

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
February 9, 2011 ~ 1:30 p.m. ~ 210 Burruss

**Present:** Linda Bucy, Mary Christian, Alicia Cohen, Amy Hogan, Travis Hundley, April Hylton for Gerhardt Schurig, Hal Irvin, Frances Keene, Ellen Plummer, Judy Taylor, Kirk Wehner, Kelley Woods

**Absent:** Shaimaa Abdallah, Jessie Chen-Yu, Jack Finney, Kay Hunnings, Greer Kelly, Tim Mize, John Vest

**Guests:** Kimberle Badinelli, Karen Jones, Leon McClinton

**Call to order**

The meeting was called to order at 1:35 p.m. One item (March Meeting Date) was added to the agenda. The minutes from the last meeting on January 12, 2011 were approved electronically.

**Equity and Access AP Faculty Search Management**

Dr. Karen Jones, Executive Director for Equity and Access, gave an overview of the Equity and Access unit, which is part of the Human Resources Department, and its role in supporting the AP faculty search process. Equity and Access is comprised of Equity Initiatives, University ADA Services, and Conflict Resolution. Equity Initiatives oversees our compliance as a Federal Contractor in the search process. It provides oversight of university affirmative action efforts and works with departments to ensure adherence to equal opportunity principles as they relate to the search and selection of faculty.

**Hokie Helpers Update**

Dr. Leon McClinton, Director of Residence Life, and Kimberle Badinelli, Associate Director of Marketing and Communications, both from the Division of Student Affairs, discussed the Hokie Helpers program. It is a campus-wide service opportunity for students, faculty, and staff to provide assistance to students and their families as the students move into their new homes on campus. This year's move in will be Wednesday, August 17 through Saturday, August 20. There were 600 volunteers last year, and the goal this year is 1000. Anyone interested in volunteering can sign up online at [www.hokiehelpers.org](http://www.hokiehelpers.org).

**CAPFA Chair and Vice Chair Discussion**

- Dr. Steger met recently with commission chairs to discuss upcoming commission projects and to give an update on the retirement discussions taking place in Richmond with the General Assembly. Though nothing definitive has been decided yet, Dr. Steger felt that the outcome won't be as severe as the original proposal by the Governor. He also shared with the chairs that there have been some extensive discussions in the General Assembly regarding the Extension function at the university.

- Frances Keene will be stepping down as Chair of CAPFA due to her taking on some additional work responsibilities. Therefore, the Vice Chair, Amy Hogan, will be taking over as Chair. Kelley Woods will now be representing Student Affairs on CAPFA. Members were asked if anyone was interested in taking over as Vice Chair. Although no one volunteered, members were asked to please consider it and to contact Amy with any questions or interest they may have.

### **Update on Faculty Handbook Revisions**

There are two resolutions that will affect AP faculty that are scheduled to be presented to the Academic Affairs Committee at the March Board of Visitors (BOV) meeting. They are editorial clarifications that did not need to go through the full governance process and can go directly to the BOV. One resolution is to eliminate doing letters of reappointment because they are a duplication of what ought to be occurring regularly such as annual performance evaluations and dialog and conversations between supervisors and subordinates. The other resolution clears up some language in the AP faculty section that has to do with restricted AP faculty contracts. The new language will require that restricted AP faculty be given a 30 day notice if their contract is being ended due to unusual circumstances such as a sponsor pulling funding on a project. The handbook workgroup met recently to discuss the purpose of the handbook, if it should be online or not, how frequently it should be updated, and how changes should be communicated.

### **University Employee Benefits Committee Representative**

Frances was notified by April Myers, in the President's Office, that the CAPFA representative on the University Employee Benefits Committee is unable to complete her term. The committee meets the third Thursday of every month in Southgate. Commission members were asked to try and find an AP faculty member in their area that might be interested in serving. Names of those interested should be given to Amy Hogan.

### **March Meeting Date**

Since the next scheduled CAPFA meeting is during spring break, members were asked if they preferred to have the meeting rescheduled or leave it as is. Members expressed no concern with having the meeting during spring break; therefore, the meeting will remain as scheduled. Members were also asked to continue thinking about forum topics to discuss at the March meeting.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:57 p.m. The next meeting will be March 9, 2011 from 1:30-3:00 in the President's Board Room.

Respectfully Submitted,

Melissa Ball  
CAPFA Support Staff