

CPAC Monthly Meeting

Buchtel Hall McCollister Room | 3:00pm-4:30pm | October 22, 2018

Attendees: Anne Bruno, Barbara Caillet, Jeanette Carson, Will Cole, Anthony Colucci, Carly Debord, Autumn Frampton, Dorothy Gruich, Stephanie Kiba, Lynn Lucas, Meghan Meeker, Alma Olson, Alan Parker, David Parry, Kristin Foy Samson, and Abbey Shiban

Excused: Misty Franklin and Joe Minocchi

Absent:

1. Open Meeting:

- a. Anthony Colucci, Chair of CPAC, opened the meeting at 3:01pm
- b. Motion to table usual business, including the approval of minutes and treasurer report: (motion) Dorothy Gruich, (second) Barb Caillet, (no opposed).

2. Introductions:

- a. CPAC members introduced themselves to President Green.

3. The Role and mission

- a. Anthony Colucci clarified the role and mission of CPAC to President Green:
 - i. CPAC is a representative body for contract professionals on campus.
 - ii. CPAC acts to relay constituent concerns to the university administration and vice versa.
 - iii. CPAC is currently evaluating our goals this year, including three goals we plan to discuss today.

4. Three broad goals for this year

- a. Goal One: Improve university relations (CPAC to CP's, CPAC to Administration, etc)
 - i. Alan Parker presented the goal of improving relations between contract professionals as a group and with university administration; develop and maintain lines of communication.
 - ii. Ideas for reaching this goal include:
 1. Host events every semester on campus for contract professionals similar to our Ice-Cream Social, e.g. a holiday gathering at the end of the fall term – Alan Parker
 2. Improve CPAC relationships with the university by sharing our mission to the campus – Alan Parker
 3. Make sure new employees and all contract professionals know they have representation – Alma Olson
 4. Keep the contract professional listserv up to date to send updates to constituents – Anthony Colucci
 5. **President Green responded the ideas are great. Contract professionals are a very diverse group and come from**

CPAC Monthly Meeting

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different areas and backgrounds. He noted that given the diversity, it could be difficult to find commonality. President Green asked CPAC members: What is the biggest area of tension for contract professional employees?

6. CPAC members Responded:

- a. General equity, whether it is pay equity, position equity, or work loads—Stephanie Kiba
- b. The loss of contract professional positions and previous contract professional positions transitioned to staff positions—Anthony Colucci
- c. The expansion of contract professional roles as loss of staff occurs—Alan Parker
- d. At one time we had over 600 contract professionals on our campus, now we have about 450 contract professionals. Some of this change was due to the 2015 position eliminations.—Jeanette Carson
- e. Would it be possible to ask Human Resources to let CPAC know about Contract Professionals before they are hired in? —Jeanette Carson

7. President Green responded to feel free to ask Human Resources to share hiring information with CPAC.

- b. Goal Two: Improve working environment (flexible scheduling, telecommuting, insurance benefits)
 - i. Anne Bruno presented the second goal of improving working environments for contract professionals. Contract professionals have a work ethic that our work is done when the job is done and the students are served. Contract professionals work beyond a 40-hour workweek; contract professionals often work weekends and evenings for programming, recruitment, etc.
 - ii. Ideas to improve the work environment include:
 1. Flexible scheduling or telecommuting
 2. Reduce the employee cost of insurance benefits. The past year health insurance increased and coinsurance increased, which effectively resulted in a reduction in take home pay. We lost the option for a 90/10 ratio.
 - iii. **President Green responded by asking CPAC to make a proposal. He would be open to the idea if CPAC wanted to develop a revised policy on flexible hours. If CPAC sends a proposal to the president's office, he would make sure it moves to the appropriate person/office for review. President Green noted that he hoped to build in more raises but was unsure where we will be in the budget in the next fiscal year. President Green**

