

CPAC Monthly Meeting
Microsoft Teams | 3:00pm-4:30pm | February 22, 2021

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

Excused: Courtney Johnson-Benson

Absent: Laura Conley

- 1. Open Meeting:**
 - a. Will Cole, Chair of CPAC, opened the meeting at 3:05pm
- 2. Approval of the Agenda**
 - a. (Motion) Dorothy Gruich, (Second) Anne Brunco; no opposed.
- 3. Approval of the Minutes**
 - a. (Motion) Dorothy Gruich, (Second) Alan Parker; no opposed.
- 4. Introductions:**
 - a. Will Cole created a group for Contract Professionals.
 - b. Announcement of Wage Reinstatement
 - i. Will Cole will send out a letter thanking the administration and the board, including a statement that we look forward to having a conversation regarding competitive pay and benefits.
 - c. Abbey, Alan, and Carly to assist with Qualtrics to send to Contract Professionals before President Miller Meeting.
- 5. Financial Report**
 - a. Our Supplies and Services Account currently has \$3390.33
 - i. Travel/Hospitality.
 - ii. Hospitality:
- 6. UC Committee Assignments:**
 - a. **Budget and Finance:** The cautious budget that was developed allowed for the reinstatement of wages to Contract Professionals. Discussion of budget for the upcoming year is ongoing. The Strategic Planning group is seeking feedback on 3 goals; one of which is the enrollment driven budget.
 - b. **Communication:** Two major projects the committee is working on. The first is to boost mobile app usage. The committee is using a few communication courses to assist with the work, students are putting forward proposals for the project. The second project is researching where users get information; identify the habits of faculty, staff, and students.
 - c. **Institutional Advancement:** Leah Jones presented at the last meeting to explain planned giving and resources. The committee has been focused on educating members on the work of the Development office.
 - d. **Information Technology:** Adobe Licensing for students was a topic of

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discussion. Current licensing allows for students to use Adobe Creative Cloud on lab machines. Adobe will not allow us to install in a virtualized environment so the virtual lab is not an option. ITS has acquired 100 student licenses for students that must use their own machine and cannot physically come to a lab. The software must be required for the course and a special request must go through Neal L'Amoreaux (neal@uakron.edu). This licensing is currently funded by the Cares Act. Once Cares Act goes away funding will be an issue (Possible technology fee increase? Seeking alternative funding). Additionally, the committee focused on replacing Qualtrics with Microsoft Forms. The cost of Qualtrics jumped 50% in one year and is expected to climb to \$75k-80k/year. IT is looking at moving from Qualtrics to MS Forms to help alleviate costs. IT has been looking for use cases to see if MS Forms can fulfill our needs. The basic version of MS Forms is included with our current Microsoft subscription. A more advanced version that has more advanced features named Microsoft Customer Voice is also available for an additional fee

- e. **Physical Environment:** The committee met last Thursday. Campus Surveillance Project is ongoing; cameras are being updated on the entrances and exits of buildings. The decks are to be covered in the second phase; the second phase is not fully funded. The next meeting will focus on University Libraries, hours of operation of the libraries on campus. Students have reported a need for extended hours for studying. Additionally, offices in Ayer Hall will be moved to Central Hower for the upcoming construction project.
- f. **Recreation and Wellness:** No update at this time.
- g. **Student Engagement and Student Success:** Greg Dieringer presented to the group on College Credit Plus.
- h. **Talent and Development:** Talent and Development Committee sent out a survey regarding the performance evaluation tool.
- i. **Childcare Working Group:** No update.

7. New Business:

- a. Goals for 2020/2021
 - i. Address the insurance increases to Contract Professionals
 - ii. Motion to create an ad-hoc committee for Healthcare Insurance Stephanie Kiba (Motion), Jeanette Carson (second); no opposed.
 - 1. Jeanette Carson, Will Cole, Anne Bruno, and Stephanie Kiba will work together on the group.
 - iii. Address the salary compensation
 - 1. Will Cole and Jeanette Carson
 - iv. Ad-hoc Professional Development Committee
 - 1. Ali Doehring, Greg Dieringer, William Casterlow, and Alan Parker
- b. Update Website
- c. Update Procedural Manual- Committee
 - i. Cora Moretta, Stephanie Kiba, Jeanette Carson, Will Cole, Ali

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- d. Schedule a meeting with Dr. Miller

8. Adjournment from CPAC

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

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