

## MINUTES

Commission on Administrative and Professional Faculty Affairs  
May 12, 2010

Members present: Ellen Plummer, Marilyn King, Amy Hogan, Frances Keene, Hal Irvin, Kirk Wehner, Ken Stanton, Kay Hunnings (representing Richard Sorensen), Ray Ali, Lesley Moyo, Jon Vest, and Peter Warren via phone

Members absent: Jennifer Rezac, Lou Gorr, John Massey, Karen Eley Sanders, Tim Mize,

Guests: Frank Shushok and Leon McClinton

Recorder: Cyndi Hutchison

### 1. Welcome and Introductions

- Interim Commission Chair M. King welcomed those in attendance.

### 2. Fall, 2010, Move-In Program

- F. Shusok and L. McClinton provided information on volunteer opportunities during the Fall 2010 Move-In. The purpose of the program is to provide faculty/staff/students the opportunity to help not only those first year students, but returning students as well. They need people to sign up to work in shifts to assist in things such as: giving directions, moving and hauling, hand out water, etc. Free t-shirt for those who sign up and there is a picnic on Sunday.

### 3. Grievance Procedure Update

- F. Keene updated the Procedures for Conduct of the CAPFA Grievance Committee. The only significant change was to add some language that the CAPFA chair could select designee to manage the process or to avoid a possible conflict of interest.
- **Action:** J. Vest made a motion for approval, E. Plummer seconded. Voted unanimously by the commission and was approved.
- The commission agreed to table possible revisions in the storage of grievance documents until Fall, 2010.

### 4. CAPFA Elections

- F. Keene provided an update on the nominations received for the CAPFA elections. There were a few categories that needed another name or two in order to have completed ballots. The ballots will be sent out the week of May 17.
- The commission will vote electronically on the 2010-11 CAPFA chair.

### 5. Topics for Consideration for 2010-11

- Provide governance 101 session in the fall
- Two forums (one in fall, one in spring.) Possible topics: Students Affairs, Erv Blythe, IT, or Research.
- Outside Employment-Board agenda for June
- March 2011 report on diversity strategic plan

As there were no additional items to be discussed, the meeting adjourned.