of 240 hours.**
  - k. Effect on union? **Initially none. CWA would have to petition to add additional job titles to bargaining unit.**
- 2. **Volunteer Time Off Policy-** Never been proposed. CPAC can make proposal to UC if they wish.
- 3. **State Wide Insurance plan-** Discussed at state level-almost impossible to do
- 4. **Self-insured cost savings-** When fully insured insurance company gets profit on each plan and increases rates when claims are high. With that being said there is a risk to being self-insured.

That is why UA bought stop loss insurance which caps a yearly per employee claims total at \$300K per year.

5. **Out of network providers**-There is nothing UA can do to change that. However EE can ask provider to contact Summa to get in network.
6. Previous layoffs-If this happens again (Bill is hoping never to go through that again) he wished he had more time to help/direct departments and hopes that CPs would get the same HR face to face that staff got.

### 3) Approval of meeting minutes

- a) Minutes approved from February 29 by Michael and Jared.

### 4) University Council Standing Committee Updates

- i) See attachment
- ii) Several seats will need filled as 2016 representatives roll off.  
(1) See attachment for term end dates
- iii) Jessica DeFago has been asked to serve as the “at large” representative, per the vote at the February meeting.
- iv) Communications has a vacancy, the group is not very active so CPAC will wait until the elections to appoint a new at-large representative
- v) Currently, 4 nominees on the ballot for a seat on CPAC hold an at-large chair on UC. Based on the outcome of the election, more seats may need filled.

### 5) New Business

- a) Scholarship Project
  - i) Aiesha led the charge of creating a proposed application for CPs to request professional development funds for travel to workshops and conferences
  - ii) The group was given a printed copy of the proposed document and asked to offer feedback to Aiesha by April 8 via email.
- b) Roster Discussion
  - i) Conversation regarding changes to CPAC membership as well as UC Committees – a few vacancies have occurred and group discussed plans for replacements  
(1) See “University Council Standing Committee Updates – V”
- c) FLSA Update
  - i) See comments provided by Bill Viau
- d) CPAC correspondence
  - i) An inquiry from Donna MacDonald regarding FLSA
  - ii) An inquiry from Dynamic Defense Group regarding self-defense classes  
(1) Will be forwarded to UAPD for their interest and response

### 6) Old Business

- a) Elections Update
  - i) The ballot for voting was sent to 537 CPs on record via Qualtrics  
(1) 18 CPs appear on the ballot
  - ii) Next year, we will want to ensure the messaging is more clear regarding the acceptance of the nomination as well as no self-nominating – two issues we encountered this year
  - iii) As shared by Steve (via email to CPAC seated members on March 23) prior to sending the ballot:  
(1) In building this ballot, we have two categories: Wayne College – since one seat is reserved for a representative from there and Carol happens to be rolling off this year. Since there’s only one candidate, that makes it pretty easy.

- (2) Everyone else is lumped together in group two. I believe the maximum number of nominees that can be voted for in this category is 3, and here's why.
  - (3) 6 CPs roll off every year. 4 are elected (just so happens 1 of whom is Wayne College this time - so a remainder of 3); runner-up 1's name is forwarded to the President to be considered the Presidential appointee; runner-up 2's name is the CPAC appointee.
    - (a) This also happens to be outlined in the procedure manual C-3-f.
  - (4) From there, past practice is runners-up 3 and 4 should fill the two vacant spots set to expire in 2017.
- b) Handbook Discussion
    - i) Michael proposed a generic statement as to the duties of CPAC
    - ii) Since the Procedural Manual is more robust and outlines the working business of the group, this document will be a compliment
    - iii) It was decided that based on the Procedural Manual's included information, a handbook in addition to this document is not needed
  - c) Procedural Manual –
    - i) A draft document was presented by Alison
      - (1) Jared and Steve helped to provide information and edits prior to presenting at the CPAC meeting
    - ii) The group was given a brief highlight of the new sections and revisions from the previous document
    - iii) The group was given a printed copy of the proposed document and asked to offer feedback to Alison by April 8 via email.
      - (a) Suggested revisions will be presented at the next meeting
  - d) Good of UA
    - i) Due to time constraints, nothing was shared

**7) Adjournment**

- a) Michael Spayd called the meeting closed at 3:36pm.

