

**CPAC Monthly Meeting**  
**Microsoft Teams | 3:30pm-5:00pm | September 26, 2021**

**CPAC Attendees:** Stephanie Kiba, Greg Dieringer, Alison Doehring, Brittany Ferguson-Mike, Dorothy Gruich, Alan Parker, Chris Stimler, Cora Moretta, Nate Meeker, Kim Beyer, Sonya Wagner, Thad Doyle, Abbey Shiban

**Excused:** Courtney Johnson-Benson, Jeanette Carson, Laura Conley, and Taylor Sminchak

**Absent:**

- 1. Open Meeting:**
  - a. Stephanie Kiba, Chair of CPAC, opened the meeting at 3:32pm
- 2. Approval of the Agenda**
  - a. (Motion) Cora Moretta, (Second) Alison Doehring; no opposed.
- 3. Approval of the Minutes**
  - a. (Motion) Dorothy Gruich, (Second) Cora Moretta; no opposed.
- 4. Q & A: Sarah Kelly, Associate Vice President, Human Resources**
  - a. Stephanie provides welcome to Sara and shares thank you/appreciation for all the work Human Resources has completed over the last 6 months.
  - b. Questions #1: Is UA in the process or currently bidding for healthcare benefits? When will the next bidding process start?
    - i. No bidding will occur in calendar year 2022. However, HR plans to go out to bid for calendar year 2023 for prescription drug and medical.
  - c. Question #2: In the future, will UA consider forming/joining an insurance consortium agreement with other higher education institutions to help lower insurance costs?
    - i. Group purchases with IUC – only one that isn't is a consortium is medical. Human Resources would certainly entertain any bids that would come forward.
  - d. Question #3: Many contract professionals are struggling with the healthcare increases; will any adjustments be made to the healthcare contribution ratios that impacted CP's and other non-bargaining unit employees?
    - i. Non-bargaining units are rolling back to old contribution structure rate but also a 3% decrease from previous years. The goal is to announce by October 1<sup>st</sup> to UA community.
  - e. Many employees recently received written notice from Summa Health Systems regarding potential changes to in-network benefits for Anthem insurance holders. Anthem's contract with Summa Health is set to expire and may not be renewed. Is UA lobbying Anthem to ensure employees have continued coverage with their Summa Healthcare Professionals?
    - i. In the last few weeks, they reached an agreement and renewed the agreement. Summa Health will be in-network through 2024. This will be effective starting January 1<sup>st</sup>.

## CPAC Monthly Meeting

Microsoft Teams | 3:30pm-5:00pm | September 26, 2021

- f. How many Contract Professionals lose vacation due to the carryover limit? On average, how much vacation do Contract Professionals lose?
  - i. Sarah didn't have an answer off the top of her head. However, she is happy to pull a report and get back to us with an answer.
- g. Currently, contract professionals can carryover 352 hours or 2 years of vacation, and many contract professionals lose vacation on June 30<sup>th</sup> due to the carryover restrictions. The Board of Trustees temporarily approved the carryover of an additional 80 hours. Many unions can carry over 3 years of vacation, if contract professionals wanted a similar benefit what would be the process to permanently adjust the carryover for contract professionals? Submit a request to HR/President Miller or submit request to University Council/Human Resources Talent Development Committee
  - i. Sarah recommended that CPAC should take this to UC before submitting a request with President Miller.
- h. Promoting diversity and inclusion is important to our campus community. Is Human Resources considering ways to incentivize training and professional development?
  - i. Social Justice Task Force was formed by the President last year. He also established the Diversity, Equity, and Inclusion Advisory Council to move forward with action steps for each of the 4 strategies. This group meets on October 1<sup>st</sup> to provide an initial thought of this road map.
  - ii. Tami Hannon hasn't set inclusivity training for staff, faculty, and CPs. However, she would love to receive topics on what we would like to see this academic year. If you think of topics, please send to Tami and CC Sarah.
- i. Do we track how many Contract Professionals have left UA due to salary, lack of raises, and changes to healthcare? If CPAC wanted to create an employee exit survey for Contract Professionals, how could we administer that along with the personnel resignation process?
  - i. Currently, there is no tracking system. Administering the survey would depend on what is on the survey and no protected information would be allowed. Sarah would prefer to do a universal exit survey. The university has tried in the past but hasn't received a great turnout. The logical place to execute this survey would be the clearance department because everyone has to go through it before university departure.
  - ii. Stephanie shared that there are a few on CPAC that would be willing to work on this committee to develop questions.
- j. What is the status of the compensation study?
  - i. Human Resources put together a proposal over the summer. However, this committee has yet to meet with the group to discuss a few different options and officially start. There are

**CPAC Monthly Meeting**  
**Microsoft Teams | 3:30pm-5:00pm | September 26, 2021**

potential expenses, such as software tools. There is no established timeline. This could be a 12-24 month process depending on the option chosen to move forward with by the committee.

