



Classified Personnel Advisory Committee (CPAC)

Meeting Minutes
December 6, 2007

Present:	Jan Kidd	Dottie Tompkins
Jay Barden	Linda Knowles	Ex-officio Member:
Carol Fink	Dave Merriman	Marsha McIntosh
Gina Hobbs	Liz Pantle	Excused:
Elke Holt	Leta Roberson	Kathy Erbaugh
Ladonna Hoskins	Dee Teed	Dave Yocom

The meeting was opened by Dave Merriman, Chair.

MINUTES – The minutes from November 15 were approved.

NEW MEMBER – Regina Hobbs was welcomed as a new member on CPAC.

MEET WITH UPAC – The January 17 meeting will include the members of UPAC. Suggestions were made to have speakers.

HOLIDAY PROJECT – As of December 5 donations were up to \$6,100. The goal is \$10,000. Shopping will be Saturday, December 8 at Meijer beginning at 6 am. Trucks are needed to transport the items back to Oxford. Wrapping will be at Phillips Hall in Rooms 43 & 44 on December 10, 11, & 12 at 11am-1 pm and 4-7 pm.

HUMAN RESOURCES – A three year calendar is being developed. Two versions of a draft were distributed. The December holiday days were discussed.

The PRIDE Award program will be implemented on January 1. This award is similar to the lump sum award, but will be available to both classified and unclassified staff. The maximum award will be \$2,500. The current maximum for lump sum awards is \$1,000 and no more than \$2,000 per year.

Healthy Hawk Talk will have a program on holiday eating. It will be held December 14 in 212 MacMillan Hall.

A new staff development workshop flier will be mailed in a couple of weeks.

New employee orientation sessions are scheduled for January 24 and February 27. Sessions may be cancelled due to lack of numbers.

The Skillport review decision communication has been sent to all staff. Some appeals have been submitted. The options for those who have appealed were discussed.

It was noted the weather chart needs to be defined. Each department should communicate to employees what their designations are on the chart.

COMMITTEES – Linda attended the Senate meeting. The Crisis Intervention Report was the main topic, including the E2 system.

Dave M. will be attending the first Benefit Committee meeting in January.

The Campus Planning Committee has appointed a classified staff member who is not a CPAC representative. Jay's term on that committee expired.

The search committee for the VP of Finance is conducting first round interviews and expects to bring candidates to campus in January. Jay is a member of the committee.

Leta is a member of the search committee for the VP of Student affairs. First round interviews should begin in January.

NEWSLETTER – Dee will be organizing the spring newsletter. Ideas for articles were discussed. No deadline has been set.

HAMILTON CAMPUS – A group of staff are meeting to discuss safety concerns and to communicate these concerns to administration. The Hamilton Downtown Center is open. The programs have been very popular. The schedule of events is on the Hamilton website.

Meeting adjourned

Next meeting: December 20