

CAPFA
Commission on Administrative and Professional Faculty Affairs
May 12, 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: Ashley Appling, Nicole Akers, Nikeshia Arthur, Janice Austin, Jeremy Daubert, Kirk Felton, Holli Gardner-Drewry, Alan Grant, Lonnie Johnson, Susan Short, Keri Swaby, Leah Taylor, Stephanie Trout

Absent: Lujean Baab, Sara Bear, John Benner, Aaron Bond, Tara Brent, Nikki Connors, Amanda Covey, William Dougherty, Joell Eifert, Maia Greene-Havas, Conaway Haskins, Jennifer Hundley, Rodney Irvin, Steve Matuszak, Frances McCarty, Jacob Paul, Morgan Paulette, Terri Pecora, KP Puckett, Margaret Radcliffe, Pamela Stell, Ross Verbrugge, LaWanda Wright

Guests: Mike Copper, Alicia Eaton, Susan Hughes, Evans Lusuli, and April Myers

Ms. Gardner-Drewry called the meeting to order at 1:33 pm.

Old Business:

Ms. Gardner-Drewry shared that the April minutes were just finished and they are placed in the SharePoint folder for review and approval.

Ms. Gardner-Drewry also shared that the CAPFA Resolution 2020-21C for the Faculty Handbook update was approved at University Council with one small edit about Policy 1026. She also shared that the AP Faculty Senate elections took place and we have 28 Senators. The first meeting will be on June 16 from 3 to 5 pm.

Ms. Gardner-Drewry shared that CAPFA Chair and Vice-Chair will be appointed once the officers are elected in the AP Faculty Senate are appointed due to what is written in the bylaws.

New Business:

Ms. Gardner-Drewry asked for agenda items for the upcoming academic year. A few things that were mentioned are the following:

- Parking related to all of the construction that is going on currently
- Resources/training for AP Faculty that supervise employees – best practices for meeting the employees where they are
- Future of Work – Recruitment and retention

- The grievance procedure for AP Faculty – a deeper dive to make everything clearer
- Having a representative for the Board of Visitors
- Defining how AP Faculty are evaluated on an annual basis

Ms. Hughes, Interim AVP of Strategic Engagement, Mr. Copper, Interim Compensation Manager, and Mr. Lusuli, Compensation Director all from the Division of Human Resources attended the meeting to share the Job Architecture Project. A copy of the PowerPoint presentation is in the SharePoint folder.

In summary:

- What is Job Architecture?
- Why do we need it?
- How do you approach it?
- When will this happen?

Why do we need Job Architecture:

- Over 2000 AP Positions with no structure
- No career pathing
- Hodgepodge of titles and no clear levels
- Difficult to assess appropriate market pay

Commission/Committee Representative Reports

Ms. Short shared that she is the chair for **University Athletics Committee** and their final meeting will be Thursday, May 13. The bulk of the agenda will focus on Whit Babcock's returned from NCAA meetings and they are addressing diversity and inclusion issues in the coaching and leadership ranks. Ms. Short also shared that a topic that has been ongoing is the Nike endorsement and sponsorship.

Adjournment: The meeting adjourned at 2:57 p.m.

The next meeting will be on June 9, 2021.