

MINUTES

Commission on Staff Policies and Affairs

Date | time 1/23/2018 2:00 PM | *Meeting called to order by* Chairman Tammie Smith

Approval of Agenda and Minutes

Minutes: The approval of the November 2017 minutes was tabled awaiting completion of the draft of minutes by Robert Sebek, who stood in for Mary Helmick as secretary for that meeting.

Agenda: Sue Teel moved to accept the agenda presented for the January 23, 2018 meeting. LaTawnya Burleson seconded motion.

New Business

First Reading Waived/Second Reading and Approval: Resolution B on Career Achievement Awards:

Commission was read the proposed resolution. Discussion regarding whether the resolution was about Human Resources receiving authority to oversee the awards or if it was concerning increasing the number of awards each year was led by Susanna Rinehart. Explanation by Robert Sebek, Tammie Smith and Sue Teel clarified that by approving the transfer of oversight of the Career Achievement Award to Human Resources, changing the number of awardees could be handled as an administrative process and no longer require the approval of the Board of Visitors.

A motion was made by LaTawnya Burleson to waive the requirement of a first reading. Seconded by Danette Poole. Following further discussion and after a visual review of the text of the Resolution, the Commission indicated its intent to move forward with a vote. Motion was called to a vote. Motion passed unanimously.

A motion was made by Sue Teel to approve Resolution B giving the Vice President of Human Resources authority to oversee the Career Achievement Award. Seconded by Margaret Radcliffe. Motion passed unanimously.

Discussion regarding changes to the winter holiday schedule: Robert Sebek summarized the status of potential changes to the winter holiday schedule and whether the university would close officially as is the case currently. He suggested that the Commission draft a resolution requesting the university to remain open. This draft would be reviewed and debated with historical information and data that would either support the resolution or not. The Commission offered an alternative plan to instead draft a survey that would go out to all staff to gauge the interest in changes to the winter holiday schedule and recommending the university remain open. A subcommittee was formed to draft survey questions, which could then be brought back to the Commission for review at the February 27 meeting. LaTawnya Burleson offered to chair the subcommittee. Other members are Sally Shupe, Danette Poole, Sue Teel, Robert Sebek, and Lori Buchanan.

Report from Student and Graduate Assistant Commission: Hazem Sharaf reported their commission will meet next week for first meeting and he will have a further update for CSPA at the February meeting.

Report from Commission on AP Faculty Affairs: Margaret Radcliffe reported the following discussions at the last CAPFA meeting:

- A. The CAPFA representative to Transportation and Parking Committee reported that they are considering waiving or reducing parking permits for Purple Heart Recipients. Additional review is forthcoming. This committee is also considering the issue of free visitor or guest parking, in order to increase the income stream that funds campus parking facilities and maintenance. Additional review is forthcoming.

- B. Ways to market the governance activities of the Commission on AP Faculty Affairs in to AP Faculty, at faculty orientation, or at other events, in order to increase awareness of CPFA and interest in participation in University Governance.
- C. Reviewing policies requiring telework and alternative work agreements with AP Faculty. Margaret Radcliffe and Sue Teel will both be working with Martin Daniel in HR to update this policy.

Report from Faculty Senate Representative: Susanna Rinehart offered to take any recommendations passed by CSPA relating to staff or (in the case of the Commission on AP Faculty Affairs) AP Faculty to Faculty Senate to request their review and joint approval of support. Discussion amongst CSPA members was this would be very good to show overall support for recommendations.

Chairman Smith announced the next meeting will be held February 27, 2018

Chairman Smith adjourned the Commission at 3:05 PM.

Respectfully Submitted,

Mary Helmick

Vice Chair, Commission on Staff Policies and Affairs