

MINUTES

Commission on Administrative and Professional Faculty Affairs
January 13, 2010

Members present: Frances Keene, Ellen Plummer, Kay Stanton for Richard Sorensen, Lauren Ritter, Melinda West, Ken Stanton, Karen Sanders, Jonathan Vest, Lou Gorr, John Massey, Kirk Wehner, Ray Ali, and Peter Warren via phone

Members absent: Hal Irvin, Marilyn King, Tim Mize, Amy Hogan, Tarah Coleman

Recorder: Cyndi Hutchison

1. Welcome and Introductions

- Commission Chair F. Keene welcomed those in attendance.

2. Second reading on Policy 4075

- Consider another example in section 2.2.
- **ACTION:** E. Plummer made a motion to approve Policy 4075 and J. Vest seconded. 1-opposed, 1-abstain, 10 affirm and policy was approved.

3. Second reading on Holiday closing

- E. Plummer suggested a need for procedures that go along with policy – FAQ's for implementation provided from HR and Provost Office. L. Ritter will bring that suggestion back to staff senate.
- **ACTION:** K. Wehner made a motion to approve the Holiday closing policy and K. Sanders seconded. 1-opposed, 1-abstain, 10 affirm and policy was approved.

4. Student Affairs representation on CAPFA for spring semester

- As F. Keene will be out for the spring semester on maternity leave, CAPFA needs to fill her vacant Student Affairs representation. Jennifer Rezac volunteered to be the Student Affairs representative.
- **ACTION:** It was voted unanimously and approved for J. Rezac to fill the seat until the end of the spring semester.

5. Announcements and updates from CAPFA members

- E. Plummer updated the commission about a meeting she had with F. Keene, M. Lyons and Tom (?) where a suggestion was made that the three chairs (Senate, CFA, and CAPFA) meet together once a month or every six weeks to discuss employee issues, policy initiatives, and re-evaluate distribution of AP faculty. K. Wehner to put together a list of general admin.

6. Future agenda items:

- Re-evaluate CAPFA membership

- Diversity Strategic Plan discussion (2013). High level indicators as a measure of this plan. Review by commission, no feedback.
- Decision on the March 10, 2010 meeting
- Rec sports proposal re: McComas fee
- AP faculty task force update from Hal.

As there were no additional items to be discussed, the meeting adjourned.

The next meeting is scheduled for February 10, 1:30 p.m. in PBR.