

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
April 9, 2014 ~ 1:30 p.m. ~ 325 Burruss

**Present:** Mary Christian, Alicia Cohen, Roderick Hall, Joan Hirt, Jennifer Hundley, Travis Hundley, Hal Irvin, Ellen Plummer, Gary Shapiro, Austin Tatum, Susan Volkmar, Karen Watson, Jon Wooge

**Absent:** Tara Brent, Jon Vest

**Call to Order**

The meeting was called to order at 1:34 p.m. The agenda was approved as presented, and the minutes from the last meeting on March 12, 2014 were approved with one change. Karen Watson was present at the meeting on March 12, 2014. The minutes will be changed accordingly.

**Results of Employee Survey – Hal Irvin**

Dr. Hal Irvin gave an overview of the Employee Survey, comparing results between 2011 and 2013. There were over 1200 comments on the 2013 survey, relating to communication and same sex benefits. In 2011, the focus was on compensation. This year the information was broken down by each unit. Hal Irvin and Jack Finney have met with all areas to discuss their results. Discussion ensued with questions and the committee found this information helpful. There is a presentation available on the HR website given by Hal and Jack Finney to help anyone understand the information in the employee survey.

**Potential Changes to A/P Faculty Grievance Process**

Two documents were sent to the committee to review. Section 7.7.2 The Formal Grievance Procedure and Section 7.7.4 Valid Issues for Grievance have been updated. The potential changes and final changes are attached for review. It was noted that CAPFA gets less than three grievances per year.

Jennifer Hundley called for a motion to waive the first reading of the resolution to change the Administrative and Professional Faculty Affairs Process. Motion passed.

Jennifer Hundley called for a motion to amend the grievance process by removing the first bullet under “Issues not open to grievance”. Motion passed.

**A/P Elections for Commissions and Committees**

Elections will be conducted through [survey.vt.edu](http://survey.vt.edu). Results should be received by next Friday, April 18<sup>th</sup>. A notice will go out in the VT News.

Sue Volkmar will serve as the new chair of CAPFA for 2014-2015.

**Other Items from Commission Members**

Dr. Steger will be at the Assembly Hall, at The Inn, on Monday, April 14<sup>th</sup> from 4pm – 5pm for the Spring Forum. Sherri Albert will check on the availability of Adobe Connect for the forum.

**Adjournment**

There being no further business, the meeting was adjourned at 2:42 p.m. The next meeting will be May

14, 2014 from 1:30-3:00 in 325 Burruss.

Respectfully Submitted,  
Sherri Albert  
CAPFA Support