

**Commission on Faculty Affairs
Minutes
December 2, 2011**

Members Attending: Sarah Karpanty (Chair), Jack Finney, John Massey, Bruce Pencek, Alan Grant, Brad Klein, Eric Vance, Diane Agud, Matt Chan, Rich Sorensen, and Joe Merola

Guests Attending: Pat Hyer (Associate Provost Emeritus), Curtis Mabry (HR, Director of Recruitment), Heidi McCoy (Director of Business Affairs in the President's Office), and Leah Richardson (Human Resources)

The meeting was called to order by Sarah Karpanty, Chair, who distributed the agenda with six items.

1. Approval of Minutes from 18 November 2011
2. Review suggested revisions to CAPFA Resolution 2011-12A, Conviction Checks, by Karpanty
 - Curtis Mabry (HR, Director of Recruitment) available for Q&A related to implementation of conviction checks.
3. Proposed changes to policy 13010, Faculty Conflicts of Interest and Commitment by Pat Hyer
4. Briefing and Q&A on Long Range Planning Process by Sarah Karpanty
5. Briefings on relevant Commission or Committee Agendas
6. New Business
 - Scheduling of a final pre-break meeting to replace the one that was originally scheduled on Dec. 16th

1. Approval of Agenda from October 7, 2011

Sarah Karpanty requested members to read and approve last meetings' CFA minutes electronically by Wednesday December 7, 2011.

2. Review suggested revisions to CAPFA Resolution 2011-12A, Conviction Checks

Sarah Karpanty informed members that the second reading for CAPFA Resolution 2011-12A, Conviction Checks was scheduled for December 5, 2011 and therefore Curtis Mabry (HR, Director of Recruitment) was invited to answer any question members might have.

Curtis Mabry briefed members on the process of conviction checks at the university. The conviction check process is based on the Fair Credit Reporting Act, which provides federal protections to those who are subject to conviction checks. Members were informed that about 2700 checks have been conducted since January, and 340 of these who had some type of conviction were not hired. Fifty-one individuals of the 340 had failed to report convictions that were found on the check. Contesting a positive conviction check is rare, but it has happened since applicants are informed of the outcome of the check and are given the opportunity to provide clarification or additional information.

The procedure for a conviction check involves using an individual's social security number in the national, state, and county/municipals databases. The search looks for records available for all years that are included in the databases. CFA members were informed that it has become standard practice at many universities to conduct conviction checks and applicants are required

to sign a disclosure release form when applying for a position. CFA members were further informed that the conviction check process requires multiple levels of decision making (e.g., department head, dean, provost) related to whether an applicant with a positive conviction check should not be hired.

A motion was made and approved to bring up an amendment on CAPFA Resolution 2011-12A at University Council meeting to include the words "the policy is subject to Fair Credit Reporting Act" and also to include a link to the Act. The commission voted 11 in favor, 1 opposed for the motion.

3. Proposed changes to policy 13010: Faculty Conflicts of Interest and Commitment

Pat Hyer briefed members on draft changes on policy 13010, in particular sections 2.2 and 2.3. Members were informed that new language will be added to the policy to require graduate assistants who may want to work in companies owned by their faculty chairs to be informed of any conflicts that may arise before they sign a contract. The purpose is also to avoid students signing a contract that is in contradictory to university policies. CFA members also suggested a new language be added to the second paragraph of section 2.2 to remove the words "perceived or actual." The final proposed policy reflecting the changes will be sent to CFA when it is being considered by the Commission on Research, the sponsoring commission.

4. Briefing and Q&A on the Task Force on long Range Planning Process

Sarah Karpanty informed members that Dr. Knox's presentation on the Task Force on Long Range Planning will be rescheduled for a future meeting in the spring. The Task Force on Long Range Planning will post new reports on the website and members are encouraged to visit the website and give their recommendations on draft reports..

5. Briefings on relevant Commission or Committee Agendas

Joe Merola informed members that the Intellectual Property Committee is currently discussing conflict of interest issues based on the Stanford University case. Discussions are ongoing.

Matt Chan informed members that there are discussions at the commission on staff and policy affairs concerning the governor's proposed changes to leave policies and retirement plans for staff.

Jack Finney informed members that there is a task force on International Visitors, whose mandate is to come up with ways to track international visitors while at the university. The government requires that universities keep track of international visitors, especially those from high-risk countries (i.e., those on the D or E lists which are maintained by the federal government). International visitors need to be tracked to ensure that classified labs are not accessed inappropriately.

New Business

1. CFA meeting scheduled for December 16 was cancelled.

There being no further business, the meeting was adjourned. The next meeting is scheduled for January 27, 2012.

Recorder, Maxwell Awando