

# CPAC Monthly Meeting Minutes

## STUN 314 | 3:02pm-4:21pm | January 23, 2017

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**Attendees:** Michael Spayd, Alison Doehring, Jared Coleman, John MacDonald, Barb Caillet, Christine Kolaczewski-Ferris, Cassie Verardi, Myra Weakland, Zak Steiner, Aiesha Montley, Katie Watkins, Kristin Foy Samson

**Excused:** Dorothy Gruich, David Perry

**Absent:** Joe Minocchi, Sarah Hoge, Marci Tomajko, Margo Ohlson

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### 1. Open Meeting

- Michael Spayd, chair of CPAC, opened the meeting at 3:02pm.
- Welcome Back, Ali

### 2. Approval of meeting minutes

- Minutes approved, by group (Dec 19): {motion} Chris, {second} Barb, {no opposed}

### 3. Approval of Treasurer Report

- Revised 2016/2017 Budget
- Aiesha shared details of CPAC funds
  - Start FY: \$1620 (not including carryover)
  - \$600 (OSHE expenses – projected: conference, membership, meetings, travel)
    - \* \$150 has been spent thus far
  - = \$1,020 (estimated remaining balance from 2016-2017)
    - Current balance: \$1,470 (above represents anticipated)
- No update on carryover – request went through Bill and now waiting on CFO
  - CPAC is requesting \$3,150 is frozen carryover funds and waiting for approval.
- Budget report approved, by group: {motion} Zak, {second} Jared, {no opposed}

### 4. University Council Standing Committee Updates

- See attachment

### 5. New Business

- No update since last meeting: Contract Professional Grievance Procedure (3359-22-05) Update- Zak spoke with BOT office and needs to now speak with General Council.
- HLC
  - The report has gone out to the University community for comments.
- Meeting with the President
  - CPAC monthly meeting and president preparation – Feb. 13, 2017
  - CPAC and at large member meeting with the president – Feb 27, 2017

### 6. Agenda Additions/Conversations:

- Conversation regarding OSHE and current vacancy for attendance w. UA constituents
  - If interested, let Michael know by next CPAC meeting
- State of GAs on campus
  - No resolve has been shared with campus at this time

- Wayne College: new Dean has started and is very engaged in campus and the local community. Looking at taking over developmental programs for UA coming this fall – part of a requirement as well as best practice

## 7. For the Good of UA

- Presidents Meeting:
  - Goal: Aimed at increasing communication across various constituency groups (Faculty Senate, UC, CPAC, Department Heads/Directors, Deans, Exec. Board)
  - Discussion took place regarding scholarships from last meeting: retention-tiered per credit hours completed or projected

Contract Professionals	Membership 2016-2017 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>Group has discussed buyout options, in conjunction with Talent Development &amp; HR sub-group, with Towers Watson (selected consultants for the process). If you have ideas for what might make an “enticing” package (parking, tuition remission continued, bookstore discounts, Athletics discounts, etc.) – please email Zak and Myra ASAP. Buyout options/packages are still being developed and discussed, plan is to share with campus in March – most will take effect for retirement/buyout by end of the fiscal year. More information to come. At this point, enrollment is better than projected which is a large impact on the budget – final numbers will not be available until the census (later in the semester).</i>		
<b>Communications</b>	<b>Kristin Foy Samson (term end: 2019)</b>	<b>Scott Roberts (term end: 2018)</b>
<i>Group is in need of a SEAC member. In general, the group needs more committed individuals – meetings are very low in attendance and thus a lot of business is not able to happen. Last meeting included a conversation with University Communications and Marketing about a collaboration with WhiteSpace for strategic marketing methods for adult learners</i>		
<b>Information Technology</b>	<b>Katie Watkins (term end: 2019)</b>	<b>Jeanette Berger (term end: 2018)</b>
<i>No update. Rates for the two vendors were shared (workday &amp; oracle) following webinars of both. More information to come once a decision is made/shared.</i>		
<b>Physical Environment</b>	<b>Dorothy Gruich (term end: 2018)</b>	<b>Pam Brandenstein (term end: 2017)</b>
<i>No meeting was held. Upcoming meeting to take place on January 25.</i>		
<b>Institutional Advancement</b>	<b>Jared Coleman (term end: 2019)</b>	<b>(term end: 2017)</b>
<i>Our stewardship director has been rehired. Group is working on a “toolkit” for colleges and administrators to use when outreaching for donations and/or follow-up on sponsors. Working strategically to better relationships with donors. Conversation/idea was shared about outreaching to donor-owned business who might be willing to provide a “round up” program with checks/registers (round up your \$1.90 transaction to \$2 and the extra \$.10 goes to a UA scholarship). Jared looking into named parking decks.</i>		
<b>Recreation &amp; Wellness</b>	<b>Marci Tomajko (term end: 2017)</b>	<b>Katie Sigal Papp (term end: 2018)</b>
<i>Food pantry conversations have continued. Currently assessing the need for students and will discuss further at an upcoming meeting.</i>		
<b>Student Engagement and Success</b>	<b>Barb Caillet (term end: 2019)</b>	<b>Carol Pleuss (term end: 2018)</b>
<i>Committee will be meeting to decide if scholarships will still be the topic of committee for Spring 2017.</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>Group had research buyout consultants. Towers Watson has since been announced to campus. Group recently had a joint meeting with TW and the Budget subcommittee (see above notes). A concern was brought to the group about CPs working from home – at this time, there is no formal policy but can be discussed with supervisor.</i>		
<b>University Council</b>	<b>Cassie Verardi (term end: 2018)</b>	<b>Dr. John Messina</b>
<i>More information about student needs with communication/outreach and connectedness. New WhiteSpace campaign “what makes us” to be launched soon. Rex provided an update regarding HLC on site in the coming month. Swipes for meals was discussed in regards to the ARAMARK contract as well as food needs of students – food pantry discussion. Laptop replacement program was discussed. Discussion regarding campus based awards for faculty.</i>		

## 8. Adjournment from CPAC.

- Michael Spayd, chair of CPAC, adjourned the meeting at 4:21pm.