

Commission on Administrative and Professional Faculty Affairs Minutes

October 12, 2016

1:30 p.m.

2317 North End Center

Present: Ross Verbrugge (Chair), Allen Campbell, Jacob Frey, Alan Grant, Monika Lawless, Laura Neff-Henderson, Mary Norris, Sue Teel, Nancy Dudek, Debbie Greer, Sandra Muse, Margaret Radcliffe, Janice Austin

Absent: Mary Christian (with notice), Alex Fritz (with notice), Amy Hogan (with notice), Jim Reinhard, Kirk Wehner, Lujean Baab, Randy Penson, Laurie Brogdon, David Close, Alicia Cohen, Kelly Rawlings (with notice)

Guests: Catherine Cotrupi

Mr. Verbrugge called the meeting to order at 1:32 pm. A quorum was present.

Approval of Minutes from September 14, 2016

Mr. Verbrugge noted that these minutes have been approved electronically.

Old Business

Appointment of a Vice Chairman

Mr. Verbrugge presented Janice Austin as the nominee to serve as Vice Chair for 2016-17 and made a motion to approve. The motion was seconded and passed unanimously.

Resolution CAPFA 2016-17A - Resolution to Revise Faculty Handbook Language Regarding Reassignment

Mr. Verbrugge opened discussion on the second reading of this resolution and presented Legal Counsel's comments regarding the five-day response period proposed by this Commission, which differs from a three-day response in a different section in the faculty handbook. There being no legal reason for these sections to agree, the Commission agreed that a five-day period was appropriate for section 7.6.3, Reassignment. Mr. Verbrugge made a motion to approve this resolution. The motion was seconded and passed unanimously.

New Business

Vaping on campus

At the request of the Commission on University Support, the issue of vaping on campus was discussed. The Commission agreed that incorporating vaping into the existing policy on smoking was preferable and that this feedback would be relayed back to the Commission on University Support.

Development of an Ombuds Office

Mr. Verbrugge updated the Commission on the creation of a university Ombuds Office as recommended to the President by a task force of the Faculty Senate. This update included the purpose and importance of an Ombuds Office as well as the chartering process, which will include a review and approval by this Commission.

Evaluate representation for Library faculty

Mr. Verbrugge presented figures representing the current composition of this Commission in relation to the AP Faculty population, as compiled by the Office of Institutional Research & Effectiveness. These figures indicate that Commission representation is still in line with proportions of AP faculty from each constituent area across the university, so there are no proposed changes to Commission composition at this time.

Performance recognition for AP faculty

Discussion of this topic was tabled.

Develop ways to increase awareness of CAPFA

The Commission decided that the best way to develop awareness and interest in this Commission is to survey the AP Faculty population. Potential areas of interest and ideas will be compiled for this survey and discussed at the next meeting.

Publicize the AP Faculty Activity Report evaluation templates

The AP Faculty Activity Report evaluation templates developed by this Commission last year will be publicized by Human Resources via HR Partners.

Committee reports:

- **Student Government Association:** Mr. Frey had nothing new to report.
- **Transportation and Parking Committee:** Ms. Greer reported that a pilot program will be initiated to test the concept of a tiered approach for purchasing parking passes. This program will designate some parking spaces around the Drillfield as preferred parking for those willing to pay a higher amount, approximately \$900. The Commission had the following feedback:
 - How will this affect employees in the lower pay bands who typically park in these spaces (i.e. housekeeping staff that arrive early)?
 - How do capacity issues factor into the tiered structure?
 - What's the justification for \$900 price point?
 - Could cost of permit be relative to salary?
 - Will those who have 30 years of service be eligible for these spaces?
- **Commission on Research:** Ms. Dudek reviewed the Environmental Health and Safety incident reports and how they compare to other universities. She also mentioned the new conflict of interest system through OVPRI.

- **Commission on Equal Opportunity and Diversity:** Ms. Muse provided the following updates:
 - o Progress towards implementing the Pathways program.
 - o Banner is scheduled to include gender identity functionality to their software sometime in the second half of 2017.
- **Commission on Staff Policies and Affairs:** Ms. Radcliffe indicated that the focus of the commission is to help develop more career development support for staff members.
- **Staff Senate:** Ms. Teel reported that changes are being considered to bylaws for clarity, defining acceptable and unacceptable absences.
- **Graduate Student Assembly:** Ms. Norris reported that the US Dept. of Labor has decided that students are considered employees. As such, state employee must have a six-month period of separation from the university before accepting a GA, GRA, or GTA position.

Adjournment

There being no further business, the meeting was adjourned at 2:59 p.m.

Respectfully submitted,

Angelica Melvin
on behalf of Ross Verbrugge, Chair