

Attendees: Michael Spayd, Jared Coleman, Kristin Foy Samson, Barb Caillet, Cassie Verardi, Aiesha Montley, Joe Minocchi, Alison Doehring, Christine Kolaczewski-Ferris, Myra Weakland, Marci Tomajko, Margo Ohlson, Jeanette Carson, Autumn Frampton, Lynn Lucas, Alan Parker, Anthony Colucci, Misty Franklin

Excused: John MacDonald, Katie Watkins, Zak Steiner

Absent: Sarah Hoge, David Perry, Dorothy Gruich,

1. Open Meeting

- Michael Spayd, Chair of CPAC, opened the meeting at 3:02pm.

2. Approval of meeting minutes

- Minutes approved, by group (March 13): {motion} Joe, {second} Jared, {no opposed}

3. Approval of Treasurer Report

- Balance is currently at \$4,075
- Amendments for three scholarships are still pending. Once pulled, this will reduce our budget to around \$1,600
- If the scholarship program continues in the future, it would be recommended that there are modifications to the application – Aiesha would be happy to expand upon the recommendations when/if needed
 - Knowing this was the first time offering a professional support scholarships there were some growing pains – and still seem to be as we finalize the final transfer of funds.
- Recommendation of the Treasurer to discuss budget usage and needs based on future allocation to CPAC
- Approval of report: {motion} Jared, {second} Myra, {no opposed}

4. Committee and Meeting Updates

- Cassie Verardi will be stepping down from CPAC – a vacancy will be filled based on the election results
 - An update will be shared at a future meeting

5. University Council Standing Committee Updates

- See attachment

6. BOT Meeting Updates

- Margo Ohlson, one of the CPAC representatives for these meetings, provided the following:
 - Specific personal costs were confirmed
 - University awards were discussed [awards will not be given this year]

7. New Business

- Election of UC Subcommittees and other campus representation
 - Results of elections:
 - UC Representatives: Jeanette Carson and Lynn Lucas
 - Talent Dev & HR: Joe Minocchi

- Rec & Wellness: Alison Doehring
- BOT Observer: Alan Parker
- OSCE: Misty Franklin and Autumn Frampton [Dorothy Gruich to return as well]
- Election of Officers
 - Results of election:
 - Chair: Zak Steiner
 - Vice Chair: Jared Colman
 - Secretary: Alison Doehring
 - Treasurer: Alan Parker
- Proposed University Council bylaw change
 - This change is regarding TARP [Transitions After Retirement Plan] and term dates for those seated on UC
- The campus will be going tobacco free on July 1, 2017.
 - There is a communication plan in the works and will start to come out to campus any day now.

8. Adjournment from CPAC.

- Michael Spayd, Chair of CPAC, adjourned the meeting at 4:24pm.

Welcome to the 2017/2018 CPAC members:

- | | |
|------------------------------|--|
| • Zak Steiner – Chair | • Christine Kolaczewski-Ferris |
| • Jared Coleman – Vice Chair | • Joe Minocchi |
| • Ali Doehring – Secretary | • Theresa Yogi |
| • Alan Parker – Tressurer | • Jeanette Carson |
| • Katie Watkins | • Autumn Frampton |
| • Kristin Foy Samson | • Lynn Lucas |
| • Marci Tomajko | • Anthony Colucci |
| • Barbara Caillet | • Misty Franklin |
| • Dave Parry | • Michael Spayd – Ex-Officio Member |
| • Dorothy Gruich | • Mike Szczukowski – Ex-Officio Member |

Contract Professionals	Membership 2016-2017 Term	
University Council Standing Committees	Advisory	At Large
Budget and Finance	Zak Steiner (term end: 2019)	Jessica DeFago (term end: 2016)
<i>No update to provide.</i>		
Communications	Kristin Foy Samson (term end: 2019)	Scott Roberts (term end: 2018)
<i>The committee is also continuing conversations about the implementation of an Ombuds position on campus and the hope to have someone in place for the fall. Discussion about food insecurity and survey results from the Rec & Wellness committee from the fall semester. ITL: discussions amongst faculty about advocating for the need of this office and hopeful return of these support services.</i>		
Information Technology	Katie Watkins (term end: 2019)	Jeanette Berger (term end: 2018)
<i>Did not meet.</i>		
Physical Environment	Dorothy Gruich (term end: 2018)	Pam Brandenstein (term end: 2017)
<i>No update to provide.</i>		
Institutional Advancement	Jared Coleman (term end: 2019)	Steve Kaufman (term end: 2017)
<i>Met last week – currently educating themselves on the process of advancement and development. Working to deepen donor/steward relationships with students and helping to make a stronger connection. Will ask campus again to include the scholarship link at the bottom of your email. Planning a lunch session to discuss best practices for donor relationships – hoping to create a toolkit to provide to professionals within Colleges who might work with donors [May is the goal for both]</i>		
Recreation & Wellness	Marci Tomajko (term end: 2017) Alison Doehring (term end: 2019)	Katie Sigal Papp (term end: 2018)
<i>Did not meet.</i>		
Student Engagement and Success	Barb Caillet (term end: 2019)	Carol Pleuss (term end: 2018)
<i>ZipAssist and Financial Aid shared updates on the services center – very helpful for the group to learn.</i>		
Talent Development & Human Resources	Myra Weakland (term end: 2017) Joe Minocchi (term end: 2019)	Alisa Benedict O'Brien (term end: 2018)
<i>Discussions about TARP [Transitions After Retirement Porcess] – reciving push back from non-faculty – acted on faculty first due to bargaining</i>		
University Council	Cassie Verardi (term end: 2018) Janette Carson (term end: 2019) Lynn Lucas (term end: 2019)	Tonia Ferrell
<i>Approved the new plan for future budgeting and money planning. President Wilson discussed TARPs [revised] – faculty do not have to retire but can come back in difference capacities. Approved to not lease four parking decks at the end of May as a cost savings. Discussed textbooks and state impact – which impacts our budget as well. CFO to fill the role of VP IT in the interim due to staff changes.</i>		