

**CAPFA**  
**Commission on Administrative and Professional Faculty Affairs**  
**March 10, 2021 - 1:30 to 3:00 pm**  
**Zoom Meeting: Sign in at <https://virginiatech.zoom.us>**  
**with VT username (PID) and passphrase**  
**Meeting ID: 937 6366 0799**

**Present:** Nicole Akers, Nikeshia Arthur, Janice Austin, Lujean Baab, Nikki Connors, Amanda Covey, Jeremy Daubert, Joell Eifert, Kirk Felton, Holli Gardner-Drewry, Jennifer Hundley, Rodney Irvin, Lonnie Johnson, Margaret Radcliffe, Keri Swaby, Leah Taylor, Stephanie Trout, Ross Verbrugge

**Absent:** Ashley Appling, Sara Bear, John Benner, Kim Blair, Aaron Bond, Tara Brent, William Dougherty, Alan Grant, Maia Greene-Havas, Conway Haskins, Steve Matuszak, Frances McCarty, Jacob Paul, Morgan Paulette, Terri Pecora, Susan Short, Pamela Stell, KP Puckett, LaWanda Wright

**Guest:** Bob Hicok, Amy Hogan, April Myers, Kim O'Rourke

Ms. Gardner-Drewry called the meeting to order at 1:34 pm. A quorum was present.

**Old Business:**

Ms. Gardner-Drewry thanked the members for reviewing the February minutes and mentioned the minutes would be available sooner in the future. The February minutes were approved electronically.

Ms. Gardner-Drewry shared that we had the second reading at University Council for the Constitution and Bylaws CAPFA Resolution 2020-21A and there were no questions or comments. Ms. O'Rourke was able to get the appropriate committee of the Board of Visitors to agree to review the CAPFA Resolution at the March 22 meeting.

**New Business:**

Ms. Austin shared that she was part of a working group along with Mr. Fansler last summer where they looked at the Constitution and Bylaws. She shared that the Faculty Handbook would need to be updated to reflect those changes. Ms. Austin made those updates and now has a draft of the Faculty Handbook. Ms. Austin drafted CAPFA Resolution 2020-21C for the updates of the Faculty Handbook. Ms. Austin shared the resolution with the members and mentioned it would be effective for the academic year 2021–2022. Ms. Austin asked for feedback from the members as well as from Mr. Hicok and Ms. O'Rourke. Chapter 7 of the Faculty Handbook was the chapter that was most impacted with changes. There was a lengthy discussion on grievances, classification of employees, the type of work employees are doing, and career ladders. Ms. Austin

asked for the members to reach out to her, Ms. Arthur, or Ms. Radcliffe for suggestions and feedback. That concluded the first reading.

Ms. Gardner-Drewry shared that she has been asked to look at [CAPFA's Charge](#) and how it will fit in the new governance structure in the university that is being proposed. Ms. O'Rourke and Mr. Hicok began the discussion on the Charge and membership. It was recommended to review the Charge and the areas it covers. Soon the commission will answer to the senate and the commission will be the legislative vehicle for the hopes, aspirations and dreams of the senate. So, the charge of the of commission and the definition of the senate need to be in line with each other. Mr. Hicok also shared it is a good time to think about the areas of authority and consideration that are appropriate for AP Faculty. Ms. Gardner-Drewry will draft a new charge and will share during the April meeting.

Ms. Gardner-Drewry also shared some details about the A/P Faculty Senate plans for the election of senators. A working group meeting is scheduled for Friday, March 12. Some items of discussion include an excel spreadsheet for collecting names of potential senators, a form for people to self-nominate, and send out a call for volunteers using the google group along with a campus notice.

### **Commission/Committee Representative Reports**

No reports were shared.

**Adjournment:** The meeting adjourned at 2:47 p.m.

The next meeting will be on April 14, 2021.