

Minutes
Commission on Administrative and Professional Faculty Affairs
September 10, 2014, 1:30 pm, 325 Burruss

Present: Tara Brent, Mary Christian, Alex Fritz, Alan Grant, Amy Hogan, Hal Irvin, Jerry Luttrell, Gregory Purdy, Jim Reinhard, Ross Verbrugge, Sue Volkmar, Karen Watson, Jon Wooge,

Absent: Jennifer Hundley, Travis Hundley, Jon Vest

Call to Order

The meeting was called to order at 1:36 pm. Minutes from the May 14, 2014, were not approved in May; therefore, will be sent along with the September 10, 2014 meeting minutes for approval.

Review and Prioritize Goals for FY2015

Increase CAPFA's communication with AP Faculty through the use of a CAPFA website linked to the university's governance website. The Department of Human Resources is willing to work with CAPFA to build a website. It was determined the new website should be a top priority.

Conduct an AP discussion panel to answer questions about who are AP Faculty, what do we do, etc.

It was suggested CAPFA can do an Our VT – Virtual Brown Bag session to conduct an informative discussion panel on AP Faculty. Discussion included the inception of an AP Faculty Senate, one that is comparative to the Staff Senate. With the increase of AP Faculty conversions, we have a growth of AP Faculty, and we need to take a look at the representation of AP Faculty.

Workshop on governance.

This was completed by Dr. Ellen Plummer; she conducted an Our VT session entitled Governance 101 on September 9, 2014.

Discussion on new legal resources.

It was agreed to table this topic until the next meeting. There is a Legal Resources representative that can attend a CAPFA meeting to explain the benefit.

Develop AP performance evaluation system (CLAUS example).

The current AP Faculty performance evaluation form/template is not workable. It was stated an employee does the work in completing the form, but no one looks at it. AP Faculty is not being reviewed. Can HR add something to the HR website as a resource for AP Faculty evaluation? Can CAPFA come up with a best practice for AP Faculty performance system?

Leadership development of AP Faculty (OUD).

Sue Volkmar to invite Lori Baker-Lloyd, Executive Director for Organizational and Professional Development, to a CAPFA meeting to discuss leadership development.

Fall and spring guest speaker series.

December 2nd is scheduled with Dr. Patty Perillo as the guest speaker. Logistics of the fall guest speaker meeting need to be conducted. There is a new auditorium in Engineering that holds 300.

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Faculty Handbook.

Current faculty handbook revisions - we need to work on this during the fall.

Employees' Spouse and Dependent Scholarship Fund.

Hal Irvin gave a description of the scholarship fund and explained its purpose – provides financial support to employees' spouses and dependent children who enroll at the university. Is CAPFA willing to work on this? If so, Randy Holden can be scheduled to attend a CAPFA meeting to discuss.

Other

- Discussion of CAPFA minutes distributed to other commissions.
- Discussion of AP Reps attending CAPFA meetings.
- Discussion of Parking Committee – the old way of dealing with parking tickets has passed. The Parking Committee is looking for a CAPFA rep; any volunteers?
- Vice chair for CAPFA – if there are no volunteers, the chair will appoint a person.

Adjournment

There being no further business, the meeting was adjourned at 2:15pm.

Respectfully Submitted,
Lesa Young, CAPFA Support