

Administrative and Professional Faculty Senate

May 8, 2019

Bonnie Combo Room

Members Present: Sandra Bond, Andy Borak (new), Ashlee Claud, Max Esterhuizen, Emily Ewoldt, Melanie (Mel) Fox (new), Michele Hosey, Kay Johnson, Eric Lovik, Albert Mah, Shannon Phillips, Buffy Ruffin (new), Amber Smith, Susan Trageser (cabinet liaison), Jessica Twiest

Members Absent: Sandra Baker, Scott Bennett, Erin Berman (new), Mike Chamberlain, Alix Guynn, Gwen Houston, David Wheeler

Guests: Larry Ashby, Alice Coughlin, Alicia Dials, Kristina Contreras, Alicia Dials, Stephanie Jennelle, John Sanders

1. **Call to Order** – The meeting was called to order at 3:30 pm by President Ashlee Claud.
2. **Approval of Minutes** – The minutes from April 10, 2019 were reviewed and approved.
3. **Welcome to New Senators** – New senators whose terms start in FY2020 were invited to this meeting. Ashlee asked all senators to introduce themselves.
4. **Staff Picnic** – Kristina Contreras, Staff Senate President, reminded everyone about the picnic on May 17th. The Staff Senate is still asking for AP Senate volunteers to work shifts, and to contribute donations for swag. Allison McCoy will sing by and pick up donations if you send her an email. A volunteer meeting will be held tomorrow at 11:00 am in Whitt 116, if you want more information or want to volunteer.
5. **Update on AP Raises** – John Sanders, Interim AVP for Human Resources, said the T&R & AP Faculty will receive a 3% increase, per DHRM. An announcement will come out next week. The raise is across-the-board for those with satisfactory evaluations and employed on or before 3/19/19. The evaluation will need to be up-to-date. People with unevaluated employees are getting reminders, and there will be interim evaluations for new hires. See the DHRM website: http://www.dhrm.virginia.gov/docs/default-source/compensationdocuments/18-19-comp-memo-fags_01.pdf?sfvrsn=2.
6. **Old Business:**
 - **Parental Leave Motion Update** – Susan Trageser said the language needs to be modified, and the motion needs to be amended to change the language in the AP Faculty Handbook. The task group of Ashlee Claud, Max Esterhuizen and Amber Smith will work on this with Larry Ashby, Human Resources.
 - **Survey Update** – There is no update yet. Ashlee will lead a summer project about an AP Faculty Survey. Eric and Amber will work with Ashlee.
 - **Motion to Suspend June and July Business Meetings** – Because of the handbook and survey work, the motion was amended to: For 2019, AP Senate meetings for June and July will be combined and held on June 26. The amended motion was approved, seconded, and passed unanimously.
7. **AP Senate Elections:**
 - Parliamentarian – Buffy Ruffin.
 - Secretary – Kay Johnson.
 - Vice President – Max Esterhuizen.

- President – Ashlee Claud.

8. New Business:

- **Meeting Day/Time for Next Year** – We will meet at the same day/time. We'll see a Doodle poll later if Ashlee learns about conflicts.
- **Jefferson College AP Employees** – Discussion on accommodating them at Senate meetings. Ashlee will ask if the Bonnie Combo room can be set up as a Zoom room. Otherwise, we would need to meet in a Zoom room elsewhere, or provide a camera and microphone at meetings at the Bonnie.
- **Commencement** – Commencement is going to the rain schedule because of the forecast for severe inclement weather. See your email.

9. Adjournment – The meeting adjourned at 4:07

10. Future Meeting:

- June 26, 2019