CPAC Monthly Meeting

Buchtel Hall McCollister Room | 3:00pm-4:30pm | October 22, 2018

- pushed for the 3 percent salary raise this year to help offset the cost of the insurance increases.**
- iv. **President Green added that it is important to have the proposal written down to make sure it can be understood. Many times he is not the right person to review proposed changes, e.g. in some cases we need to change rules in others it may be practices.**
 - v. Will Cole asked if our Human Resource department benchmarks against other institutions.
 - vi. **President Green responded that he is not sure, but would look into the matter and follow-up with Anthony Colucci.**
 - vii. CPAC Members Responded:
 - 1. We may be the only institution without a 90/10 insurance option—Anthony Colucci
 - 2. Compared to employees at Kent State University, it is clear there are discrepancies in cost of our benefits. Jeanette Carson asked if UA could partner with other institutions to get unified benefits packages to reduce costs.
 - viii. **President Green responded he plans to discuss items like pooled benefits with counterparts at other northeast Ohio institutions. Combining the pool could be a benefit, however institutions like flexibility and partnering limits an institution's flexibility. The talks have occurred before but have never come together.**
- c. Goal 3—Achieving employee equity (updated market analysis, budgeting for raises, etc)
- i. Jeanette Carson presented the goal of achieving employee equity, noting to move toward employee equity we need an updated market analysis.
 - ii. Additional ideas to achieve employee equity include:
 - 1. Evaluating the cost of replacing an employee if we lose them. In private sectors, companies analyze the cost of searching, hiring, and training employees, and offer incentives to employees to stay.
 - 2. Extend raises to contract professionals when bargaining units renegotiate contracts. Contract professionals are not in a union and lack the ability to negotiate raises. When staff renegotiate, it would be ideal to include a clause to extend raises to contract professionals as well.
 - iii. **President Green responded that UA has some financial problems, but he will look into the idea of including contract professionals when the unions renegotiate their contracts. He noted he disagreed with the decision not to give contract professionals raises previously but understood the financial reasons for the previous administration's decision.**

CPAC Monthly Meeting

Buchtel Hall McCollister Room | 3:00pm-4:30pm | October 22, 2018

change the structural deficit. He does not favor across the board budget cuts, rather reductions should be based on strategic priorities. Every unit will see an adjustment, but some may have more than others.

- d. President Green stated that he does not want to lay people off, but pointed to some of the challenges the university faces including:
 - i. In 2011, UA had approximately 30,000 students, and UA currently has approximately 20,000**
 - ii. We have to attract more students to stabilize (23,000-24,000)**
 - iii. We need to offer excellent academic programs****
- e. President Green concluded that he looked forward to working with CPAC while serving as president.**

7. Adjournment from CPAC

- a. Anthony Colucci, Chair of CPAC, thanked President Green for his time and adjourned the meeting at 3:55pm**

CPAC Member: Abbey Shiban
Committee: Advancement Committee

Update:

October 5, 2018

Only 5 of the 11 members were in attendance. We reviewed last year's goals, priorities and measurements in order to make a recommendation for the next committee meeting when more members will hopefully be in attendance to vote. Last year's committee focused on a BrightSpace Scholarship 'Tool Box' in which the returning committee members were hoping to roll out in the Spring. They also wanted to have a meeting on campus with scholarship stakeholders as part of the roll out. Unfortunately, the scholarship timeline has been pushed up in order to make an impact on recruiting and retention so the Tool Box may not make an impact on this year's scholarship cycle. It was also recommended that Terri Sampson from the Development Office attend the next meeting in order to share more about the scholarship process and a potential new scholarship system. The remaining time was spent looking at the BrightSpace Scholarship 'Tool Box'. Next Meeting TBD (a google poll will be sent to see if a time other than Fridays may work better for committee members)

CPAC Member: Barb Caillet
Committee: Student Engagement and Success

Update:

The Student Engagement and Success Committee met October 17 to finalize and continue work on our 18-19 goals. We are working with the Institute for Teaching and Learning to sponsor the monthly HIT (High Impact Teaching) workshop series which share innovative teaching strategies being used by faculty on campus. The current workshop schedule and registration links can be found on ITL's website. Topics to be covered include student engagement, transitioning from traditional to hybrid teaching, building better student papers, and academic integrity in testing (preventing and responding to misconduct). Other SES committee goals include developing suggested policy regarding incentives to encourage early enrollment and improve the billing process and due dates.