

CAPFA

Commission on Administrative and Professional Faculty Affairs

December 11, 2019 - 1:30 to 3:00 pm

UGC 3100/Zoom: <https://virginiatech.zoom.us/j/713149198>, Meeting ID: 713 149 198;

Dial-in phone number: 929-436-2866

Present: Ashley Appling, Janice Austin, Sara Sweeney Bear, Nicole Connors, Amanda Covey, Holli Gardner-Drewry, Jeremy Daubert, Greg Fansler, Kirk Felton, Joy Hottenstein, Jennifer Hundley, Robin McCoy, MaDonna Overstreet, Terri Pecora, Margaret Radcliffe, Susan Short, Keri Swaby, Stephanie Trout, LaWanda Wright

Guests: April Meyers, Elizabeth Daidone (In place of Kristen Mills as Staff Support)

Absent: Lujean Baab, Maria Balota, John Benner, Aaron Bond, William Dougherty, Alan Grant, Lonnie Johnson, Kirk Felton, Maia Greene-Havas, Amy Hogan, Cayce Myers, Morgan Paulette, Jacob Paul, Leah Taylor, Ross Ver-bugge

Mr. Fansler called the meeting to order at 1:30pm. A quorum was present. Ms. Hundley made the motion to approve the November minutes, and it was seconded by Mr. Fansler. There was a need to update the approved October minutes to strike a person who did not attend the meeting. This was motioned by Mr. Fansler, and seconded by Ms. Gardner-Drewry.

New Business:

Second Reading of Community Service Resolution by Mr. Fansler:

Mr. Fansler reported the Staff Senate's feedback. He said that the staff senate does not support the resolution in its current state. All or a majority of the senate is not in favor of the current state of the resolution. He emphasized the importance of taking the feedback and making changes before sending it to Staff Senate again. The staff senate feedback was sent to CAPFA before the meeting to review. With the feedback in mind, the group read over the document and made a variety of changes to the document. Some of the changes were to make the language consistent and less specific about the kinds of employees (Staff/Faculty/Administrative and Professional (A/P) Faculty) and to be more general and generic.

During this editing session, there was talk of whether or not A/P faculty are considered state employees or not. Mrs. McCoy chimed into say that the Division of Human Resources does not agree with that assumption, and stated that A/P faculty are state employees. Ms. Gardner-Drewry mentioned that it is a perception that A/P faculty are not state employees, even though HR disagrees.

Ms. Gardner-Drewry requested to motion to amend the first reading at 1:45pm, and it was seconded by Mr. Fansler. It was motioned a second time to amend a few more changes at 1:50pm by Ms. Hundley,

and seconded by Ms. Gardner-Drewry. It was then motioned to amend for a third time to accept all changes by Ms. Swaby, and then seconded by Mr. Fansler. All motions were passed by 1:50pm.

The second reading began at 1:51pm to include all changes. The motion to accept all changes and complete the reading was motioned by Mr. Fansler, and seconded by Ms. Hottenstein. The second reading was complete by 1:56pm and the motion to approve the amended resolution was passed.

Mr. Fansler mentioned that the first reading of the newly edited and changed community service resolution would be at their February meeting.

First Reading: A/P Faculty Senate for CAPFA by Mr. Fansler:

The group read through the resolution in its original draft state, and made changes to the draft as they read through it. There were a number of grammatical changes that the group made. They added the date for the first reading. They changed the wording of specific phrases to be less confusing and more clear and concise. A motion was moved by Ms. Hundley to approve the changes and to begin the first reading, which was then seconded by Mr. Fansler at 2:17pm.

At 2:18pm, the first reading began and the group decided it was good for the time being.

University Council update (December Meeting):

Mr. Fansler did not attend the December University Council Meeting. Next is in February. The second reading of the Community Service Resolution is on the docket for that meeting, so he plans to attend.

Additional Discussions:

In the meeting reminder, Mr. Fansler included a memo about "Organization and Support Services Assessment in Washington DC." The CAPFA group didn't comment much on it, but Mr. Fansler said that the group could provide feedback on the memo/services assessment.

Mr. Fansler mentioned that the listserv will be updated about the two resolutions and the changes. He said that the e-mail would be sent out later in the week, or early the next week.

Commission/Committee Representative reports:

Commission on Staff Policies and Affairs —Meetings this semester have been poorly attended. At the last meeting, people from the HR talent development group made a presentation on the new supervisor training program. No other business was discussed.

Employee Benefits Committee—Margaret Radcliffe was unable to attend the last meeting. In her absence, the committee prioritized two issues to look at this year: a comparison of leave benefits between the different types of employees (staff/faculty/AP faculty) and tuition assistance benefits for employees and their dependents. Subcommittees were formed to work on each of these issues.

Other Business/Discussion:

Ms. Hundley moved to have the October minutes approved with the removal of Debbie Greer, which was then seconded by Mr. Fansler at 2:27pm.

Ms. Gardner-Drewry spoke that something the commission should think about is the process for employee evaluation for A/P faculty. She thought we should work on better performance review templates that better fit A/P faculty.

Adjournment: A motion was made to adjourn the meeting at 2:35pm.

The next meeting will be on January 8, 2020