

Date: March 29, 1994

Commission on Administrative and Professional Faculty Affairs (CAPFA)

Tuesday, March 29, 1994,
President's Board Room,
3:00 p.m.-5:00 p.m.

MINUTES:

Present: P. Hyer, J. Jones, R. Jones, M. O'Neill, T. Ryan, R. Sorensen,
A. Spencer, and N. Spencer

Via Teleconference: T. Baker, A. Lee, J. Simmons, and C. Thorpe

Absent: D. Carper, H. Pettway, and R. Purdy

Guest: Colin Carrig

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:05 p.m. She reviewed the agenda for the meeting for the benefit of off-campus Extension members who had not received a copy. O'Neill also expressed her interest in meeting the Extension members in person in the near future.

The minutes from the meeting on February 23, were reviewed. O'Neill asked for any corrections or comments. Rich Sorensen moved that the minutes be approved as written and Roy Jones seconded the motion. By vote, the minutes were approved as presented. O'Neill complimented Carol Claxton on the handling of the minutes via electronic transfer.

REPORT FROM NOMINATING SUBCOMMITTEE:

Marty O'Neill, Rita Purdy, and Tom Ryan met to develop a list of potential nominees for the ten slots available on other university committees, councils and commissions. The subcommittee limited the nominations to three per position (one from each area). Two user-friendly ballots will be designed for Extension area and for General Administration, Academic Support and Student Affairs areas. The total Extension election will be held in May. The subcommittee looked at a balance of people from all areas in regard to male/female equity. O'Neill met via telephone with Joyce Simmons to receive nominations and input from the Extension area.

CAPFA plans to move forward with the ballots and elections this spring, with terms of service beginning in the fall. It was noted that this is a preliminary list; we still need to follow-up with those who have not been contacted concerning their willingness to be placed on the ballot.

Sorensen moved for approval of the proposed slate of nominees on the condition of acceptance of those not yet contacted, as well as corrections of titles and spelling of names. He further moved that the CAPFA Nominating Subcommittee make substitutions for any nominee who is not eligible to serve. The motion carried.

O'Neill thanked Ryan, Purdy and Simmons for their work on this process.

There was additional discussion on how to seek input from groups CAPFA

serves and how those elected to the governance bodies should report to CAPFA. There was consensus that reports from administrative and professional faculty representatives on the various commissions could be circulated electronically, and if further discussion is needed on a specific issue, then request that person appear at a CAPFA meeting. Sorensen suggested that a time slot be designated for these reports and everyone concurred.

CAPFA STANDING COMMITTEES AND CHAIRPERSONS:

Pat Hyer informed the committee that CAPFA needs to establish a Grievance Review Subcommittee and a Reconciliation Subcommittee. Members on these committees do not have to be elected CAPFA representatives. There will be further discussion of standing committees at the April meeting.

IMPLEMENTATION OF GRIEVANCE PROCEDURES:

Pat Hyer introduced Colin Carrig, a member of the Faculty Senate and chair of the Faculty Review Committee. Carrig discussed the contrast between the Faculty Review Committee and the Faculty Reconciliation Committee and at what point one becomes involved.

The Faculty Review Committee becomes involved when a grievance advances to the Provost after it has passed through the supervisor and next level administrator. The Provost refers the grievance to the chair of the Faculty Review Committee, who then forms a panel of five members to hear the matter. This subcommittee sends its recommendations to the Provost. Basically, the Faculty Review Committee is an advisory committee that can request as much evidence or testimony necessary to make a decision. It is more of an information gathering process rather than an adversarial process.

The Reconciliation Committee gets the principal parties together with a third party (Reconciliation Committee) to try and come to some sort of an agreement.

A grievant can go to the Reconciliation Committee without going first to the grievance procedure; or committee members can become involved after the formal process has been initiated, calling a halt while reconciliation is attempted and returning to the grievance procedure if unsuccessful.

The Reconciliation Committee has 90 days to help resolve an issue or it has to go back to the grievance process. (Reconciliation attempts for administrative and professional faculty are limited to 30 days.)

