

**CPAC Monthly Meeting**  
**Microsoft Teams | 3:00pm-4:30pm | April 26, 2021**

**CPAC Attendees:** Anne Bruno, Jeanette Carson, William Casterlow, Will Cole, Laura Conley, Carly Debord, Greg Dieringer, Brittany Ferguson-Mike, Kristin Foy Samson, Dorothy Gruich, Courtney Johnson-Benson, Stephanie Kiba, Joe Minocchi, Cora Moretta, Alan Parker, Abbey Shiban, and Chris Stimler

**Excused:**

**Absent:** Ali Doehring

- 1. Open Meeting:**
  - a. Will Cole, Chair of CPAC, opened the meeting at 3:03pm
- 2. Approval of the Agenda**
  - a. (Motion) Alan Parker, (Second) Anne Bruno; no opposed.
- 3. Approval of the Minutes**
  - a. (Motion) Alan Parker, (Second) Dorothy Gruich; no opposed.
- 4. 26<sup>th</sup> Annual National Conference on Diversity, Race, & Learning**
  - a. Recipients of CPAC sponsored professional development:
    - i. Amy Faul, Career Services
    - ii. Derek Kemp, Student Conduct and Community Standards
    - iii. Mallory Yoho, College of Business Advising
      1. The group will be asked to present at the July CPAC meeting on the 26<sup>th</sup>.
- 5. Feedback on Meeting with Dr. Miller**
  - a. Great to hear that he was in conversation with HR.
  - b. Role of CPAC—He had positive view of CPAC and our work.
  - c. Diversity-- great to hear many things are in the pipeline. Community engagement. Good to hear he is in conversation with the student panel from the black male summit.
  - d. Learning about the Arts engagement downtown was informative.
- 6. UC Committee Assignments:**
  - a. Post any significant updates to the Teams Page or email.
- 7. New Business:**
  - a. **Meeting with Sarah Kelly, Associate Vice President of Human Resources/CHRO (Remarks in Red)**
    - i. Currently undergoing a reorganization in Human Resources to be able to focus and build support for employees on campus. There are several vacancies in HR. One of the biggest projects is the return to campus. Pulled together a committee to look at a flexible work/work from home policy. Developing relationships with Student Affairs and Inclusion and Equity. Plan to continue to offer trainings over summer, as the largest group of participants are contract professionals and staff. Completed a climate survey.
    - ii. Q&A:
      1. **Broad Concerns**

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- a. Where are we at with market analysis for pay compared to other state schools?
  - i. We started the process to before COVID. Now that things are starting to get back to normal, we are working with the leadership to start the process back up. The issue is in front of the Talent and Development Committee. Recommendation is to do a classification study, not just an analysis because the classifications are outdated.
- b. How would classification happen?
  - i. My view would be to have employees complete it and have supervisors review the form. We would really need input from both.
- c. How many classifications are up to date?
  - i. I would guess maybe half of the CP's, but the staff positions are the most outdated. We also need to develop a process to maintain classifications once this process begins.
- d. What is the plan to retain employees when many other institutions have better benefits packages?
  - i. We have limited flexibility in the system, most of it is determined whether the position is union or non-union.

### 2. Employee Bargaining Units versus Non-Bargaining

- a. How will the administration/HR ensure that the raises will be equitable?
  - i. Some unions proposed the cuts to the 50k and higher. The unions negotiated to spread the costs across all employees.
- b. Contract professionals saw a very steep increase in the cost of their health insurance in the middle of a global pandemic when many families already had reductions in pay and/or lost employment, what is Human Resources doing to lower the cost of insurance for all employees and specifically contract professionals?
  - i. Everyone was planned to do the same reductions, but it rolled out differently when the unions started negotiating.
- c. Have we had proposals out Bid process?

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- i. The cost we pay is the estimate of what we think claims will be in the next year.
    - ii. We did not go through the bid process this year, in part due to COVID.
    - iii. The pharmacy plan has a market check built into it every year.
  - d. Self-insurance: what happens if you over collect funds? Is there methodology when we are self-insured?
    - i. Once money goes in, it stays. It goes in a reserve. The rates are based on the past several years when estimating the rates for upcoming year.

### 3. Diversity/Inclusion

- a. Hiring processes can be time consuming and in a competitive job market, how can we speed up hiring practices to lock in minority candidates?
  - i. We would need to know where time constraints are; most of the timeline is determined by the search committee. Part of the issue is contract professional positions are posted for 30 days.
- b. How do we plan to recruit and retain employees of color?
  - i. Things we already do is look at underutilization and work directly with departments. We are putting together tools to help departments advertise. We are doing ongoing training.
  - ii. Committee on diversity has several recommendations. We plan to implement some of them soon.

### 4. Benefits

- a. With the current cap on vacation carryover many contract professionals lose days and/or weeks of vacation. Will Human Resources consider reevaluating the carry over policy? Or sell a week of vacation?
  - i. Talent and Development recommended to make a temporary change. The proposal is currently in the budget and finance committee to see if the university can afford the change.

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- ii. Will: I believe they will approve 80 hours.
- b. Will HR consider a cost-of-living adjustment?
  - i. **No, given the fiscal constraints.**
- c. CPAC Shared ideas:
  - i. Work from home: Supervisors need to be trained to deal with work from home and in person in an equal way. Implementation needs to include supervisor training.
  - ii. Centralized Employee On-boarding--- looking to include history of UA, CPAC, or mentorship program for new employees. Young professionals' group for mentorship as well.

### **8. Adjournment from CPAC**

- a. Will Cole, Chair of CPAC, adjourned the meeting at 4:24pm: (Motion) Alan Parker, (Second) Dorothy Gruich; no opposed.