

CPAC Monthly Meeting
STUN 335 | 3:00pm-4:30pm | September 24, 2018

Attendees: Anne Bruno, Barbara Caillet, Jeanette Carson, Anthony Colucci, Carly Debord, Autumn Frampton, Dorothy Gruich, Stephanie Kiba, Lynn Lucas, Meghan Meeker, Alma Olson, Alan Parker, David Parry, Kristin Foy Samson, and Abbey Shiban

Excused: Will Cole, Misty Franklin, Joe Minocchi

Absent:

1. Open Meeting:

- a. Anthony Colucci, Chair of CPAC, opened the meeting at 3:01pm
- b. Reviewed changes to meeting formats, including emailing committee updates in advance of monthly meeting to make more time for goal planning and discussion. (*See Attachment I for Committee Updates*)
- c. In the future, email updates will be sent to the CPAC listserv. Meeting minutes will be sent out one week after monthly meetings.
- d. Anthony plans to request an H Drive for CPAC documents.

2. Approval of Meeting Minutes:

- a. Approval of Meeting Minutes (August 27th, 2018): (motion) Jeanette Carson, (second) Alan Parker, (no opposed).

3. Approval of Treasurer Report

- a. The CPAC budget had \$4,332.64 at the end of the fiscal year. The Treasurer completed the carry over form to roll the remaining balance into the starting balance for the new fiscal year.
- b. The starting balance for the new fiscal year is \$5,652.64.
- c. Discussed expenditures from the previous year, including the Ice-Cream Social. The social event cost approximately \$500.
- d. Approval of report: (motion) David Parry, (second) Dorothy Gruich, (no opposed).

4. Appointment of Vacant UC Committee Members

- a. Two University Council Committee At-Large positions are vacant
 - i. Talent Development and Human Resources Committee
 - ii. IT Committee
- b. Anthony Colucci will outreach to the two contract professionals with the next highest votes from this year's CPAC election results. If either contract professional declines the seat Anthony will continue down the vote tally list.

5. New Business

a. Brainstorming/Agenda Setting

- i. Anthony Colucci asked members to brainstorm possible goals and agenda items for future meetings. Each member spent 5 minutes reflecting on ideas for future agenda items and reported back to the group. Below are the results:

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1. Find ways to communicate across campus/new employee orientation
 - a. Cpac to CP's
 - b. CP's to CPAC
 - c. Enter items in Digest
 - d. Newsletter
 2. Fall/Spring Socials
 3. Departmental Updates
 - a. ZipAssist
 - b. Human Resources
 - c. Admissions
 - d. Social Media
 4. CP's to access Treasury
 - a. Support for professional development
 5. AAR Results
 6. Structured Meetings
 7. Equal voice
 8. Pay scale Equality- Are pay raises one-time?
 9. Increased influence on campus
 10. Sick leave bank
 11. I76 update
 12. Strategic Planning Info and Update
 13. Inclusion of Sat. Campuses
 14. List of CP's hired, terminated or resigned
 15. Human Resource meeting once a year
 16. Welcome Call for new employee
 17. Market Analysis
 18. Joint meeting w/ SEAC/CPAC
 19. Awards
 20. Hot Minute
 21. Flexible Work Schedule
 22. Web update
 23. Central Administration Engagement
 24. Improve work environment
 25. CPAC emergency/petty fund
 26. Five Star Friday
 27. Staff/CP/Independent Contract
 - a. Hours
 28. Employee Discounts
 29. Training (SEAC Brown Bag Meetings)
- b. Topics for meeting with President Green**
- i. Group agreed to take items of concern from Goal/Agenda Setting to discuss with President Green.

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c. Meeting Schedule

- i. Group discussed and agreed to keep CPAC monthly meetings at the regularly scheduled time.

d. Procedural Manual Review

- i. Anthony Colucci handed out CPAC procedural manual for review.

e. Call for other New Business or Announcements

6. Adjournment from CPAC

- a. Anthony Colucci, Chair of CPAC, adjourned the meeting at 4:34pm

CPAC Member: Alma Olson
Committee: UC Rec and Wellness

Update:

Accomplished Goals from 2017-2018

- Support efforts of UA Health Services in TB testing for international students- this started in September and will continue through Fall
- Research need for food pantry-survey complete and report is in progress
- Support tobacco/nicotine policy recommendations
- Recommended standards in campus facility construction to include transgender restrooms, lactation rooms, sharps containers

In progress

- Research guidelines of a holistic wellness program to enhance campus lifestyles for all campus constituents
- Meeting with UC Human Resources committee on an issue brief for employee wellness
- Support pop up food pantry in STUN. Look at possibility of support from Akron Canton Regional Food Bank

New business

- Audrey Adam elected as Vice Chair

CPAC Member: Abbey Shiban
Committee: Advancement Committee

Update:

I attended the Institutional Advancement Committee on September 13. Jared Coleman, the previous chair, provided an overview on the committee's role and the work that was done last year. Julia Spiker (Communications) was elected as chair, and Steve Kaufman (Instructional Services) was elected as Vice Chair. While the committee will primarily focus on student scholarships, the committee will discuss future goals at the next meeting. Meetings will be the first Friday of every month.

CPAC Member: Kristin Foy Samson
Committee: UC Communications Committee

Update:

We have not met since July. We are scheduled to meet next Friday, Sept. 28.

CPAC Member: Will Cole
Committee: Budget and Finance Committee

Update:

The first meetings of the year have focused on the Budget Planning Process. The administration is now moving toward utilizing, for planning purposes, a three-year projected budget, this in conjunction with new information regarding when

Email Distribution of Committee Updates
Sent September 24, 2018 10:55am by Anthony Colucci

Attachment I

University wide budget assumption are available necessitated a review of the Budget Planning Process timeline. At this juncture the committee is aiming to adjust only the timeline while leaving the process intact as it was included in the Higher Learning Commission Report.

Recommendations will be taken at the next meeting regarding any changes to the Budget Planning Process.

CPAC Member: Barb Caillet

Committee: Student Engagement and Success

Update:

Our 2018-19 committee goals include (1) initiating and supporting the ITL Innovative Teaching Strategies series (30-60 minute workshops to be offered each month by a college representative on a selected topic of interest), (2) researching and suggesting early enrollment initiatives, and (3) researching attendance policies and impact on student success/retention. Katie Cerrone will present our committee report at the October University Council meeting.