

## DRAFT MINUTES

Commission on Administrative and Professional Faculty Affairs  
April 28, 2006

Present: Christi Boone, Tom Gabbard, Lou Gorr, Pat Hyer, Joan Moore, Mike Roberts, Lori Anne Sheppard, Cathy Sutphin, Matt Swift, and Linda Woodard

Absent: Ellen Biltz, Frances Keene, Mike Harness (representing Gerhardt Schurig), David Moore, Kerry Redican, Carl Stafford, and Toni Stroter

1. CAPFA survey comment summaries were briefly reviewed:

- Summary of leadership comments prepared by Matt Swift
  - Many negative comments regarding leadership, especially from the Extension faculty
- Summary of university initiatives comments prepared by Mike Harness
  - Concern about the university research goals
- Summary of work environment comments prepared by Lori Anne Sheppard
  - 20% of those commenting were satisfied with their work environment and/or would recommend Virginia Tech as an employer; 80% of those commenting were dissatisfied with their work environment and/or would not recommend Virginia Tech as an employer.
- Summary of salary comments prepared by Linda Woodard
  - Concern about salary compression (i.e., new employees hired at or above the salary earned by current employees) and a lack of transparency in salary decisions.
- Summary of policies comments prepared by Joan Moore
  - Travel reimbursements and policies were of special concern for Extension faculty
- Summary of two most important issues comments prepared by Joan Moore
  - Top issues were salaries, travel reimbursement/policies, professional development, communication from/to administration, performance evaluations, and awareness of CAPFA's existence/role.
- Summary of "further" comments prepared by Pat Hyer
  - A number of comments of appreciation for conducting the survey; a few comments about low morale or issues of fear and intimidation; several positive comments about VT.

2. Commission members would like to see the following results from the CAPFA retreat:

- Define "what is CAPFA?"
- State what the commission does/plans to do and how the goals will be accomplished.
- Use the survey to set next year's CAPFA priorities.
- Establish a means for sharing information in a proactive way with the A/P faculty.
- Remember not to get caught up in negative comments.
- Arrive at one or more recommendations that can be relayed to the A/P faculty.
- *Ex officio* officers will meet separately with Drs. Quisenberry and Hikes to present issues of special concern to the Extension and Student Affairs A/P faculty.

3. Commission members agreed upon the following CAPFA retreat process:

- Break into smaller discussion groups during the retreat.
- Use a facilitator (Tony Gambill, Director of University Leadership Development) to help the commission identify priority issues and formulate a plan of work.

- Linda Woodard, Matt Swift, and Lori Anne Sheppard will meet with Tony Gambill to establish an agenda for the retreat.
4. Thanks to Lori Anne Sheppard:
    - Lori Anne Sheppard announced that she would not be able to serve next year as the Staff Association's representative to CAPFA.
    - Dr. Hyer thanked Lori Anne for her dedicated service. Her commitment, excellence, and expertise have been greatly valued and sincerely appreciated.
    - There will be a new Staff Association representative to CAPFA next year.
  5. Pat Hyer reminded commission members of the need for an election of a 2006-07 CAPFA chair.
  6. Next meeting is the CAPFA Retreat on May 5, 2006, 9:30 a.m., Smithfield Room, Skelton Conference Center.

Respectfully submitted,

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