

CPAC Monthly Meeting
Microsoft Teams | 4:00pm-5:00pm | April 27, 2020

CPAC Attendees: Anne Bruno, Greg Dieringer, Jeanette Carson, Will Cole, Carly Debord, Ali Doehring, Brittany Ferguson-Mike, Kristin Foy Samson, Autumn Frampton, Dorothy Gruich, Courtney Johnson-Benson, Stephanie Kiba, Joe Minocchi, Alan Parker, Abbey Shiban, and Eric Veigel

Excused:

Absent:

- 1. Open Meeting:**
 - a. Will Cole, Chair of CPAC, opened the meeting at 4:02pm
- 2. Approval of the Agenda**
 - a. No agenda.
- 3. Approval of the Minutes**
 - a. (Motion) Dorothy Gruich, (Second) Alan Parker; no opposed.
- 4. Old Business:**
 - a. **Professional Development:**
 - i. Ad-hoc Committee reviewed the survey results and identified that the two highest categories were Unconscious Bias and Achieving Balance and Stress Reduction.
 - ii. The Ad-hoc committee felt that the stress reduction workshop would be the first option to pursue for professional development.
 - iii. Concerns whether we will be able to purchase the workshop given the current financial climate.
 - iv. The ad-hoc Committee will investigate whether we can devote the funds for professional development.
- 5. New Business**
 - a. **Work from Home Survey Results:**
 - i. CPAC members were emailed to complete a survey; 170 responses were collected from the survey; 52% extremely satisfied and 34% somewhat satisfied with working from home.
 1. Majority of contract professionals were satisfied with leadership response.
 - ii. Results were overwhelmingly positive.
- 6. Response to Purposed Reduction in Workforce and Furlough Rules:**
 - a. **Methodology for Moving Forward**
 - i. Will Cole met with President Miller and Wayne Hill on Friday; the administration would like an official response from CPAC regarding the Reduction in Workforce and Furlough policies.
 - ii. CPAC executive committee met and would like to survey members; the university is collecting information however the group wants to get specific responses from Contract Professionals. The survey would be anonymous. Once responses

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are received, CPAC could to create a working group to compile the responses and draft CPAC's response. CPAC's response will be sent to Wayne Hill and Celeste Cook and potentially shared on the CPAC website.

- iii. Motion to Survey the CPAC Constituents and draft a formal response: (Motion) Anne Bruno; (Second) Autumn Frampton; no opposed.
- iv. Will set the goal of sending the survey out tomorrow to collect results for one week, which would give the working group the following week to draft a response.
- v. Volunteers for working group: Stephanie Kiba, Dorothy Gruich, Alan Parker, Anne Bruno, Joe Minocchi and Will Cole.
- vi. Will Cole will email those interested in drafting the CPAC response.

7. University Council Updates:

- a. Jeanette Carson and Anne Bruno serve as CPAC's voting members for University Council. Anne Bruno updated the group on the President's Plan to work with executive committee of UC regarding the university restructuring.
- b. Initially only 6 of 8 executive committee members were planned to be part of discussions with President Miller. Anne contacted Ruth Nine-Duff to express concern. As of today, all 8 voting members of the executive committee will be included in discussions. The inclusion of all 8 executive members ensures that staff, faculty, contract professionals, and students are represented.

8. Approval of the Minutes

- a. (Motion) Dorothy Gruich, (Second) Alan Parker; no opposed.

9. Reports:

- a. See Attached for UC Committee Reports.

10. Adjournment from CPAC

- a. Will Cole, Chair of CPAC, adjourned the meeting at 4:39pm: (Motion) Alan Parker, (Second) Stephanie Kiba; no opposed.

University Council Committee Updates:**Communications**

Kristin Foy Samson

We met April 14: 150th Celebration – Annie Hanson-Hilaire (President's Office) provided an update on sesquicentennial celebration activities that are continuing as planned and addressed questions about those events that were postponed or canceled. The committee received information about virtual events and activities and was invited to attend and support upcoming virtual events. The College of Engineering hopes to reschedule their 150th speaker for the fall. The Presidential Investiture was canceled and will not be rescheduled. UCM update – Tammy Ewin updated the committee on department projects and communications. UA faculty experts (36) are a strong media presence during the pandemic. Faculty members and their research are being featured in the Digest. Advising is conducting Facebook live events. Marketing for new programs is in the developmental phase. The University's COVID-19 site is becoming a useful tool for the community, as evidenced by the external traffic on the site. Transitioning to an online environment – Faculty and staff members shared their successes and challenges. Engineering hopes to reschedule their 150th speaker for the fall and conducted its graduate faculty thank you correspondences in conjunction with Graduate School Week. Engineering and School of Communications are developing a collaborative social media platform to support graduate school enrollment. There are certain areas of study that are difficult to translate to an online learning environment, but faculty members are collaborating with colleagues nationwide to share best practices. The committee agreed that the University's technological capabilities have been reliable and useful during the transition to the remote environment. ZipAssist – The committee plans to invite the director of ZipAssist to next month's meeting for an update on student needs.

