

Minutes

Commission on Administrative and Professional Faculty Affairs

September 8, 2010 ~ 1:30 p.m. ~ The Inn Duck Pond Room

Present: Linda Bucy, Mary Christian, Lud Eng for Gerhardt Schurig, Jack Finney, Amy Hogan, Kay Hunnings, Travis Hundley, Hal Irvin, Frances Keene, Greer Kelly, Ellen Plummer, Judy Taylor, John Vest via phone, Kirk Wehner

Absent: Shaimaa Abdallah, Tim Mize, Peter Warren

Guests: Bob Beakner, Ashley Wood

Call to order

The meeting was called to order at 1:35 p.m. The agenda was approved as presented, and the minutes from the last meeting on May 12, 2010 were approved electronically.

Welcome and introductions

Chair F. Keene welcomed everyone to the first meeting of the year, and everyone introduced themselves.

Governance overview

E. Plummer gave a PowerPoint presentation that outlined the university governance structure. Commission members were provided a handout that details what CAPFA is, who serves on CAPFA, who A/P faculty are, and outlines the grievance process. Members also received a 2010-2011 CAPFA roster.

Overview of CAPFA's agenda for the fall 2010

Items for the fall agenda include dealing with issues of A/P faculty employment policies and procedures and work/life balance, A/P faculty task force implementation, and panel discussions with university leaders. In October, the commission will likely begin working on a resolution to do away with the requirement of doing yearly faculty re-appointment letters and adjusting the faculty handbook accordingly. As always, CAPFA will revisit grievance procedures and policies as changes need to be made and will examine ways in which ethics matters are handled amongst A/P faculty. It was suggested that members familiarize themselves with the faculty handbook, particularly chapters two and seven which deal with A/P faculty.

Review of grievance procedures and vote on change

Commission members were given a copy of the procedures for conduct of the CAPFA grievance committee. The CAPFA chair is required to follow these procedures for handling a formal grievance. Commission members were

presented with a proposed change to number 9 (Retention of Documents) on the last page of the procedures. The procedures state that all documentation be maintained in a confidential file with the chair of CAPFA. It was proposed that the procedures be changed to reflect that the confidential file now will be kept in the Provost's Office and that the chair will assume the responsibility for transmitting documents to the office.

Action: A motion was made to make the change to the procedures and seconded. The change was approved by voice vote.

Discussion of future agenda items

It was suggested that H. Irvin do his presentation on the Workplace Climate Survey. However, it was decided that since many members have already heard the presentation it would be best to just send members a link to the survey results. The newly formed AP Faculty Compensation Advisory Committee will likely begin discussions on the need to work on the position job codes of general and academic administrator and the need for AP faculty job descriptions. K. Wehner suggested that CAPFA may need to raise awareness about these issues.

Adjournment

There being no further business, the meeting was adjourned at 2:40 p.m. The next meeting will be October 13, 2010 from 1:30-3:00 in 210 Burruss.

Respectfully Submitted,

Melissa Ball
CAPFA Support Staff