CPAC Monthly Meeting Minutes
Student Union 314 | 3:04pm-4:29pm |February 29, 2016

Attendees: Carol Pleuss, Diane Raybuck, Mary Jane Grebenc, Aiesha Motley, Steve Sedlock, Zak Steiner, Michael Spayd, Alison Doehring, John MacDonald, Myra Weakland, Scott Roberts, Jared Coleman, Alisa Benedict O'Brien, Marci Tomajko, Katie Watkins-Wendell

Absent: Kristin Foy-Samson

1) **Open Meeting**
   a) Michael Spayd, chair of CPAC, opened the meeting at 3:04pm

2) **Approval of meeting minutes**
   a) Minutes approved from January 25, 2016 by Katie and Diane.

3) **New Business**
   a) HR Related Question – Bill Viau & Sarah Kelly
      i) Will be rescheduled for the March meeting due to unexpected out of office
   b) University Council Standing Committee Updates
      i) See attachment
   c) Roster Discussion
      i) Conversation regarding changes to CPAC membership as well as UC Committees – a few vacancies have occurred and group discussed plans for replacements
      ii) It was decided that Michael would outreach to a CP for the UC Budget and Finance Committee ASAP due to an upcoming meeting and the importance of having a representative
         (1) An update will be shared at a future meeting as to the new at-large representative

4) **Old Business**
   a) Contract Professional Advisory Committee Procedural Manual – Draft
      i) The group began reviewing the document and making notes
      ii) After a long discussion, it was decided that a sub-group will be asked to meet and offer revisions of the document to the larger CPAC membership
         (1) Volunteers to assist include: Jared, Alison, Steve
            (a) Suggested revisions will be presented at the next meeting
   b) Elections:
      i) Call for nominations will be sent to updated CP list by the CPAC Chair, Michael Spayd.
      ii) Election will take place in accordance to BOT Rule. Timeline established/discussed:
         (1) March 7-18: call for nominations
         (2) March 28-April 1: elections online
         (3) Goal: announcement of new CPAC members to take place within a week of election close
      iii) Voting will take place using Qualtrics system – Steve has made all needed updates to the system
         (1) Once a nomination is submitted, the nominee must reply to the message in order to formally accept the nomination and be moved to the ballot

5) **Other**
   a) Past conversation notes – highlighted so content is not lost in future meetings:

  a. Orientation program for new members of the CPAC board.
  b. *Topics for additional into a manual, moved over from December 21 agenda:*
    i. *CPAC vs. University Council*
    ii. *Role of CPAC*
    iii. *Examples of work successfully completed – documentation of impact*
    iv. *Minutes from at least three previous meetings*
    v. *BOT Rule*
    vi. *List of action items or projects currently under review with CPAC*
    vii. *Updated list of goals*
    viii. *University Council PPT review/example*
    ix. *Procedural Manual (updated/revised)*

b) HLC visit
  a. Conversation took place regarding UC and shared governance at the University
    i. December consultant visit recommended that the BOT accept the UC bylaws
    ii. BOT has sent revision to the bylaws to UC for further review and edit
    iii. March 8 UC meeting to include conversation on revisions
    iv. Katie will represent CPAC by attending (in place of Michael) the sub-committee to work on the needed revisions

6) Adjournment
a) Michael Spayd called the meeting closed at 4:29pm.

Next meeting to be held on Monday, March 28, 2016

- Future Meetings:
  - March 28 (kick-off to CPAC online elections)
  - April 28 (new CPAC members invited)

CPAC Roster	Term End Dates	Changes/Notes
Mary Jane Grebenc	April, 2016	
Courtney Gonser	April 2016	
Steve Sedlock	April, 2016	
Diane Raybuck	April, 2016	
Scott Roberts	April, 2016	
Denise Montanari	April, 2016	
VACANT		
VACANT		
John MacDonald	April, 2017	
Aiesha Montley	April, 2017	
Michael Spayd	April, 2017	
Myra Weakland	April, 2017	
Jared Coleman	April, 2018	
Katie Watkins-Wendell	April, 2018	
Zak Steiner	April, 2018	
Kristin Foy-Samson	April, 2018	
Marci Tomajko	April, 2018	
Alison Doehring	April, 2018	

Contract Professionals	Membership 2015-2016 Term	
University Council Standing Committees	**Advisory**	**At Large**
Budget and Finance	Zak Steiner (term end: 2016)	VACANT (term end: 2016)
Meeting will be held on March 2. A new at-large representative is needed ASAP so CP interests are represented at the upcoming meeting. Focus continues to be on admission and tuition/fees. Budget is due for the next meeting and should be discussed within the committee. A more robust update should be provided after the upcoming meeting.		
Communications	Scott Roberts (term end: 2016)	VACANT (term end: 2018)
Quorum was not reached and the group was unable to meet in January.		
Information Technology	Diane Raybuck (term end: 2016)	Jeanette Berger (term end: 2018)
The group continues to discuss the common application process (plan to have in place by Spring 2017) and software needed to support the initiative. The group has discussed two software services.		
Physical Environment	Dorothy Gruich (term end: 2018)	Pam Brandenstein (term end: 2017)
No update to provide.		
Institutional Advancement	Katie Watkins-Wendell (term end: 2016)	Dave Parry (term end: 2017)
No update to provide. In the revisions to the UC bylaws, this committee is no longer listed.		
Recreation & Wellness	Mary Jane Grebenc (term end: 2017)	Katie Sigal Papp (term end: 2018)
Smoking survey has been sent to UC and is ready for publication on the UC site. President has approved the wellness statement – now that statement is at HR and ready for implementation.		
Student Engagement and Success	Michael Spayd (term end: 2016)	Carol Pleuss (term end: 2018)
The group is continuing to research best practices for multi-term enrollment. Issues include: DARS – new system? Registrar capacity – staffing needs to address? College/department planning process. Also needs to know capacity to handle within the budget. May 1 is the admissions confirmation deadline – hoping the University knows more on enrollment figures after this date.		
Talent Development & Human Resources	Myra Weakland (term end: 2017)	Alisa Benedict O'Brien (term end: 2018)
No update to provide. Questions were asked to the group by fellow CPAC members about the renewal of the success coach contract – no updates were able to be provided on the topic.		
University Council	Katie Watkins-Wendell	Dr. John Messina
No update to provide. Dr. John Messina will serve as the new at-large chair to represent CPs.		

UC ROSTER	ADVISORY	TERM END	AT LARGE	TERM END
Budget and Finance	Zak Steiner	2016	Jessica DeFago	2016
Communication	Scott Roberts	2016	VACANT	2018
Information Technology	Diane Raybuck	2016	Jeanette Berger	2018
Institutional Advancement	Katie Watkins-Wendell	2016	David Parry	2017
Physical Environment	Dorothy Gruich	2018	Pam Brandenstein	2017
Recreation and Wellness	Mary Jane Grebenc	2017	Kathern Sigal Papp	2018
Student Engagement and Success	Michael Spayd	2016	Carol Pleuss	2018
Talent Development and Human Resources	Myra Weakland	2017	Alisa Benedict O'Brien	2018