

MINUTES

Commission on Administrative and Professional Faculty Affairs
September 1, 2006, 9:00 – 10:30 a.m., President's Board Room

Present: Kevin Ayoub, Christi Boone, Allen Campbell, Lou Gorr, Pat Hyer, Frances Keene, Charles Lytton, Jerry Niles, Kelly Oaks, Susan Puffenbarger, Kerry Redican, Carl Stafford, and Linda Woodard

Absent: Zheng Cai, Ryan Gleeson, and Joan Moore

Guests: Tony Gambill, Maggie Sloane, and Kirk Wehner

1. Welcome and introductions

- Commission Chair Frances Keene welcomed those in attendance.
- Members introduced themselves.
- Dr. Ray Ali, incoming Cooperative Extension Director of Field Operations, will join CAPFA as an *ex officio* member in October. He replaces Dr. Cathy Sutphin as the *ex officio* representative from Extension.

2. Re-cap of 2005-06 commission activities

- In October 2005, CAPFA conducted a survey of all A/P faculty with the intent of (1) capturing the mood of the A/P faculty and (2) forging a plan of work for 2006-07.
- In May 2006, commission members held a day-long retreat to thoroughly review the survey results. They identified issues of common concern among the four A/P faculty groups (i.e., academic support, extension, general administration, and student affairs), and proposed ways that CAPFA might address those concerns/issues.
- Commission members found these major themes to be of concern to many survey respondents:
 - compensation;
 - performance management system;
 - professional/career development;
 - work environment;
 - leadership.
- Commission members proposed the following action plan:
 - Create and disseminate the CAPFA survey report to members of the A/P community.
 - Visit with administrative leaders to review the report in advance of its release to the A/P community.
 - Increase CAPFA's visibility by establishing a CAPFA web site and sponsoring forums for A/P faculty.

- Address A/P faculty compensation and performance management concerns by:
 - gathering information about how salary decisions are made and sharing that information with the A/P faculty;
 - recommending that a study of A/P faculty compensation be conducted;
 - conducting private meetings with administrative leaders;
 - collecting information about best practices for standard performance evaluations and advocating the implementation of a standard performance evaluation for A/P faculty;
 - developing a Faculty Activity Report (FAR) for A/P faculty.
- Address A/P faculty professional/career development concerns by:
 - sponsoring leadership teams to create workshops and conferences for A/P faculty;
 - recommending that a professional development conversation be part of the performance management system;
 - recommending the establishment of guidelines for funding and offering opportunities for A/P faculty professional/career development.

3. Survey report update

- P. Hyer prepared a draft version of the survey report and invited comment. Commission members suggested various revisions to the document.
- P. Hyer will incorporate those changes and send a revised report to commission members for their further comment/revisions. All changes must be forwarded to Hyer no later than September 15. The final report will be distributed to commission members soon thereafter.
- The following teams will meet with administrative leaders (* = meeting coordinator):
 - Extension reporting team — R. Ali, L. Gorr, P. Hyer*, S. Puffenbarger, and C. Sutphin
 - Student Affairs reporting team — F. Keene*, P. Hyer, J. Moore, and K. Ayoub
 - General Administration reporting team — P. Hyer, F. Keene, and L. Woodard* (this team will meet separately with the Provost's Council and the Executive Vice President's staff).
- L. Gorr will contact Drs. Mark McCann and Mike Lambur to suggest the following presenters and topics for the VCE Staff Development Conference in January 2007:
 - F. Keene = CAPFA survey and report;
 - P. Hyer or M. McNamee = university strategic plan and update.

4. Suggested work item for 2006-07: performance management

- Discussion was delayed until the October 6 meeting.

5. Update on reconciliation/mediation services

- M. Sloane presented information regarding mediation services now available to the university community.
 - Mediation is a voluntary, confidential process that helps willing participants find solutions that are best for their situation.
 - Trained mediators do not have a stake or opinion in how the problem is solved; rather, they facilitate discussion between participants to identify solutions.

- No decision is made unless—and until—it is acceptable to all parties.
 - Mediation does not prevent the filing of a formal complaint or grievance.
- P. Hyer presented information regarding reconciliation services now available to all A/P faculty.
 - CAPFA has a unique role in the university governance system. Unlike staff or teaching faculty, the A/P faculty do not have a senate; therefore, CAPFA plays a formal role in the A/P faculty grievance process. The CAPFA chair is responsible for coordinating the establishment of grievance panels, as needed.
 - Services of a reconciliation coordinator are now available to the A/P faculty. The university has bought out one-fourth of Dr. Ken Eriksson's time to serve as a faculty reconciliation coordinator.
 - As chair of the Faculty Senate Reconciliation Committee, Dr. Eriksson has substantial experience and success in reconciling differences that have reached an impasse.
 - If reconciliation is pursued, the grievance process is formally halted for 60 days while Dr. Eriksson meets separately with the parties to find a mutually-agreeable solution.
 - In the case of A/P faculty reconciliation, Dr. Eriksson chooses an A/P faculty member to join him in the meetings and in finding a solution.
 - Should reconciliation fail, the grievance process resumes.

6. The next CAPFA meeting will be held on October 6, 2006, 9:00 – 10:30 a.m. in 325 Burruss Hall.

Respectfully submitted,

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