Meeting Minutes:
Date: August 24, 2011
Time: 3:00-4:00
Location: Watson 455
Approved: Sept. 7, 2011

Present: Sarah Goodwin Thiel, Nikhat Ghouse, Carmen Orth-Alfie, George Gibbs, Brian Rosenblum, Amalia Monroe-Gulick, Mary Raple

Review of Actions from August 10th meeting:
- DONE-- Sarah and Nikhat – Topics to follow-up with Dean:
  - Annual review form
  - Merit process
- IN PROCESS, do not have all the reports-- Exec Committee members – read all the LFPA committees annual reports before next meeting
- IN PROCESS, first email sent but will need to make a second call -- Sarah -- email calling for volunteers/nominations for committees
- Carmen – update the committee membership lists webpages to show liaisons
- IN PROCESS -- Exec Committee members -- as the assigned liaison make contact with committee and find out when the committee will meet and see if there is other information to report at next LFPA Exec meeting.
- DONE, scheduled to meet every two weeks on Wednesday 3-4 --Sarah – set up regular meeting time and send meeting invite to LFPA Exec committee members.

Agenda:

1. Minutes of August 10, 2011 meeting approved with changes.
2. LFPA Fall General Meeting – Lorraine has been invited to provide an update to the LFPA. The meeting will be scheduled around her availability in mid to late October. Hopefully the next phrase of the Huron report will be available for discussion.
3. Disciplinary Expectations Task Force – discussed membership (3 or 5 members) and charges. Plan to appoint the committee to begin work after the Fall LFPA General Assembly meeting. Need to review code for setting up task force.
4. PRC – plans to reinstate committee. Sarah updated Exec on discussions with Dean Haricombe and Rebecca Smith on the standing charges and shared notes on current interpretation of the standing charges and draft of special charges. As part of this dialog, it has been asked that the ex officio membership include the Director of Communications and Advancement (Rebecca Smith); LFPA Exec concurred. Plans to be continued at the next LFPA Exec meeting.
5. **Salaries and Benefits** – plans to reinstate committee. Sarah updated Exec on discussions with the Dean. The travel/development funds are currently being reviewed by Dean’s Exec. Lorraine supports the idea of a compression study and suggested that this is typically done mid-year. Standing charges were reviewed and determined to be relevant. Sarah shared draft of special charges to address concerns about salary compression and travel/professional development funds. Sarah will add this to the call for volunteers. Plans to be continued at the next LFPA Exec meeting.

6. **Annual evaluation form and Merit process** – rather than make a special charge to Salaries and Benefits, LFPA will appoint a special task force to review the Annual Evaluation Form and a separate Merit process and make recommendation. Dean’s Exec is reviewing the annual evaluation process/form used in Student Success as a possible model to copy. Goal is to have new forms and processes ready for use in 2013. Charges will be clarified at a later meeting.

7. **CRSA** – do not have the annual report yet, but received recommendations for special charges from the past chair of CRSA. LFPA Exec discussed the requirement that those receiving CRSA funds report back by giving presentations. There are questions about how to enforce this requirement. Specials charges discussion will be to be continued at the next LFPA Exec meeting.

8. **Committee liaison assignments updates:**
   - Salaries and Benefits -- Sarah

**Actions from Aug 24 meeting:**
- Sarah/Nikhat/Carmen -- Find out how to set up a task force
- Sarah -- Schedule Fall General Assembly meeting for mid-late October.
- Carmen/Sarah -- Send out another call for committee volunteers/nominations.
- Sarah -- Send email now to call for volunteers/nominations for PRC and Salary and Benefits committees and activate before fall meeting.
- LFPA Exec -- contact individuals to recruit volunteers for committees.
- Committee liaisons -- make contact with the committee if there is full membership and there are charges to begin work.

**Parking Lot:**
- Possible code changes – ongoing list to be forwarded to later to Code and Bylaws: ex officio members of PRC
- Fall General Assembly agenda to be sent out one week in advance of meeting.

**Next Meeting:** September 7, 2011, 3:00-4:00, Watson 455