

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
October 13, 2010 ~ 1:30 p.m. ~ President's Board Room

**Present:** Linda Bucy, Jessie Chen-Yu, Mary Christian, Jack Finney, Amy Hogan, Travis Hundley, Kay Hunnings, Frances Keene, Greer Kelly, Ellen Plummer, Judy Taylor, John Vest via phone, Peter Warren via Phone, Kirk Wehner

**Absent:** Shaimaa Abdallah, Hal Irvin, Tim Mize, Gerhardt Schurig

**Guests:** Byron Hughes, Ashley Wood, Kelly Woods

**Call to order**

The meeting was called to order at 1:33 p.m. The agenda was approved as presented, and the minutes from the last meeting on September 8, 2010 were approved electronically.

**Welcome and introductions**

Chair Frances Keene welcomed everyone to the meeting, and everyone introduced themselves.

**Update on November forum with Dr. Ed. Spencer**

The CAPFA forum will be held on Wednesday, November 10, from 1:30-3:00 in 300 Squires. Dr. Ed. Spencer, Vice President for Student Affairs, has agreed to be the speaker. Members were asked for their input on the structure of the forum and asked what they would like to hear from Dr. Spencer. It was suggested that he start off with a general discussion about the units within his area and discuss Student Services' connection with AP faculty. Since they have a fairly extensive evaluation process, it was suggested that learning more about it might be beneficial. Being one of the more long standing Vice Presidents, hearing his thoughts or reflections about us as a community of employees was suggested also. Survey will be used to obtain questions from AP faculty prior to the forum.

**Update on ethics procedures**

AP faculty do not currently have a formal process to deal with ethics complaints. This issue is currently being examined, and a draft of a formal process is in the very early stages. The commission will likely be working on this more extensively in December or January.

**Preview of AP faculty compensation advisory committee**

Kirk Wehner, who is chairing the committee, gave an overview for the committee's plans for the upcoming months. The first formal meeting of the committee will be held on November 3, and they will continue to meet regularly until spring. Rich

Charles, from Human Resources, will be doing a demonstration of PeopleAdmin with a focus on using it for creating AP faculty position descriptions. The committee will also talk about a timeline for creating position descriptions, discuss salary guidelines, review position group codes, and address the faculty salary increase approval process. Kirk will be giving regular updates at future CAPFA meetings regarding the work of the committee.

**Items from commission members**

Frances Keene indicated that she has received emails from several AP faculty expressing their desire to get involved with CAPFA in some way even though they aren't official members. It was suggested that perhaps they could be a part of a work group for upcoming projects or a work group to focus on topics for future CAPFA forums.

**Adjournment**

There being no further business, the meeting was adjourned at 2:15 p.m. Due to the CAPFA forum on November 10, there will be no business meeting in November. The next regular business meeting will be December 8, 2010 from 1:30-3:00 in the President's Board Room.

Respectfully Submitted,

Melissa Ball  
CAPFA Support Staff