

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
September 12, 2012 ~ 1:30 p.m. ~ 325 Burruss

- Present:** Linda Bucy, Jessie Chen-Yu, Mary Christian, Alicia Cohen, Shoma Ghosh, Roderick Hall, Jennifer Hundley, Travis Hundley, April Hylton, Hal Irvin, Ellen Plummer, Kelley Woods, Jon Wooge
- Absent:** Shahram Amini, Kay Hunnings, Scott Tate, Jon Vest, Kirk Wehner
- Guests:** Keisha Williams

**Call to Order**

The meeting was called to order at 1:35 p.m. The agenda was approved as presented, and the minutes from the last meeting on May 9, 2012 were approved electronically.

**Welcome and Introductions**

Linda Bucy welcomed everyone to the first meeting of the year, and everyone introduced themselves.

**Review of CAPFA's Role – Governance Overview**

Linda Bucy provided everyone a 2012-2013 CAPFA membership roster, a governance structure chart, and a document indicating the membership make up of CAPFA. She read CAPFA's charge which is located in the University Council Constitution and By-Laws. CAPFA is unique from other university commissions in that it is responsible for reviewing AP faculty grievances and advising the Senior Vice President and Provost and the Associate Vice President for Human Resources on the next steps to take in a grievance. CAPFA also has no committees reporting to it like other university commissions do.

**Discussion of CAPFA's Possible Agenda Items for FY12-13**

There were no active agenda items to carry forward from the last fiscal year to the current fiscal year; therefore, members were asked for suggested agenda items for upcoming meetings. Suggestions included having Kirk Wehner discuss the progress of AP faculty job descriptions, following issues that may arise from the 2011 climate survey results, following the possibility of governance restructuring that was mentioned in the strategic plan, and planning a fall and spring forum. Suggested upcoming forum speakers were Scott Midkiff, VP for Information Technology and Chief Information Officer; Patty Perillo, VP for Student Affairs; Mark McNamee, Senior VP and Provost; and John Dooley, Chief Executive Officer with the VT Foundation. Linda Bucy will check on the availability of the suggested speakers and report back to the commission.

### **Review of Climate Survey Results and Feedback Related to AP Faculty**

Keisha Williams, Executive Director for University Organizational and Professional Development (UOPD) gave a presentation on the 2011 climate survey results. The results have been shared with many folks around campus including break out results of senior management areas that were presented to Deans and Vice Presidents by Keisha and Hal Irvin. The senior management results contained comparisons of their area's results to the overall university's results, comparisons of their 2009 data to their 2011 data, and a breakdown of their results based on type of employee. Some senior management areas requested even more detailed results. UOPD is offering those areas consultation services to do focus groups and talk more about their lower scoring items. Based on the review and discussion of the survey results, it was decided that CAPFA will focus on the areas of communication and the AP faculty evaluation process.

### **CAPFA Vice Chair**

Linda Bucy asked members to be thinking about nominations for a CAPFA vice chair before the next meeting. Members can nominate themselves or other members. There will be a vote at the next meeting to elect this year's vice chair.

### **Other Items from Commission Members**

The Division of Student Affairs will hold its first town hall meeting on Thursday, September 13 from 8:00-noon in the Commonwealth Ballroom.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:28 p.m. The next meeting will be October 17, 2012 from 1:30-3:00 in 325 Burruss.

Respectfully Submitted,

Melissa Ball  
CAPFA Support Staff