

Minutes
Commission on Administrative and Professional Faculty Affairs
October 8, 2014 ~ 1:30 p.m. ~ 325 Burruss

Present: Rachel Estariz, Alex Fritz, Alan Grant, Amy Hogan, Jennifer Hundley, Travis Hundley, Hal Irvin, Jerry Luttrell, Gregory Purdy, Jim Reinhard, Ross Verbrugge, Jon Vest, Sue Volkmar, Karen Watson

Absent: Tara Brent, Mary Christian, and Jon Wooge

Guest: Yohna Chambers

Call to Order

The meeting was called to order at 1:30 p.m. The agenda from the last meeting was approved electronically.

Legal Resources – New Benefit – Yohna Chambers

Yohna Chambers, Assistant Vice President for Human Resource Operations, presented an overview of the new legal benefit provided by Legal Resources. For the employee, the cost is \$8.25 per pay period and the entire household is covered. During the recent open enrollment, 615 employees enrolled in the program. Listed below are some of the items that are covered at no additional cost:

- Legal advice and consultation
- Tenant dispute with landlord
- District court representation in a civil action
- Review of a financial contract or lease
- Traffic court representation (including first offense DUI)
- Will preparation
- Uncontested divorce representation
- Uncontested domestic adoption (including name change)
- Purchase, sale or refinance of primary residence
- Defense of child in juvenile court (misdemeanor)

Open enrollment for this benefit will be held once a year.

Grievance Policy Updates

Amy Hogan distributed the proposed changes to the Grievance Policy and Procedures for Administrative and Professional section of the Faculty Handbook. She explained that most of the changes evolve around the issue of grievability. A grievability panel will be convened during Step 1 of the process to determine if the issue is grievable. Sue Volkmar requested that CAPFA members review the proposed changes and be prepared to discuss and vote on at the next meeting. Amy Hogan and Sue Volkmar will take the changes to Legal Counsel for approval before the next meeting.

Amy Hogan will distribute an electronic version of the document.

CAPFA member needed for Academy of Faculty Service nomination committee

Jennifer Hundley volunteered to serve on this committee.

Nominations for CAPFA Vice Chair

Jennifer Hundley and Alex Fritz volunteered for this position. After discussion, a motion was made and approved accepting Alex Fritz CAPFA Vice Chair.

CAPFA Website

Sue Volkmar met with Laura Neff-Henderson, Human Resources Communications Manager, to discuss the design of the website. Sue will share with the CAPFA members once the website design is developed.

Other Items

No other items were discussed.

Adjournment

There being no further business, the meeting was adjourned at 1:57 p.m.

Respectfully Submitted,

Gloria Smith

CAPFA Support (substituting for Lesa Young)