

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
March 9, 2011 ~ 1:30 p.m. ~ 210 Burruss

**Present:** Linda Bucy, Mary Christian, Alicia Cohen, Amy Hogan, Travis Hundley, Kay Hunnings, April Hylton for Gerhardt Schurig, Hal Irvin, John Vest via Phone, Kirk Wehner, Kelley Woods

**Absent:** Shaimaa Abdallah, Jessie Chen-Yu, Jack Finney, Greer Kelly, Tim Mize, Ellen Plummer, Judy Taylor

**Call to order**

The meeting was called to order at 1:36 p.m. The minutes from the last meeting on February 9, 2011 were approved electronically.

**CAPFA Vice Chair**

A request for a volunteer to fill the CAPFA Vice Chair vacancy was announced at last month's meeting. Linda Bucy volunteered to fill the vacancy. Since there were no other volunteers and no objections to Linda filling the role, she will assume the position through the end of the academic year.

**Employee Recognition Resolution**

Amy Hogan shared a draft of a resolution that she wrote to recognize Frances Keene's outstanding service to CAPFA. The resolution will only be a part of the CAPFA minutes and records and will not go forward to University Council. One misspelling in the third paragraph of the resolution was pointed out and will be corrected. Everyone was in favor of the corrected resolution becoming a part of the official CAPFA records.

**Update on Faculty Handbook Revisions**

The faculty handbook committee met in February with Kay Heidbreder and Jack Finney. They discussed whether or not the handbook should be updated constantly or periodically. Although a decision was not reached, discussions are ongoing regarding this matter. The committee has divided up the task of going through the handbook chapter by chapter. The A/P faculty section will be discussed at the March 31 meeting. If anyone has any issues that need to be addressed by the committee, they should let Kay Hunnings know.

**April A/P Faculty Forum**

Plans are to have another open forum in April rather than a regular business meeting. Members were asked for suggestions for speakers. Ralph Byers, Dwight Shelton, William Lewis, and a representative from University Organizational and Professional Development were amongst the suggestions. Given the budget situation and the fact that employees will not be getting a raise again this year, the consensus was to try and have both Ralph and Dwight speak if possible. Amy Hogan will contact them to see if they are available. Every effort will be made to try and schedule the forum on the date of

the regularly scheduled business meeting; however, the date may need to be changed based on the availability of the speakers and on room availability. Forum details will be forthcoming.

**Adjournment**

There being no further business, the meeting was adjourned at 2:16 p.m.

Respectfully Submitted,

Melissa Ball  
CAPFA Support Staff