Information Technology

Eli Eubanks

UC-IT committee meeting not held in April.

Physical Environment

Dorothy Gruich

The committee met through Teams on April 16, 2020 and set Teams meetings through August and will adjust depending on developments regarding closures. Stephen Myers reported updates from the April University Council meeting that detailed a 20% reduction in SSI for next year which translates to a \$20 million funding reduction for UA. The university will also receive \$14 million in stimulus funds, with 50% designated to helping students. Various construction projects are still happening on campus, including the electrical infrastructure; Buckingham is on track to be completed in mid-June allowing Academic Achievement to move in; site work to be finished at Galucci; IT cabling project is ongoing; the baseball field scoreboard is installed and the grandstands project will go out to bid; the design phase of the track will go out to bid next month. Due to COVID-19, the state has postponed signing the 2018 Reappropriations Bill which will delay some state -funded projects such as the Vivarium project. It is usually signed in March and funds are received within 90 days. UA is waiting for updates on when the funding will be available. The 2020 Capital Appropriations Bill has been postponed indefinitely which means that Ayer/Crouse construction will be postponed until further notice. If the \$18.5 million biennium funding is not provided this year, UA will not receive it until 2022 since disbursements are every 2 years. UA continues to move forward with the design as \$4.5 million in funding has been received to date.

Student Engagement and Success

Greg Dieringer

The Student Engagement & Success Committee met via Microsoft Teams on Tuesday, April 14. Dr. John Messina provided a broad overview on the status of support services. Resources have transitioned online and/or made available via video-conferencing technology. Student Life will be developing a way to recognize student award recipients online. Zip Assist is still providing food through the food pantry in Simmons Hall. Care packages are stocked so that students can simply stop by and pick them up. Zip Assist is also providing Chromebooks to students without access to technology. There was a discussion about the transition to online classes. Jennifer Manista from the Biology department shared that exams for biology classes were being held online during the regularly scheduled class meeting time. Kevin Feezel, a student representative from Undergraduate Student Government, shared that some students issued concerns that the workload seemed to have been increased when classes transitioned to online. Dr. Messina added that similar concerns with workload had been shared with Zip Assist. Some concerns seemed warranted, but in some cases the workload was equivalent to the same number of ours a student would have expected to spend in class. Katie Cerrone Arnold, shared some initial responses from the student survey regarding the transition to online instruction. At that time approximately 900 students had completed the survey and the preliminary student feedback was positive. A similar faculty survey was set to launch that week. The Institute for Teaching and Learning was also hosting a workshop on Thursday, April 16 about alternative types of assessment so faculty could consider other methods to evaluate their students. Dr. Messina shared that there are discussions about how to assist incoming new freshman with their transition to college after the last quarter of their senior year in high school being impacted. Additional resources for tutoring and learning assistants could be needed.

Talent and Development and Human Resources

Joe Minocchi

The committee discussed succession planning and the potential use of a template to accomplish some transfer of knowledge. The committee also discussed possible implementation of shortened hours (open until 4:30) during December and January when classes are not in session.

University Council

Jeanette Carson

University Council April 14, 2020 President Miller expressed gratitude to all for the quick transition of delivering the remainder of spring semester classes online. Many donors assisted students who required technology or hardware support with donations through the Development Office. All summer classes will be online. There are discussions if, when or how UA could open in the fall or continue working remotely and offer classes remotely. Discussions are ongoing to determine some type of graduation celebration for seniors at the end of summer. New Student Orientation will be conducted online. Statewide university projections modeling 20% decline in SSI UA to received \$14 million stimulus relief funds. Approximately \$7 million must be allocated specifically for student hardship. \$7 million will be used to aid the university financial loss due to Covid-19 pandemic. Janet Bean shared early results of a student survey related to online classes. In the first 3 days of the survey 1000 students responded including CCP to graduate students. Comments from the survey: Two-thirds of all student respondents said they have taken an online class before. The majority of respondents prefer face-to-face vs online classes, negative experience accessing science and math labs, issues with intermittent internet access, struggled with balancing time between personal life, work responsibilities and course work, comments that online classes were more difficult and demanding of their time than when taught face-to-face, one fourth of respondents reported conflicts of overlapping times courses are offered live online. The next UC Meeting is schedule May 5, 2020, 3:00pm-5:00pm