

## **CAPFA Minutes**

### **Commission on Administrative and Professional Faculty Affairs**

**December 12, 2018 – 1:30pm – 2400 North End Center/Zoom**

**Present:** Janice Austin, John Benner, Amanda Covey, Martin Daniel, Jeremy Daubert, Maia Greene-Havas, Greg Fansler, Amy Hogan, Joy Hottenstein, Jennifer Hundley, Lonnie Johnson, Monika Lawless, Margaret Radcliffe, Vicky Ratcliffe

**Absent:** Maria Balota (with notice), Allen Campbell (with notice), Alan Grant, Debbie Greer (with notice), Cynthia Hampton, Cayce Myers, Karen Munden, James Orr, MaDonna Overstreet (with notice), Terri Pecora (with notice)

Ms. Lawless called the meeting to order at 1:31pm. A quorum was present.

#### **Note of Approval of Minutes from November 14<sup>th</sup> done electronically.**

Ms. Lawless reported the minutes were sent out for review, and were approved electronically. They have since been forwarded to the University Council.

#### **Old Business**

Ms. Lawless reported that the AP Faculty Grievance Submission Form has been approved by Mr. Irvin, Director of Employee Relations, Division of Human Resources. Ms. Austin made the motion to approve the form and Mr. Fansler seconded the motion.

As part of an effort to increase CAPFA awareness, Mr. Fansler reported that he hopes to have the listserv ready in January. Sharing the listserv in the VT News was mentioned along with brainstorming sessions across the university community. Advancement IT will assist with creating the google group.

#### **New Business**

Ms. Lawless asked for topic ideas that the group would like to have presented in 2019. The topics include the following:

- Hearing from the significant hires across campus and their expectations
- Climate survey results
- Expansion of the innovation campus.

#### **Commission Representative Reports:**

Commission for Equal Opportunity and Diversity – (Maia Greene-Havas) reported that Indigenous Peoples Day was celebrated in October. The commission is working on a Resolution that would result in Indigenous People's Day being officially recognized by the university.

Commission on Staff Policies and Affairs – (Margaret Radcliffe) reported that the Office of Policy and Governance has made improvement in the governance web site. The Commission is working to identify

issues to be addressed during the rest of this academic year, one of which will be to focus on improved communications with Staff.

Commission on Faculty Affairs – (Amanda Covey) reported that there are still discussions on parking fees based upon income.

Benefits Committee – (Margaret Radcliffe) reported that their meeting will be on January 9, 2019. The following topics were mentioned:

- Winter closing
- Electric charging stations for cars
- Leave Share Program

#### **Other Business**

Mr. Daniel shared that the university is working on staff compensation and this is being driven by the Board of Visitors. We are specifically looking at minimum pay for staff but will likely impact all employee compensation. Mr. Fansler asked about compensation for students and interns.

Ms. Austin suggested that AP Faculty be nominated for the President's Award for Excellence, Governor's Awards, and Leadership Awards. It is important to promote leadership and being nominated would be an honor.

Our next meeting will be on January 9, 2019.

#### **Adjournment**

Ms. Austin made the motion to adjourn the meeting at 1:55 p.m. and Greg Fansler seconded the motion.