

MINUTES

Commission on Administrative and Professional Faculty Affairs
April 14, 2006

Present: Tom Gabbard, Mike Harness (representing Gerhardt Schurig), Pat Hyer, Joan Moore, Lori Anne Sheppard, Matt Swift, and Linda Woodard

Absent: Ellen Biltz, Christi Boone, Lou Gorr, Frances Keene, David Moore, Kerry Redican, Mike Roberts, Carl Stafford, Toni Stroter, and Cathy Sutphin

1. CAPFA Survey Report:

- Commission members discussed the type of report to be generated from the CAPFA survey results. Hyer distributed a spreadsheet that put responses for all four areas next to each other for ease in comparing differences among groups. Student affairs and extension appeared to have lower agreement or satisfaction on a number of survey items.
- Commission members may consider length-of-employment demographic information when evaluating responses to questions about restructuring or opportunities for training and advancement. There were many respondents who had worked at Virginia Tech 5 years or less and newer employees may not be as familiar with issues such as the strategic plan.
- The commission will share survey results with A/P faculty and will identify topics of greatest interest to survey respondents.
- The commission will also identify the issues it plans to pursue as a result of the survey.
- The summary of survey results will be shared with lead administrators, including Vice President for Student Affairs Zenobia Hikes and Interim Director of Cooperative Extension Mark McCann.
- The following commission members will summarize survey comments. They will forward their summaries to Suzie Karlin (skarlin@vt.edu) by 5:00 p.m. on April 26. Suzie will distribute the summaries to the full commission in advance of their April 28 meeting.
 - Mike Harness = university initiatives
 - Pat Hyer = further comments
 - Joan Moore = policy issues + two most important issues
 - Lori Anne Sheppard = work environment
 - Matt Swift = confidence/leadership issues
 - Linda Woodard = salary issues

2. CAPFA Nominations:

- The Nominations Sub-Committee of Gabbard, Hyer, and Moore presented a slate of candidates for A/P faculty elections (see below).
- Human Resources will prepare electronic ballots for A/P faculty elections to be held from 8:00 a.m. on April 25 to 5:00 p.m. on May 5.

Commission on Administrative and Professional Faculty:

- A) Two slots for representatives from the "General Administration" areas – one for a three-year term, and one to complete a vacant position with a one-year term. General Administration includes all units reporting through the Vice Presidents for Alumni, Development, Business Affairs, Budget and Financial Management, Executive Vice President and CEO, and Information Technology.

For 3-year term:

- Erik Kahill, Assistant Director of Development, College of Science
- Kelly Oaks, Associate Director for Equity Initiative, Office for Equal Opportunity

For 1-year term (*This is an appointment; not an election item. Allen Campbell as agreed to complete the unexpired term of Matt Swift.*):

- Allen Campbell, Coordinator of University Budget and Financial Systems

B) Two slots for Extension: both are 3-year terms

- Michelle Adcock, Associate Extension Agent, Montgomery County
- Charles Lytton, Senior Extension Agent, Giles County
- Susan Puffenbarger, Extension Agent, Franklin County
- Peter Warren, Extension Agent, Albemarle County

University Advisory Council on Strategic Budgeting and Planning: one A/P representative from General Administration, Academic Support, or Student Affairs (but NOT extension, which has its own designated position on this Council)

- Laurie Coble, Associate Director, Administration and Finance, VBI
- Stephen Kleiber, Director of Finance, College of Agriculture and Life Sciences
- Mary Ann Lewis, Associate Dean, College of Liberal Arts and Human Sciences

Commission on Classified Staff Affairs: one A/P representative from ANY area

- John Albano, Associate Director, Scholarships and Financial Aid
- Alicia Cohen, Assistant to the VP for Multicultural Affairs

Commission on Equal Opportunity and Diversity: one A/P representative from ANY area

- Brian Gittens, Associate Director, Outreach Program Services
- Patricia Smith, Area Coordinator, Student Affairs

Commission on Graduate Studies and Policies: one A/P representative from ANY area

- Tim Mack, Associate Dean, College of Agriculture and Life Sciences
- Nancy Polk, Lecturer, Center for Excellence in Undergraduate Teaching
- Glenda Scales, Associate Dean, College of Engineering

Commission on Outreach and International Affairs: two representatives from Extension

- Sarah Burkett, Senior Extension Agent, Pulaski
- David Close, State Master Gardener and Coordinator, Horticulture
- Brenda Holden, Extension Agent, Northampton
- Scott Tate, Area Specialist, Community Viability, Abingdon

Commission on Undergraduate Studies and Policies: one representative from ANY area

- Chris Helms, Director, Student Athlete Academic Support Services
- James Penven, Associate Director of Residence Life
- Miya Simpson, Director, Academic Opportunity Programs

Athletics Committee (this will be a nomination of two people to the President, who makes the selection): one representative from ANY area

- Thomas Giffin, Director of Development, University Honors
- Jacqueline Nottingham, Director of Graduate Admissions and Academic Progress

Transportation and Parking Committee (this will be a nomination of two people to the President, who makes the selection): one representative from ANY area

- Mike Freel, Assistant Director, Recreational Sports
- Brad Martens, Director of Finance and Budget, College of Engineering

3. Web presence:

- Lori Anne Sheppard suggested that the commission could provide a valuable service to A/P faculty by establishing a web site, similar to those currently maintained by the Faculty Senate and the Staff Senate.
- Information of particular interest to A/P faculty would be easily accessible.

- Such a web site could meet a need identified by the CAPFA survey—that some A/P faculty are unaware of CAPFA's existence.

4. CAPFA Committee on Reconciliation

- The Commission on Administrative and Professional Faculty Affairs should have a standing Committee on Reconciliation (see section 3.11.3 of the *Faculty Handbook*), to which an A/P faculty member may turn—if he or she so wishes—prior to the initiation of a formal grievance.
- It has been difficult to staff a standing committee and provide formal training, in part because of the high number of extension retirements and other turnover issues.
- Ken Eriksson, chair of the Faculty Senate Reconciliation Committee, has offered to serve as a trained facilitator partnering with A/P faculty members chosen to serve in reconciliation cases.
- Commission members expressed an interest in his services and will discuss the issue further at their next meeting. The commission should identify individuals who are willing to serve as a partner in reconciliation cases with Professor Eriksson.

5. Next meeting: April 28, 2006, 1:30-3:00 p.m., 325 Burruss Hall. [The April 20th meeting was cancelled while commission members completed summaries of survey comments.]

6. CAPFA Retreat: May 5, 2006, 9:30 a.m. - 4:00 p.m., Smithfield Room, Skelton Conference Center

Respectfully submitted,

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