

## MINUTES

Commission on Administrative and Professional Faculty Affairs  
October 8, 2008

Members present: Ellen Plummer, Frances Keene, Nick Spruill, Michelle Adcock, Marilynn King, Kay Hunnings, Ray Ali, Melinda West, Kelly Oaks, Kirk Wehner

Members absent: Lou Gorr, Richard Sorensen, Karen Sanders, Hal Irvin, Charles Lytton, Pat Hyer

Guests: Marshall Chaney, observing for ELPS 6304 class  
Mary Grace Campos, observing for ELPS 6304 class  
Makeisha Williams  
Tony Gambill

Recorder: Cyndi Hutchison

1. Welcome
  - Commission Chair Frances Keene welcomed those in attendance.
  
2. Update on AP faculty compensation for teaching for-credit courses
  - F. Keene provided update on AP faculty compensation for teaching for-credit courses. The policy went through the University Council meeting on Monday, October 6. It is scheduled to have its second reading and vote at the next University Council meeting on November 17. She will keep commission updated on where policy stands.
  
3. Grievance Policy & Procedures – continued discussion
  - Policy
    - The draft policy was revised to reflect suggestions to streamline the grievance process. There are no changes to the resolution from the September meeting.
    - The draft policy was revised to state that the Step Two administrator for extension A/P faculty is the Dean of Agriculture and Life Sciences.
    - Discussion included questions about the appropriate administrator for Step Three. There is a need to explore options for the Step Three administrator where the Associate VP for Human Resources might be perceived as having a conflict of interest by a grievant or other parties involved in the process.
  
  - Procedures
    - **ACTION:** K. Oaks made a motion that an email be sent out allowing the commission time to review procedures and if no reply or questions, motion would be carried.
  
  - Discussion tabled until November 12<sup>th</sup> meeting.
  
4. Mentoring Program for AP Faculty

Tony Gambill and Makeisha Williams were invited to present information on leadership and mentoring programs

M. Williams discussed a pilot two-year Executive Development Institute program with 21 participants customized for Virginia Tech.

  - Deans or VP nominate one person from each area.
  - The Executive Development Institute is centrally funded by the university and does not cost individual departments anything.

- The Executive Development Institute is designed to develop Virginia Tech's next generation of leaders and will provide multiple approaches to career enhancement and development. EDI provides a structured method for assessing and developing leadership competency. Conferences, continuing education, and even advanced degrees, may be costing a good deal of time or money on leadership development. Since EDI is a personalized awareness-building and goal-setting program, it complements other educational activities.

Services the faculty or staff member receives by participating in EDI include:

- Confidential feedback from direct reports, peers, or colleagues. Direct developmental feedback from supervisors. Targeted assessment tools to match various leadership roles
- Pre and post assessment: two assessment opportunities spanning seven months
- Comprehensive written reports of assessment results, providing measurable progress of growth in leadership competency
- One-on-one consultation with mentors/coaches: On average, 3 hours of personalized, one-on-one consultation with an EDI mentor/coach with follow-up throughout the program
- An Individual Development Plan tailored to individual needs and linked to resources aligned with career development goals

For more information regarding the program, visit the link to the University Organizational Development website: <http://www.uod.vt.edu/edi/index.html>

T. Gambill discussed his experience with mentoring programs and believes it is best to tailor mentoring programs to meet a specific goal. Human Resources currently offers a variety of leadership development classes and programs. Should CAPFA decide to engage in leadership development or mentoring, Human Resources could partner on creating a content-specific programs e.g. how to communicate effectively...

The survey CAPFA conducted in 2005 should be revisited to identify priority issues for CAPFA. A link to survey data will be provided via e-mail to members of the commission.

#### 5. Future agenda items

- Annual leave carry over balances (invite possibly Judy, Lynette, or Caroline from HR)
- Issues emerging from classified staff to AP faculty (invite Judy Ridinger)

As there were no additional items to be discussed, the meeting adjourned.

The next meeting is scheduled for November 12th.