

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
**October 14, 2015 – 1:30 p.m. HR Conference Room 2317**

**Present:** Alex Fritz, Alan Grant, Ross Verbrugge, Sue Volkmar, Karen Watson, Andrew Frey, Faculty Reps: Andrew Trent, Sandra Muse, Margaret Radcliffe

**Absent:** Tara Brent, Mary Christian, Laura Neff-Henderson, Ellen Plummer, Travis Hundley, Jerry Luttrell, Jim Reinhard

**Call to Order**

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

**Approval of Minutes**

The minutes from the September 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. Kirk Wehner informed Sue that a request has been submitted to the Provost.

**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 asked for volunteers to for a subcommittee to work on this project. Ross V., Karen W., Margaret R. and Sue volunteered.

**New Business**

**Fall Speaker Series**

Possible speaker-Charlie Phlegar

Sue will send out three possible dates in October.

**Other Items**

A suggestion was made to invite Kate Keeny to speak at a future meeting to discuss Beyond Boundaries.

Margaret Radcliffe gave a report from CSPA. University Council decided that there won't be any further work on an e-cigarette policy at this time. A group was put together to work on a draft policy regarding dogs in office buildings. The group will meet and work on a draft policy this year.

Sandra Muse reported on the last CEOD meeting on September 21<sup>st</sup>. Four sub groups were created to work on the following: on changing the name of Columbus Day to possible Indigenous People's Day; Ethnicity workgroup; Equity/Diversity report and a salary equity work group; and a Membership/Representation group.

**Adjournment**

There being no further business, the meeting was adjourned at 2:00 p.m.

Respectfully Submitted,  
Amanda Lucas  
CAPFA Support