

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
**September 9, 2015 – 1:30 p.m. HR Conference Room 2317**

**Present:** Mary Christian, Alex Fritz, Travis Hundley, Hal Irvin, Jerry Luttrell, Sue Volkmar, Karen Watson, Jim Reinhard, Ross Verbrugge, Tara Brent CC, Andrew Trent, Dawn Stoneking, Kelly Rawlings, Emma Potter, Sandra Muse, Margaret Radcliffe

**Absent:** Alan Grant, Laura Neff-Henderson, Ellen Plummer

**Call to Order**

The meeting was called to order at 1:30 p.m.

**Approval of Minutes**

The minutes from the May 13<sup>th</sup> meeting were approved electronically.

**Old Business**

**Employee Recognition Policy 4335**

Cynthia Bonner joined the meeting in May to discuss changing Policy 4335. Cynthia requested that CAPFA consider amending the policy to include all full time 12 month employees. CAPFA will work on a proposal. Sue and Hal will meet with Jack Finney.

**AP Faculty Performance Evaluations**

Group will continue discussion on AP evaluations this year with a goal of adding templates, guidelines and best practices to the AP Faculty website. Sue suggested creating a group to work on this project.

**New Business**

**Meeting of the Chairs**

Alex attended the meeting of the Chairs with the President and Provost and informed them about what CAPFA will be working on this year. He relayed that the President challenged the group to look longer term; how can CAPFA help AP Faculty in the next 5, 10, 15 years and encouraged more collaboration across the commissions.

**Fall Speaker Series**

Possible speaker-Thanassis Rikakis  
Sue will send out three possible dates in October.

**Other Items**

Vice Chair Nominations: Sue nominated Alex Fritz for Vice Chair, Travis Hundley seconded. All in favor, motion passed.

Mary Sue Coleman, former president of the University of Michigan, will launch a series of Beyond Boundaries public lectures on the challenges and opportunities facing higher education on September 24<sup>th</sup> at 10 am at the Moss Arts Center.

Wayne Clough, secretary emeritus of the Smithsonian Institution and a former president of Georgia Tech, will deliver the fall 2015 Hugh and Ethel Kelly lecture titled "Climate Change: Engineering reality into the debate" at 1:30 on October 2n in the Haymarket Theatre.

Hal informed the group about the proposed rule changes to the FLSA.

- As it stands the comment period is open for the proposed rule changes to FLSA. If passed as proposed, the new salary minimum for exempt employees will be

\$50,440 annually. That means anyone making less than this amount must be classified as non-exempt and earn overtime. There will be few exceptions. Currently, there are 1,270 employees who earn less than \$50,440 and are classified as exempt. We are participating with associations, CUPA-HR and ACE and have submitted comments.

**Adjournment**

There being no further business, the meeting was adjourned at 2:15 p.m.

Respectfully Submitted,  
Amanda Lucas  
CAPFA Support