

**Commission on Administrative and Professional Faculty Affairs
(CAPFA)**

**Wednesday, February 23, 1994
1810 Litton-Reaves Hall
3:00 p.m. - 5:00 p.m.**

MINUTES

Present: David Carper, Pat Hyer, Judith Jones, Marty O'Neill, Rita Purdy, Thomas Ryan, Richard Sorensen, Ann Spencer, and Norrine Bailey Spencer

Via Teleconference System: Audrey Lee, Herb Pettway, Joyce Simmons, and Carole Thorpe

Absent: Tom Baker and Roy Jones

The meeting was called to order by Ann Spencer at 3:05 p.m. Ann explained that this Commission has been in the works for almost two years. She then asked those present to introduce themselves and the areas they represent.

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| David Carper (Staff Senate) | Pat Hyer (Ex-Officio) |
| Judith Jones (Ex-Officio) | Audrey Lee (Extension) |
| Marty O'Neill (General Administration) | Herbert Pettway (Extension) |
| Rita Purdy (Academic Affairs) | Thomas Ryan (Student Affairs) |
| Joyce Simmons (Extension) | Richard Sorensen (Academic Deans) |
| Ann Spencer (Ex-Officio) | Norrine Spencer (Academic Affairs) |
| Carole Thorpe (Extension) | |

CAPFA meetings will continue to be held in 1810 Litton Reaves Hall until a teleconference system is in place in Burruss. The teleconference system is used to allow off-campus Extension members to attend the meetings.

BACKGROUND/HISTORICAL PERSPECTIVE; OVERALL GOVERNANCE STRUCTURE

A. Spencer gave a brief summary of the creation of CAPFA. Minnis Ridenour and Fred Carlisle appointed a task force Summer 1992 to look at a number of issues concerning administrative and professional faculty. The Task Force put a resolution before University Council to establish a new commission to represent administrative and professional faculty on campus. The CAPFA Implementation Committee met through Fall 1993 to coordinate an election.

Pat Hyer discussed the role of CAPFA, which is to hear the third and fourth step grievances from administrative and professional faculty; to act as a peer body to provide advice to the President and Vice President on grievances.

Hyer also stated that CAPFA should establish committees to make up by-laws, to advise on policies and proposals, and/or develop policies and proposals. CAPFA will collaborate with other commissions when issues cross lines.

Another role of CAPFA is to consider/discuss and forward resolutions to University Council. In order for a resolution to become a policy, it must have two readings by University Council, approval by the President and sometimes the Board of Visitors. All minutes are put on INFO System and all meetings are open to the public.

LENGTH OF MEMBERSHIP OF ELECTED REPRESENTATIVES

The length of membership was discussed. This topic was not addressed in the initial elections. It was decided that those elected or appointed to the commission last fall would serve for a minimum of 18 months. After June 30, 1995, there will be staggered terms in order to provide some continuity. Members can also be re-elected once their term expires.

| <u>EXPIRES:</u> | <u>June 30, 1995</u> | <u>June 30, 1996</u> | <u>June 30, 1997</u> |
|-----------------|----------------------|----------------------|----------------------|
| | Marty O'Neill | Tom Ryan | Rita Purdy |
| | Norrine Spencer | Herb Pettway | Audrey Lee |
| | Carole Thorpe | Tom Baker | Joyce Simmons |

Rich Sorensen (Academic Deans Representative) indicated that his appointment is for three years, with his term expiring in June 1997. Faculty Senate, Staff Senate, SGA, and GSA representatives are appointed on a yearly basis.

ELECTION OF CHAIRPERSON

The election of a chairperson of this Commission has to be an elected official. After discussion it was decided that the chair would serve for one year, with the exception of this year's chair, who will serve until June 30, 1995. Policy states that elected vice chairs will serve as chair the following year. For example, in October 1995, the person elected vice chair of CAPFA will serve as chair the following year.

Since the chair has to be elected official, Pat Hyer opened the floor for nominations. Norrine Bailey Spencer nominated Marty O'Neill. There being no other nominations, it was moved and seconded that the nominations be closed. By unanimous vote, Marty O'Neill was elected chair. Marty expressed her willingness to serve with assistance from Pat Hyer and Ann Spencer. Sorensen reminded the members that it was the Executive Vice President (EVP)/Provost area's responsibility to provide staff assistance to the committee. A. Spencer responded that her office will provide that assistance through the end of this academic year. (Carol Claxton, Administrative Intern, will provide the assistance).

ELECTION/NOMINATIONS TO OTHER GOVERNANCE BODIES:

There are a total of ten slots on other governance bodies that need to be filled by administrative and professional faculty. CAPFA is to nominate people to serve and then have an election for those nominated. Deans, Vice Provosts and Administrative Faculty are not eligible to serve. Concern was expressed about the fact that administrative faculty (i.e., department heads and associate deans) cannot serve on university councils and commissions. Pat Hyer suggested that CAPFA propose a resolution to University Council to change the opportunity for future elections to allow administrative faculty in the Academic Support areas to gain access to the ten slots on other university councils and commissions.

The ten slots include Commission on Classified Staff Affairs, Commission on Faculty Affairs, Commission on Graduate Studies and Policies, Commission on Research, Commission on Student Affairs, and Commission on Undergraduate Studies and Policies, which can have a professional faculty representative from any area.

Professional faculty (one each) from General Administration, Academic Support, or Student Affairs can serve on University Council and University Advisory Council on Strategic Budget and Planning.

Professional faculty (one each) from Extension/Public Service can serve on the Commission on University Support (effective Fall 1994) and the University Advisory Council on Strategic Budget and Planning (effective Fall 1994).

Rich Sorensen suggested that a subcommittee or a Nominating Committee be created to develop a slate of nominees and develop an alternative electoral process for future elections. A member of each area represented should serve on this subcommittee/Nominating Committee and that this committee should become one of the Standing Committees.

Joyce Simmons agreed with Sorensen and further suggested that this subcommittee look at the election process and come back to the full group in the Spring before conducting the elections. This will let persons receiving the ballots know what they are receiving and what they are eligible to serve on. Both suggestions were favorably received.

Marty O'Neill, Rita Purdy, Tom Ryan, and Joyce Simmons agreed to serve on the Subcommittee/Nominating Committee and will meet within the next few weeks.

IMPLEMENTATION OF GRIEVANCE PROCEDURES:

The major task for CAPFA this spring is how to handle the four-step grievance procedure as a committee. There may be need for a subcommittee. Pat Hyer will send copies of the grievance procedures for administrative and professional faculty and Faculty Senate to members. It was suggested that we ask for information about the Faculty Senate grievance procedure, and that we have someone from the Faculty Senate attend the next meeting of CAPFA to talk about the implementation procedure.

CAPFA STANDING COMMITTEES AND CHAIRPERSONS:

Because of the time, this agenda item will be discussed at the March meeting.

OTHER BUSINESS:

The next two meetings of CAPFA will be Tuesday, March 29, from 3:00 p.m.-5:00 p.m. in the President's Boardroom in Burruss, and Tuesday, April 19, from 3:00 p.m.-5:00 p.m. in 400D Burruss.

Marty O'Neill, as chair of CAPFA, should start attending University Council meetings. Ann Spencer asked Carol Claxton to inform Bobbi Lowe, President's Office, that Marty is the new chair and should be added to the University Council Membership Roster.

Any agenda items for the next meeting should be sent to Marty prior to the meeting.

There being no further business, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Carol Claxton
Administrative Intern