

CCPS CAC Meeting Minutes

December 3, 2018
302C DeVos Center

In attendance: Mark Hoffman, CCPS Dean's Office, Patty Janes, HTM, Kristine Mullendore, CJ, Steven Smith, SW; Diane Kimoto Bonetti, SPNHA

Absent: Shantonya Scott, Advising Center; Aaron Van Oosterhout, JCP; Tonisha Jones, CJ

Meeting commenced 12:10pm

I. **Approval of past minutes from November 5, 2018.** Unanimous acceptance.

II. **Administrative Matters:**

1. Winter semester meeting schedule is Mondays from 12 -2; the committee will select one each month, specifically January 14 or 21; Feb 11 or 18; March 18 or 25; April 8 or 15. Kris will email the CAC to select preference dates.
2. Provost's office and Chair of ECS/UAS sent an email regarding college ability to replace faculty who are not attending university faculty governance committees. Kris responded that she is not aware of this problem occurring for the CCPS; however, she also updated the bylaws specifically authorizing this replacement authority as part of the proposed revisions. She asked that each committee member update departments on the process for resolving faculty representative schedule conflicts (e.g. scheduling a class during a standing committee meeting time, replacing faculty for semesters mid term, etc.). If there is a problem, it needs to be addressed. And, faculty should not count service work if they are not attending committee meetings.
3. FPPAC indicated faculty should call the building operators (whomever is in charge of your building) when heating/cooling systems are not properly working. **Faculty in DeVos Center should contact 331-3000 to address concerns.**

III. **Old Business:**

Symposium

1. Kris spoke to her department (CJ) about the symposium concept and they were not interested in participating in a research symposium. She suggested each department ask their units regarding their interest in a student, faculty/staff event

collaborative event. Patty suggested HTM would plan their own event if no other CCPS unit was interested. The CAC decided to delay further planning until each committee member has talked to their collective department.

Review of bylaws

Kris reviewed recommended changes she/Aaron made to the CAC bylaws. Committee reviewed suggestions and shared additional ideas. Kris asked the committee to fully review the document and be prepared to vote on it at the January meeting in preparation for sharing it with the CCPS faculty and staff for their approval.

Awards Process

Diane shared there are eight current awards. She suggested the committee revisit consistency between awards. Specifically, consistency should exist in terms of how long a nomination exists (e.g. two years); consistency in number of words needed in a nomination (800 vs 750); awards that receive a financial benefit and those that do not, etc. Diane will discuss with Tonisha and bring recommendations to the committee in January.

Although the topic was discussed in the winter, 2018 meeting, a motion was made by Kris for the non-award 2017-2018 nominations to be considered for two years. Steve moved to accept/Patty seconded. Unanimous.

Mark will get clarification re: a recent memo regarding using university resources to provide the cash given to award recipients. The committee discussed giving some funding all awards (redistributing the existing pot of funds allocated). Discussed with the state of economy and pressure on university resources of the possible alternative for these awards to be the allocation of additional Professional Development funds to support these activities. This issue will be further discussed.

Discussed the increase of awards under the past Provost's leadership. The monetary amount was seen as more symbolic, but still wanting to reward and reflect that the university valued this conduct.

Discussed placing all nomination materials in a unified location. Either the CCPS Blackboard site and/or the CCPS website (with private login) could be used as a safe/university supported system. Nominations can be maintained on this site. Diane will review with the Dean's office for administrative support.

Dean's office standards for review of faculty salary adjustments

Committee discussed the Dean's office's process for faculty adjustments. that has been discussed at several meetings. Mark shared the process will be conducted mid semester and the committee will review "how it went" during the March 2019 CAC meeting.

Campus Wellness update at our next meeting. GR College Advisory Committees and Campus Wellness/Access to workout facilities at GR Campuses – Aaron; not discussed and carried over next meeting agenda.

IV. New Items:

V. Round Table:

- a. Winter meeting discussion of purpose/ideas. Purpose: Engage. Enrich. Enhance.
- b. Ideas: Outside speaker/motivational or common topic. Comedian. Unit head reports (3, 5 or 10 minutes what new information from this past semester). University based committees where units don't necessary have representation. Awards information re: nominations/new processes. Committee opportunities. Voting for committees.

VI. Adjourned:

Adjourned 1:15pm. Minutes taken by Patty Janes, HTM. Next meeting is January 14 or 21, 2018 in room TBA from noon until 2 PM.