

MINUTES

Commission on Administrative and Professional Faculty Affairs
October 11, 2007

Members present: K. Eriksson, B. Gittens, L. Gorr, P. Hyer, F. Keene, C. Krause, M. West, and L. Woodard

Members absent: M. Adcock, R. Ali, A. Ayoub, A. Kemp, C. Lytton, K. Oaks, S. Ott Rowlands, K. Sanders, and C. Stafford

Guest: K. Wehner

Recorder: S. Karlin

1. Approval of September 13, 2007 Minutes

- The committee approved the September 13, 2007 minutes as written.
- A copy of the minutes will be sent to T. Gambill to be sure he has a record of suggestions made at the last meeting.

2. Martin Luther King, Jr. Day

- F. Keene surveyed Virginia Tech's peer institutions and found:
 - 22 of our 26 peer institutions are closed in observance of MLK Day.
 - Three institutions (Virginia Tech included) are open, but hold no classes on MLK Day.
 - One institution (Cornell University) does not observe MLK Day, or if so, it is not reflected on their website.
- What would be the cost to the university if it were to close in observance of MLK Day?
 - \$300,000 = the value of A/P faculty salary + fringes – this is simply a calculation of one day's salary and benefits for A/P faculty. Approximately 60 A/P faculty used annual leave on MLK Day in 2007.
 - K. Wehner will determine how many CY leave-accruing faculty used annual leave on MLK Day.
 - K. Wehner will determine how many leave-accruing research faculty and A/P faculty used annual leave on MLK Day.
 - Is there an issue of lost productivity for faculty who wish to work that day, but find there are no staff or graduate students available to provide support in labs?
- Next steps:
 - L. Woodard will poll her peers at Virginia institutions to learn how many of those institutions are closed on MLK Day.
 - F. Keene will draft a resolution proposing that Virginia Tech observe MLK Day with an authorized closing. Existing university policies [4305](#) and [4315](#) would apply.
 - The Commonwealth of Virginia already designates the third Monday in January as a holiday in honor of Dr. Martin Luther King, Jr. (See Code of Virginia, § 2.2-3300, Legal holidays, <http://leg1.state.va.us/cgi-bin/legp504.exe?000+coh+2.2-3300+501729>.)
 - F. Keene will distribute the draft resolution to CAPFA members in advance of their November 1 meeting.

- The idea of an authorized university closing on MLK Day will be shared with key groups listed below. (It is not necessary to have a draft resolution in hand for commission members to present the idea to these groups.)
 - Provost's Council – P. Hyer
 - D. Shelton's Staff Meeting – M. West
 - S. Wilson's Staff Meeting – L. Woodard
 - M. McCann and S. Quisenberry – F. Keene on behalf of R. Ali
 - Commission on Equal Opportunity and Diversity – P. Hyer
- On November 1, P. Hyer, F. Keene, M. West, and L. Woodard will share with CAPFA members the comments gathered at the above-mentioned meetings.
- After the proposed resolution has been approved by the CAPFA membership, K. Eriksson will present it to the Faculty Senate.

3. Update on Restructuring and A/P Faculty Definition

- P. Hyer, F. Keene, K. Wehner, M. West, and L. Woodard met as a CAPFA subcommittee to consider opportunities to redefine A/P faculty positions in light of new authority under the Higher Education Restructuring Act (HERA).
- K. Wehner reported that of the 540 staff in pay band 5, 6, and 7 positions, a majority are in information technology (IT) roles that include both managers and individual contributors.
- A minority of the pay band 5, 6, and 7 positions are in architect/engineer, finance, and general administration managerial roles.
- Since a change to the A/P faculty definition may directly affect certain staff members in level-5 and level-6 positions, it is important to include representative staff in the discussions.
- Following the next CAPFA subcommittee meeting (Hyer, Keene, Oaks, Wehner, West, and Woodard), three to four staff representatives from the Restructuring Employee Advisory Committee will be invited to join the committee in studying—and possibly proposing—a resolution to change the A/P faculty definition.

4. A/P Faculty Reconciliation Committee

- Process:
 - Prior to 2006-07, the Faculty Senate reconciliation process was available to T/R faculty only. (A/P faculty had their own reconciliation mechanism, however it was not utilized and there were not any active leaders in providing this service.)
 - K. Eriksson serves as the chair of Faculty Senate Reconciliation Committee. The Provost's Office has provided 25% of his salary to be engaged in reconciliation efforts for all categories of faculty.
 - The reconciliation process is typically initiated by the faculty member; both the faculty member and the supervisor must agree to participate.
 - Eriksson approaches the reconciliation process as follows:
 - He meets separately with the faculty member and the supervisor. He listens carefully to see if there is any common ground to avoid the grievance process.
 - Eriksson asks another faculty member to join him in these meetings to help facilitate a reconciliation. This co-facilitator must be an absolutely trustworthy and highly regarded faculty member who is willing to listen and to explore creative options.
 - A series of separate meetings is often necessary to achieve a reconciliation that is acceptable to both parties.
 - Eriksson would like to have a pool of A/P faculty members to draw upon for cases that involve A/P faculty reconciliation. Faculty members who are willing to serve as co-facilitators can expect to serve on two cases per year.

- Next Steps:
 - F. Keene will send an e-mail to all A/P faculty asking if any would be willing to serve as co-facilitators in the reconciliation process involving A/P faculty.
 - K. Eriksson will send F. Keene information that explains the reconciliation process and the time commitment required.
 - F. Keene may choose to use the survey.vt.edu process to collect responses.

5. Other Business

- R. Ali has a standing meeting that conflicts with all CAPFA meeting dates.
- S. Karlin will ask Dr. Ali if he wishes to send a representative to the CAPFA meetings.