The purpose of the Reconciliation Committee is to see what things can be negotiated and what balance can be achieved. It does not report its findings. One question was how does a grievant reach the Reconciliation Committee? A grievant can be referred to the Reconciliation Committee by the Faculty Review Committee or a department head. Information can be found in the Faculty Handbook.

O'Neill thanked Carrig for attending the meeting and sharing information on the Faculty Senate grievance procedure. This information will be helpful as CAPFA develops its grievance procedure. O'Neill then asked members to think about what committees they would like to serve on or chair. Tom Ryan expressed interest in the Reconciliation Committee.

Sorensen suggested that we wait until the April meeting to further discuss and make suggestions concerning the grievance committees. At the April meeting CAPFA will look at subcommittees for Reconciliation and Review and ways to ensure the participation of the Extension professionals located off-campus.

NEW BUSINESS

Pat Hyer discussed the draft of the Faculty Buyout/Retirement Program that was distributed prior to the meeting. This program was developed in 1989 for those tenured faculty with 10 year+ service based on a state statute giving Boards authority to develop early retirement programs for faculty. Extension representatives raised concerns about the prohibition against full-time employment at another state agency for those participating in the plan. Hyer stated that this language was part of the statute and would have to be changed by the legislature. It is also not clear that administrative and profession faculty will be eligible to participate; this will have to await a ruling by the Attorney General's office.

Norrine Spencer and Rita Purdy will present issues for discussion at the next meeting relating to eligibility of administrative faculty to represent CAPFA on commissions and reassignment as outlined in the Faculty Handbook. Pat Hyer will provide copies of the Sexual Harassment policy revisions proposed by the EO/AA Committee for information purposes only.

Any other agenda items should be forwarded to Marty before the next meeting.

The next meeting of CAPFA will be April 19, from 3:00 p.m.-5:00 p.m. in 400D Burruss.

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Carol Claxton
Administrative Intern

Date: April 19, 1994

Commission on Administrative and
Professional Faculty Affairs
(CAPFA)

Tuesday, April 19, 1994
400D Burruss Hall
3:00 p.m.-5:00 p.m.

MINUTES:

Present: P. Hyer, J. Jones, M. O'Neill, R. Purdy, T. Ryan, and R. Sorensen
Via Teleconference: T. Baker, A. Lee, and H. Pettway

Absent: D. Carper, R. Jones, J. Simmons, A. Spencer, N. Spencer, and
C. Thorpe

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:10 p.m. O'Neill asked if there were any changes to the minutes. There being no changes, the minutes were approved as presented. O'Neill reported that University Council approved CAPFA's minutes of February 23, 1994, and Sorensen commented that O'Neill did a fine job in representing CAPFA at the University Council meeting.

PROPOSAL FOR ELECTRONIC REVIEW/APPROVAL OF MINUTES:

O'Neill proposed that CAPFA review and approve the minutes of the meetings electronically. This will allow for a quicker response in getting the minutes to University Council. Questions were raised as to whether there would be a deadline for approving minutes electronically, and how any changes to the minutes would be handled. It was agreed there will be a deadline for approval of the minutes; and if there are any changes, other than simple "typos", then the minutes will not be approved until discussion has taken place at the next scheduled meeting. There was consensus that the minutes be reviewed and approved electronically providing there are no changes.

SPRING ELECTION BALLOT:

O'Neill gave an update on the ballot for the election to be held this Spring for representatives to the other university commissions. There are several categories where there are only two nominees instead of three. The Nominating Subcommittee had proposed a maximum of three names, but had not mentioned a minimum, and O'Neill asked for approval to have two names for some slots. The other alternative was to get the subcommittee back together for additional nominees.

Pat Hyer recommended moving Barbara Cowles or Mark Schaefermeyer to the Commission on Undergraduate Studies/Policies in order to have at least two names in each slot. Sorensen moved to accept the slate of nominees with the changes recommended. The motion carried.

The ballot will be prepared and will have a brief explanation on its purpose. There will be two ballots; one for the Extension area and one for the campus.

