

## **CAPFA Minutes**

### **Commission on Administrative and Professional Faculty Affairs**

**October 10, 2018 – 1:30pm – 2400 North End Center/Zoom**

**Present:** Janice Austin, Lujean Baab, John Benner, Allen Campbell, Martin Daniel, Greg Fansler, Alan Grant, Joy Hottenstein, Jennifer Hundley, Monika Lawless, Maia Greene-Havas, Terri Pecora, Emilee Hillman, Margaret Radcliffe, John Massey, Jeremy Daubert, Maria Balota

**Absent:** Mary Christian, Cayce Meyers, Karen Watson (with notice), Amy Hogan (with notice)

Monika Lawless called the meeting to order at 1:30pm. A quorum was present.

#### **Note of Approval of Minutes from September 12, 2018 done electronically.**

Ms. Lawless reported the minutes were sent out for review and were approved electronically. They have since been forwarded to the University Council.

#### **Old Business**

There was no old business to report.

#### **New Business:**

Ms. Erin McCann from the Office for Strategic Affairs provided an update on the university's strategic plan. She indicated that their work started with Beyond Boundaries in 2016, which continues to serve as the foundation for the strategic plan. All attendees received a handout with a list of themes that have emerged thus far in the strategic planning process. Ms. Monika Lawless asked how various parts of the strategic plan will be prioritized and the speaker shared that these conversations held across campus will help to determine the answer to that question. Several commission members shared feedback regarding concerns that were not directly addressed on the handout. Some of these concerns included: How to retain high-quality employees, how to continue alumni engagement, and lack of mention of quality education. A concern was also raised regarding the theme of Ut Prosim but the speaker clarified that Ut Prosim is at the core of all focus areas. The strategic affairs team will continue to meet with committees and various departments across campus through December. Between January and May the strategic framework will be finalized and hopefully approved during the summer of 2019.

The appointment of a Vice Chair was discussed. Greg Fansler volunteered to be considered for the position. Dr. Janice Austin made a motion for Greg to be Vice Chair and Ms. Jennifer Hundley seconded the motion.

A CAPFA Awareness working group was established. A discussion ensued around the CAPFA listserv that existed in the past. Ms. Margaret Radcliffe noted that only 70 out of the approximately 1700 A/P faculty employees joined the listserv. It was suggested that a Google Group be created with all 1700 employees added to the listserv. They would then be able to unsubscribe if desired. Other ideas suggested speaking at orientation sessions about CAPFA and holding annual or biannual large meetings for A/P faculty. There was further discussion regarding how often listserv emails would be sent. Some ideas included the sharing of meeting information, election material, and a call for Grievance Panel volunteers. In this case emails would be sent about six – seven times a year. With regard to action items, Mr. Martin Daniel will see if the commission can have access to all A/P faculty email addresses. Ms. Monika Lawless will find out how other commissions have broached this topic. She also suggested the distribution of CAPFA information on postcards. Ms. MaDonna Overstreet noted the importance of contacting people in a manner that does not suggest they are being given additional tasks. It was suggested that occasional networking events could be useful, but other members shared that it may be too challenging to find common themes of interest among the array of A/P faculty.

The Revision of AP Faculty Grievance Submission Form workgroup was also created and will include Ms. Monika Lawless, Dr. Janice Austin, Ms. Maia Greene-Havas, and Mr. Rodney Irvin

**Commission representative reports:**

Ms. Margaret Radcliffe shared a Commission on Staff Policies and Affairs (CSPA) report. She explained that a task force was created to develop action items that would work to improve issues such as parking, childcare, and leave benefits. The report will be presented to the Board of Visitors.

No other commission reports were shared.

**Other Business/Discussion:**

Mr. Martin Daniel shared a reminder that the university climate and engagement survey will launch Monday or Tuesday of next week. The survey will be open for about a month and should take about 10 - 15 minutes to complete.

The meeting concluded with an announcement that the next meeting will be held on November 14<sup>th</sup> at 1:30pm.