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, Denise Montanari

Absent: Theresa Beyerle, Alisa Benedict O'Brien, Marci Tomajko, Kristin Foy-Samson, Katie Watkins-Wendell

1) **Open Meeting**
   a) Michael Spayd, new chair of CPAC, opened the meeting at 3:06pm

2) **Approval of meeting minutes**
   a) Minutes approved from December 21, 2015 by Myra and John.

3) **New Business**
   a) Contract Professional Advisory Committee Procedural Manual – Draft
      i) To be reviewed at next meeting…
   b) Report from President's Meeting on January 20, 2016
      i) Katie Watkins-Wendell served as CPAC representative. Notes were provided from meeting. Main topics discussed included:
      (1) Black Male Summit
      (2) Budget
      (3) Collective Bargaining
      (4) Draft UC Bylaws
      (5) Possible significant gifts to the Honors College and J.A.R.
   c) Standing Committee Updates
      i) See attachment
   d) CPAC meeting invites/ownership of calendar
      (1) Michael and Alison to ensure all spaces are held into 2017
      (2) New calendar invites will be sent for upcoming meetings
   e) OSCHE update
      i) CPAC is now partnering with SEAC for membership and attendance. Discussion centered around UA report shared and validity of information/numbers.
      ii) Carol attended the January 8 meeting, topics discussed included:
      (1) Reports from colleges in attendance
      (2) Goals for Ohio Board of Regents
      (3) Summer conference: June 16-17 at Wright State University
      (4) Spring Meeting – April 8, 2016

4) **Old Business**
   a) 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

    iv) Continuation of conversation regarding orientation program for new members of the CPAC board.

        (a) 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)

5) Other

    a) Discussion regarding questions for HR/Benefits.

        i) Michael to request Bill Vue to attend next CPAC meeting to answer questions impacting CPAC constituency.

            (1) Michael will prompt a "call for questions" that will be compiled before the next meeting.

6) Adjournment

    a) Michael Spayd called the meeting closed at 4:05pm.

Next meeting to be held on Monday, February 29, 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	
Suzanne Testerman	April, 2017	X
John MacDonald	April, 2017	
Theresa Beyerle	April, 2017	X
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 (1 year)**	**Kelly Kotch**
No meeting was held.		
Communications	**Scott Roberts**	**Ivy Banks, Esq.**
No update to provide. Group set to meet January 26.		
Information Technology	**Diane Raybuck**	**Jeanette Berger**
No update to provide.		
Physical Environment	**Denise Montanari**	**Lia Thompson**
No update to provide. Unsure of upcoming meeting.		
Institutional Advancement	**Katie Watkins-Wendell**	**Dave Parry**
No update to provide.		
Recreation & Wellness	**John MacDonald**	**Katie Sigal Papp**
UC did not have quorum at last meeting for results to be shared. Topic to be included on next UC meeting agenda. President has approved the wellness statement – now that statement is at HR and ready for implementation.		
Student Engagement and Success	**Michael Spayd (1 year)**	**Carol Pleuss (Wayne College at-large)**
The group is beginning to research best practices for multi-term enrollment. Issues include: DARS – new system? Registrar capacity – staffing needs to address? College planning. Committee will send brief to UC Budget committee and UC to discuss at upcoming meeting.		
Talent Development & Human Resources	**MyraWeakland**	**Alisa Benedict O'Brien**
The group is working on two main objectives: (1) compile historical data and information on the Institute of Teaching and Learning (ITL) – this will be used to archive research and programs completed. (2) Review and discussion of performance reviews for campus staff.		
University Council	**Katie Watkins-Wendell**	**???**
No update to provide.		