**Next meeting to be held on Monday, April 28 (new CPAC members from election to be invited)**

CPAC Roster	Term End Dates	Changes/Notes
Mary Jane Grebenc	April, 2016	
Courtney Gonser	April 2016	
Steve Sedlock	April, 2016	
Diane Raybuck	April, 2016	
Scott Roberts	April, 2016	
Denise Montanari	April, 2016	
VACANT		
VACANT		
John MacDonald	April, 2017	
Aiesha Montley	April, 2017	
Michael Spayd	April, 2017	
Myra Weakland	April, 2017	
Jared Coleman	April, 2018	
Katie Watkins-Wendell	April, 2018	
Zak Steiner	April, 2018	
Kristin Foy-Samson	April, 2018	
Marci Tomajko	April, 2018	
Alison Doehring	April, 2018	

Contract Professionals	Membership 2015-2016 Term	
University Council Standing Committees	Advisory	At Large
<b>Budget and Finance</b>	<b>Zak Steiner (term end: 2016)</b>	<b>Jessica DeFago (term end: 2016)</b>
<i>Budget presentations and conversations are taking place – some of the units have already begun to present. Recent conversations of the group included: Admissions numbers (currently seeing an approx 33% decrease). Facility fee (paid twice per year by students) and concerns regarding debt payoff. Faculty contract (12% over 5 years). \$10M strategic initiative money – inquiry about how funds have been spent. Discussion regarding admitted and confirmed students who are to receive a \$500 scholarship for confirmation of attendance – money to be added to their Zipline. This brings scholarship/student payment to around 40%/60%.</i>		
<b>Communications</b>	<b>Scott Roberts (term end: 2016)</b>	<b>VACANT (term end: 2018)</b>
<i>Quorum was not reached and the group was unable to meet. Group has not been active and has not met since 2015. Discussion regarding waiting to fill at-large position after the election.</i>		
<b>Information Technology</b>	<b>Diane Raybuck (term end: 2016)</b>	<b>Jeanette Berger (term end: 2018)</b>
<i>No update to provide.</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>Katie Watkins-Wendell (term end: 2016)</b>	<b>Dave Parry (term end: 2017)</b>
<i>No update to provide.</i>		
<b>Recreation &amp; Wellness</b>	<b>Mary Jane Grebenc (term end: 2017)</b>	<b>Katie Sigal Papp (term end: 2018)</b>
<i>Smoke survey results to be shared with campus this week. Group to meet in a few weeks.</i>		
<b>Student Engagement and Success</b>	<b>Michael Spayd (term end: 2016)</b>	<b>Carol Pleuss (term end: 2018)</b>
<i>The group did not meet. Projects are at a standstill based on the budget. Elections for the chair are coming up, Michael's term is ending.</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>Did not meet. Discussions regarding the smoke policy and the faculty vote. Myra presented information to the group regarding training and development for employees. Myra has conducted research on a number of institutions and has proposed to the group that UA partner with KSU to offer training. Bill Viau is intrigued but first would like to know what CPs and staff think about a partnership and/or topics of interest/need. A survey has been drafted and will be sent to constituents (CPAC member reviewed, no issues vocalized)– Myra to seek approval to move forward with sending.</i>		
<b>University Council</b>	<b>Katie Watkins-Wendell</b>	<b>Dr. John Messina</b>
<i>No quorum and group unable to meet. A sub-committee has been formed and tasked with reviewing the revisions presented by BOT for the UC Bylaws. Group is to present recommendations for additional changes at the next UC meeting.</i>		

UC ROSTER	ADVISORY	TERM END	AT LARGE	TERM END
<b>Budget and Finance</b>	Zak Steiner	2016	Jessica DeFago	2016
<b>Communication</b>	Scott Roberts	2016	VACANT	2018
<b>Information Technology</b>	Diane Raybuck	2016	Jeanette Berger	2018
<b>Institutional Advancement</b>	Katie Watkins-Wendell	2016	David Parry	2017
<b>Physical Environment</b>	Dorothy Gruich	2018	Pam Brandenstein	2017
<b>Recreation and Wellness</b>	Mary Jane Grebenc	2017	Kathern Sigal Papp	2018
<b>Student Engagement and Success</b>	Michael Spayd	2016	Carol Pleuss	2018
<b>Talent Development and Human Resources</b>	Myra Weakland	2017	Alisa Benedict O'Brien	2018