There was discussion concerning the length of service to these commissions.

Both Hyer and Sorensen stated that CAPFA should determine the length of service, however, one-to-three years was recommended in order to have some continuity. Sorensen recommended that we hold the election this spring to determine who the representatives will be and ask the elected representative for his/her preference for length of service. O'Neill, as chair of CAPFA, will make the final decision, with assistance from Bobbi Lowe (President's Office).

The election for Extension will be May 24 and the election for on-campus will be in May. Voting should be completed by June 15, with results announced soon thereafter.

GRIEVANCE PROCEDURES

A. Creation of Review/Reconciliation Committee Chairs

O'Neill asked if anyone was interested in serving on or chairing the Review or Reconciliation Committees. A question was raised as to whether one person could chair both committees. It is possible, however, it would be difficult.

At the meeting on March 29, Tom Ryan expressed interest in chairing the Reconciliation Committee and agreed to serve.

O'Neill then asked Herb Pettway to chair the Review Committee and Pettway agreed to chair the committee. It was noted that a person who chairs the committee does not have to be a member of CAPFA, but it was agreed that at least for the first year both committee chairs should be CAPFA members in order to establish some good communication between the two committees.

B. Further Discussion of Procedures

It was decided that the Review and Reconciliation Committees should be "up and running" before fall semester; however, the procedures still need to be developed. Ann Spencer, Pat Hyer, and Judith Jones will act in advisory roles in assisting with writing the procedures. Rich Sorensen agreed to help review the procedures and guidelines, but not serve on either of the committees.

The Reconciliation Committee is more flexible in terms of the number of panel members it needs. It can have as many or as few members as appropriate. It was recommended that the Reconciliation Committee have three members. The Review Committee needs five panel members. Sorensen noted that sometimes it is difficult to get five people together because of the various schedules and geographic location. Hyer indicated that if it becomes a problem, then a proposal can be submitted to University Council. After additional discussion, it was recommended that 15 people be recruited to serve on both panels, noting that administrative faculty will make good panel members, based on their experiences in supervision/evaluation.

For Extension, Judith Jones recommended that O'Neill contact Richard Pulliam, Director of the 4-H Center at Holiday Lake, so that he can announce at the Extension conference that CAPFA is recruiting members to serve on these panels.

There was a question as to whether a committee can be formed at a particular meeting if five members are not present. Hyer stated that a hearing can be held with just three panel members instead of five if it becomes necessary. Hyer also indicated the need for a training session for members of the panel. The panel should expect to hear 4-6 cases. J. Jones pointed out that since this is a new commission that faculty may

opt to use CAPFA instead of the Faculty Senate; therefore, a precise number of cases cannot be predicted.

The following agreements were reached: 1) 15 members will be recruited to serve on both committees. A combined training session will be held and each member recruited will give their preference as to which panel they would like to serve on; 2) In early summer the writing of the procedures and a training session will take place with assistance from Hyer, A. Spencer and J. Jones. It was further agreed that the 4th step grievance procedures will not move forward until the procedures have been approved by CAPFA.

Sorensen commented that CAPFA is obligated to be ready by August 30 to start hearing cases and Hyer added that administrative and professional faculty salary grievances can be heard by CAPFA. Therefore, CAPFA is aiming for a September 1 deadline on having the procedures established and the committees ready to hear cases.

ELIGIBILITY OF ADMINISTRATIVE FACULTY TO REPRESENT CAPFA ON COMMISSIONS:

Norrine Bailey Spencer was absent, therefore this topic will be discussed at a future meeting. Spencer sent a message that the proposal is in progress.

REASSIGNMENT AS OUTLINED IN THE FACULTY HANDBOOK.

