

CPAC Monthly Meeting
Microsoft Teams | 3:30pm-5:00pm | March 23, 2020

CPAC Attendees: Anne Bruno, Greg Dieringer, Jeanette Carson, 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: Will Cole

Absent:

- 1. Open Meeting:**
 - a. Jeanette Carson, Vice Chair of CPAC, opened the meeting at 3:37pm
- 2. Approval of the Agenda**
 - a. No agenda.
- 3. Approval of the Minutes**
 - a. (Motion) Greg Dieringer, (Second) Autumn Frampton; no opposed.
- 4. Open Discussion:**
 - a. Any issues with working from home any issues?**
 - i. Members reported that most units are holding regular staff meetings with web-based platforms (TEAMS or Webex).
 - ii. Essential personnel list was then condensed to critical personnel after initial work from home announcement.
 - iii. Currently faculty are permitted to come to campus if they do not have internet access.
 - iv. Members asked about a timeline for returning to work.
 - v. Advising across campus is holding virtual meetings with students.
 - vi. ZipAssist is still open in Simmons Hall from 9am-11am for food pick-ups. Students are regularly coming in for food.
 - vii. Admissions is trying to have at least 3 people on campus; most staff are working at home through teams. Connecting with students virtually.
 - viii. Alan Parker reminded members if you are ordering anything with your purchasing card, do not have items delivered to home.
- 5. Reports:**
 - a. **Treasurer:** No report. There has been no new charges since the last meeting.
 - b. **Budget and Finance:** No report.
 - c. **Communication:** No Report.
 - d. **Institutional Advancement:** Completed internal survey for chairs regarding how they interact or manage their alumni contacts. The next meeting will be held via TEAMS. Willy Kollman will be attending to assist.
 - e. **Information Technology:** The committee did not meet last month, however, there 24 hour help desk in development.
 - f. **Physical Environment:** The committee held a Teams meeting on

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Thursday. Received a sustainability request from USG; USG wanted to know about current efforts on campus and centralized processes. The committee decided to create a subcommittee under Physical Environment to gather the information. Dorothy is currently working on outreaching to campus professionals involved in sustainability efforts.

- g. **Recreation and Wellness:** The committee met on March 6th. They are currently wrapping up RoofFit program. The committee wants to survey participants in the program as it may be continued in the future, as well as benchmark other institutions wellness programs.
 - h. **Student Engagement & Success:** The March meeting was canceled. No report.
 - i. **Talent and Development:** The committee did not meet, but is scheduled to meet next week.
 - j. **University Council:** Quite a few undergraduate and graduate students attended the last UC meeting. Many were concerned about research and clinicals through the course cancellation period. Talent and Development submitted a report. Jeanette will submit the report for review with the minutes.
 - i. President Miller at the last UC Executive meeting had questions about the Institutional Advancement committee. He was interested in outreaching to the chair of the committee to connect.
 - k. **See Attached for remaining reports.**
6. **Old Business:**
- a. **Professional Development:** Eli posted the survey results to Microsoft Teams. We had about 100 responses. The top two responses were Unconscious Bias and Achieving Stress Reduction.
 - i. Jeanette will organize the subcommittee to outreach to the organizations to see if the topics can be delivered remotely.
 - b. **CPAC and SEAC Joint Letter**
 - i. No update at this time. Jeanette will follow up with Will.
7. **New Business**
- a. **Remote Work:** Anne recommended developing a work from home policy that is more comprehensive.
 - i. Discussion on how to move forward with both remote work and raises, to be cognizant of the financial stress of COVID-19 on the institution.
 - b. **Elections:** Jeanette will compile a list of members who will be stepping off CPAC by the next meeting.
8. **Adjournment from CPAC**
- a. Jeanette Carson, Vice Chair of CPAC, adjourned the meeting at 4:23pm: (Motion) Alan Parker, (Second) Stephanie Kiba; no opposed.

University Council Committee Updates:

Communications

Kristin Foy Samson

No update to provide, our March meeting was canceled.

Information Technology

Eli Eubanks

March meeting cancelled. No new information to report.

Institutional Advancement

Abbey Shiban

Our committee has been working on a policy for Alumni regarding use of alumni databases by colleges and academic departments. At the last meeting, the results of an internal survey sent to department chairs regarding their contact with alumni was reviewed. While the response was low, only one department appeared to be actively working with alumni to update alumni data. At the next meeting, we are hoping to work on a draft of a policy as recommended by the Alumni staff.

Recreation and Wellness

Eric Veigel

The Recreation and Wellness Committee met on March 6th. The committee held a discussion and reviewed the RooFit Wellness Program to date, which included adjusting the final due date for point submission to Monday, March 30th due to spring break considerations. The committee also began the development of a RooFit participant survey to collect feedback and to help prepare for the 2021 version of the program. The committee also continued discussion on the possibility of an employee wellness break program that would be approved and supported by the University to promote employee wellness year round, specifically inside the workplace. Members are reviewing examples of programs at colleges and universities from around the country and reporting ideas and suggestions to Kris Kraft, Chair, prior to our next meeting.

Student Engagement and Success

Greg Dieringer

No committee report. Meeting to be held on Friday, March 13 was canceled.

University Council

Jeanette Carson

March 10, 2020 UC Meeting 3:00pm Due to the COVID-19 virus President Miller announce that at 5pm on March 11th University classes would be canceled and would resume remotely on March 30, 2020, This would allow faculty to use tools and remotely have classes ready to deliver to students beginning March 30th. Training for Faculty -"Teaching Remotely" available March 11-13 from 10:00 am -7:00pm offered by Design & Development Services in Bierce Library. The meeting was adjourned at 3:40PM