

**Commission on Administrative Faculty Affairs**

**February 8, 2023**

**2:30pm**

<https://virginiatech.zoom.us/j/83805703259>

**Present:** Janice Austin (presiding), Jennifer Jones, Robin Panneton, Renee Ryan, Megan Seibel, Paige Thacker, and Stephanie Trout, and Sophie Vicente

**Absent with Notice:** Amy Hogan, Harrison Blythe, Megan Seibel, Paige Thacker, and Dan Givens

**Absent:** Nikeshia Arthur, Rodney Irvin, Lonnie Johnson, Kara Latopolski, Katie Polidoro, and Charlie Sloop

**Guests:** Sandee Cheynet, Holli Gardner Drewry, Susan Hughes, Kristen Mills, and April Myers

Janice Austin called the meeting to order at 2:33pm. A quorum was not present. Janice shared that she would be sending out an email with the two action items below to vote for each action item of approve, disapprove, abstain. The absence of a response indicates a positive vote.

**Action Item 1:** Approval of the December meeting minutes. Minutes are in the SharePoint drive and no revisions were made during the meeting.

**Action Item 2:** Approval of CAPFA Resolution 2022-23A. A copy of the resolution is in the SharePoint drive. One revision was recommended during the meeting – Article XIII Section 4: Notice of Proposal be revised to the following wording:

*Notice of proposal to amend the Constitution and/or bylaws shall be given in the A/P Faculty Senate agenda and considered at no fewer than two meetings of the A/P Faculty Senate prior to voting.*

**Old Business**

Janice shared that is the second reading the CAPFA 2022-2023A *Resolution to Revise the Administrative and Professional Faculty Senate Constitution*. Janice will be sending out an email to the CAPFA members for voting to approve or abstain from this resolution. Most of the senates did not share any comments. April Myers suggested to change some of the wording of the constitution and this will be added to the email communication to the members.

**New Business**

Sandee Cheynet and Susan Hughes presented on the Division of Human Resources Job Architecture Project. This project strongly impacts A/P Faculty. Please send any questions or comments to [JobArchitecture@vt.edu](mailto:JobArchitecture@vt.edu).

**First Reading** - CAPFA 2022-2023B *Resolution to Revise Chapter 7, Section 7 of the Faculty Handbook*. This specifically is about the grievance process. Once specific change is the number of days the CAPFA Chair has to convene the grievability panel. Currently it is five days and that is quite a challenge. We are proposing to have it be ten business days. The other change is that the grievance would go through the A/P Faculty Senate Vice President.

Janice shared they are looking for a representative to serve on the Employee Benefits Committee. It would be finishing up a one-year term through the end of June. The existing representative took a position outside of the university.

Janice shared there are no grievances at this time.

### **Committee Reports**

#### **AP Faculty Senate Report**

Holly Gardner Drewry shared they are working on raising money for the Beyond Boundaries Scholarship, bylaws revision, and looking at the A/P Faculty having a sabbatical.

### **Presentation(s)**

Division of Human Resources Job Architecture Project presented by Sandee Cheynet and Susan Hughes

### **Other Items**

No other items were raised for discussion.

### **Announcements**

The next meeting will be on Wednesday, March 8, 2023 at 2:30 p.m.

### **Adjournment**

There being no further business, the meeting adjourned at 3:32 pm.