O'Neill asked Rita Purdy to address this topic. Purdy received messages from faculty members who were concerned with the language about reassignment. Since the messages were anonymous, neither Purdy nor any other CAPFA member could respond to their concerns directly. There was discussion and comments as to how we should handle anonymous complaints/concerns, etc.. Hyer asked that the minutes reflect that when CAPFA was in the process of being established, a DRAFT copy of the guidelines was mailed to everyone in the areas represented and they were given ample time to express any concerns. Also, an open forum was held for that purpose, as well. O'Neill commented that CAPFA is being put in the position of not being able to answer anonymous complaints directly. Sorensen commented that we should serve as a hearing board, but unless a person really builds a case, then it is hard for us to act on it. Judith Jones suggested that anonymous concerns be brought before the committee because it could be something CAPFA hasn't thought of, however, there still will be no specific way to respond.

SCHEDULE FOR FUTURE MEETINGS

O'Neill proposed that CAPFA determine its meetings for 1994-95 in order that a room can be secured, as well as telephone lines for the Extension representatives. There was general agreement that CAPFA will hold its meetings the fourth Wednesday of each month, with the exception of holidays. The next meeting of CAPFA will be on August 31, from 3:00-5:00 p.m. The location of the meetings will be announced as soon as it is confirmed. Meetings for 1994-95 are listed below.

Day	Date	Time	Place
Wednesday	Aug. 31, 1994	3:00-5:00 p.m.	TBA
Wednesday	Sept. 28, 1994	3:00-5:00 p.m.	TBA
Wednesday	Oct. 26, 1994	3:00-5:00 p.m.	TBA
Wednesday	Nov. 30, 1994	3:00-5:00 p.m.	TBA **
Wednesday	Jan. 25, 1995	3:00-5:00 p.m.	TBA
Wednesday	Feb. 22, 1995	3:00-5:00 p.m.	TBA

Wednesday	March 22, 1995	3:00-5:00 p.m.	TBA
Wednesday	April 26, 1995	3:00-5:00 p.m.	TBA

**Because the dates for meetings in November and December fall during Thanksgiving and Winter Break, there will be one meeting on November 30, which will serve as the November/December meeting.

Tom Baker expressed concern for the cost for the Extension representatives to call in. He has served on committees where the remote sites do the calling and questioned whether the two administrative areas (i.e., Provost Office and Associate Vice President for Personnel/Administrative Services Office) should pay for the calls. O'Neill will take this under advisement and get back to the Extension representatives in the fall.

Hyer asked if anyone has received a bill for the February and March calls. There was no indication that anyone had received a bill. Hyer then asked Carol Claxton to contact the DIT operator in Richmond to find out the costs. Hyer will check on the possibility of sharing the costs between the Provost Office and the Associate VP for Personnel and Administrative Services.

NEW BUSINESS

In response to questions

J. Jones commented on the Extension Salary Study. Dr. Allen put together a committee last summer to study perceived problems of Extension Agents' salaries. She also said that Hyer and Institutional Research did a lot of work on this study. The report revealed that the salaries progressed to a point and then flattened off (that was in the old system where the top-of-the-scale was reached). There was a cap put on the salaries in 1991 when the state went to the merit system. Allen mailed the report to the Extension faculty and asked for suggestions by May 1, on how to address this problem.

Hyer commented on the Sexual Harassment Policy that was sent to the committee for informational purposes only. There have been two lengthy meetings with the Commission on Faculty Affairs concerning the draft. There was discussion on what constitutes harassment or inappropriate behavior and the fact that the accused is not informed of who the complainant is. Hyer indicated that the Faculty Affairs Committee will meet again on April 29.

Tom Ryan and Herb Pettway will meet via phone on April 22, to discuss their respective roles as chairs of the Review and Reconciliation Committees. Pettway announced that he will be on campus June 20-23. O'Neill asked him to let her know so that an informal meeting can be arranged with her and other on-campus CAPFA members if they are available. O'Neill stated that Joyce Simmons will be on campus in early June.

Agenda items for the meeting in August will include continuation of the Grievance Procedure and the proposal from Norrine Spencer on administrative faculty representing CAPFA on other university commissions.

Sorensen asked that CAPFA not rule out possible summer meetings for as many as can make it if one is needed for guidance on developing the grievance procedures.

There being no further business, the meeting adjourned at 4:35 p.m.

Respectfully submitted,

Carol Claxton
Administrative Intern