- k. Additional Questions/Comments from CPAC:
- i. What are the top 2 challenges with recruiting personnel?
    1. Public perception of layoffs due to media.
    2. Compensation is not competitive.
  - ii. How does the spousal insurance work?
    1. If a spouse is employed and they offer at least ½ cost of coverage, the spouse has to be on their own insurance.
    2. This has been a University rule for roughly 10 years. This changed because it was a cost saving measure.
  - iii. How is employee vaccination rates going? What will that look like in January?
    1. At least 60% of UA employees are vaccinated. However, part-time or on call employees could be dragging down the percentage. UA is preparing for the December 13 deadline and continue to strongly encourage folks to upload documentation as that deadline approaches.
    2. UA employees have fewer exemptions than students.
    3. There is no appeal process if exemption is denied. Most get denied because they didn't provide enough information.
    4. If someone doesn't comply, Human Resources would follow the steps of progressive discipline. An employee would receive a written or verbal warning, then suspension, and then last chance agreements.
    5. Steps haven't been laid out quite yet, but the goal is not to have to use progressive discipline.
  - iv. What is the percentage of staff/faculty using the new flexible work agreement policy?
    1. It is being used on campus but used more for flexibility vs. working from home 5 days a week. Most are working from home 1-2 times a week or as needed.
    2. Many are taking advantage of the adaptive schedule. It is different depending on the department.
  - v. Burn out amid the pandemic. 2020 heightened the feeling of burnout. UA is continuing to lose employees because of the pace we are currently working. Mental health of our employees. It is not uncommon to receive a referral from faculty and staff because they are concerned about a co-worker.
    1. Sarah recommends that we encourage our colleagues and ourselves to take vacation time.

**CPAC Monthly Meeting**  
**Microsoft Teams | 3:30pm-5:00pm | September 26, 2021**

2. Sarah shares information about the employee assistance program: access to help if needed.
  - a. Impact Solutions:  
<https://www.uakron.edu/hr/benefits/2013/eap/>
  - b. Provide counseling services – 24/7 phonenumber if it is emergent will connect immediately.
  - c. 7 free counseling sessions per occurrence and extends to all members of your household as well
  - d. Basic life tools such as financial planning.

**5. Financial Report**

- a. Our Supplies and Services Account currently has \$1240.00.
- b. Alan needs to send over document for Stephanie to sign for carry over request. CPAC currently has \$2465.33 in carryover. This will be returned to controller's office.

**6. UC Committee Assignments:**

- a. **Budget and Finance:** No updates.
- b. **Communication:** No updates; the committee is scheduled to meet on Tuesday, September 28<sup>th</sup>.
- c. **Institutional Advancement:** No updates. This committee is waiting on a new list of constituents.
- d. **Information Technology:** John Corby informed us via email on 9/23/21, he was advised all officers associated with University Council Information Technology Committee have resigned. It is his responsibility to organize the first meeting of the academic years which he has proposed dated in October. Our first order of business will be to elect a chair, vice-chair, and secretary, set 3 or 4 goals for the year and set our meeting dates. The committee is still short individuals as we are have four open committee seats to be filled for UC-IT. Per John Corby two still need appointed by for Faculty Senate and two appointed by USG.
- e. **Physical Environment:** No updates.
- f. **Recreation and Wellness:** Chris Stimler was unable to attend due to Admissions day. Meeting minutes weren't available.
- g. **Student Engagement and Student Success:** This committee appointed new officers and started working on goals for the academic year.
- h. **Talent and Development:** No update.
- i. **Childcare Working Group:** No update.
- j. **UC Executive:** No update from Courtney or Jeanette.
  - i. UC update from Stephanie Kiba: Huge thank you to Anne Bruno and Jeanette Carson for continuing to bring up the inequity for contract professionals pertaining to health care.

**7. New Business:**

- a. **CPAC Meeting Schedule/Meeting with Dr. Miller**
  - i. Brittany Ferguson-Mike has held the following dates for CPAC (virtual) meetings from 3:30pm-5:00pm: October 25<sup>th</sup> and

**CPAC Monthly Meeting**  
**Microsoft Teams | 3:30pm-5:00pm | September 26, 2021**

November 22<sup>nd</sup>.

- ii. Brittany will also send invitations for virtual CPAC meetings on January 25<sup>th</sup> and February 28<sup>th</sup>.
- iii. CPAC would like to hold a meeting in December to meet with President Miller. This it to be determined based on availability.

**b. Updating Procedural Manual**

- i. Alison, Stephanie, Brittany, Kim, Jeanette, and Alan will schedule a meeting to start reviewing the CPAC procedural manual.

**c. Professional Development**

- i. The professional development sub-committee hasn't been able to come together since the summer.
- ii. Moving forward, CPAC will focus professional development through May-August due to the difficulty of yielding a perfect time for all.
- iii. This sub-committee believe it is important to bring us together for comradery and will be hosting a virtual Bingo during lunch at the end of October.
- iv. Chris, Alan, and Sonya volunteered to be callers or assist in planning.
- v. CPAC representatives will not be allowed to win.
- vi. The sub-committee also discussed a contract professional social/mingle in December. Preferred location would be the Cummings Center for the History of Psychology. This would allow contract professionals to tour the museum and mingle with light appetizers and beverages provided.

**8. Comments & Announcements**

- a. Question was raised if we should send out an email on behalf of CPAC summarizing news from Human Resources.
  - i. Meeting minutes would need to be proofed by Sarah then send out to contract professionals.
  - ii. CPAC would also like to publicly acknowledge rolled off CPAC members and announce new executive chairs and new members.
- b. Brittany Ferguson-Mike has received access to the CPAC website to update.

**9. Adjournment**

- a. Stephanie Kiba, Chair of CPAC, adjourned the meeting at 4:38pm: (Motion) Dorothy Gruich, (Second) Alan Parker; no oppose.

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