

Minutes
Commission on Administrative and Professional Faculty Affairs
September 14, 2011 ~ 1:30 p.m. ~ 325 Burruss

Present: Linda Bucy, Jessie Chen-Yu, Mary Christian, Alicia Cohen, Roderick Hall, Amy Hogan, Travis Hundley, Kay Hunnings, April Hylton for Gerhardt Schurig, Hal Irvin, Peggy Layne for Jack Finney, Judy Taylor, Kelly Woods, Kirk Wehner

Absent: Tara Frank, Adam Smith, John Vest

Guests: Ellen Plummer, Assistant Provost

Call to Order

The meeting was called to order at 1:33 p.m. The agenda was approved as presented, and the minutes from the last meeting on May 11, 2011 were approved electronically.

Welcome and Introductions

Amy Hogan welcomed everyone to the first meeting of the year, and everyone introduced themselves. A 2011-2012 CAPFA membership roster was provided to attendees. Amy noted the following elected position changes that took effect with the current academic year: A/P representation from Extension was decreased from 3 to 2, and A/P representation from the academic support area was increased from 2 to 3.

Review of CAPFA Role, Mission - University Governance Overview

CAPFA's charge, which is located in Article VII, Section 8 of the University Council Constitution and By-Laws, was read aloud by Amy Hogan. A copy of the charge was provided to attendees. Ellen Plummer gave an overview of the university's governance process and discussed the history of the governance system. She pointed out that CAPFA is unique from other university commissions in that it is responsible for reviewing grievances and advising the Senior Vice President and Provost and the Associate Vice President for Human Resources on the next steps to take in a grievance. She provided several handouts to support her overview.

Review of CAPFA Anticipated Agenda Items for 2011-12

Amy Hogan provided everyone a list of agenda items that are anticipated for this year. The list was shared earlier in the week with the President, Senior Vice President and Provost, and other commission chairs. A few items from the list include plans to have Paul Knox and Frances Keene speak at the October meeting to discuss the strategic planning process, provide some clarification to the grievance process, and continue having the fall and spring A/P speaker series.

Review of Other Commission Agenda Items Potentially Impacting CAPFA

Depending on when the General Assembly's report is released regarding the Virginia Cooperative Extension plan, Ellen Plummer suggested that it might be helpful to have Dean Alan Grant speak to CAPFA regarding the plan and use CAPFA as a means of getting the information out to employees.

Other Items/Open Floor

- A/P Position Description Update – Kirk Wehner indicated that the deadline to have A/P position descriptions entered into PeopleAdmin was August 31, 2011. Currently they are approximately 85% complete. Employee Compensation has begun to review the position descriptions and market information to determine if there are any equity issues.
- Conviction Check Policy – Hal Irvin provided a handout highlighting the conviction check policy. He indicated that in the near future, CAPFA will possibly be asked to sponsor a resolution to change the conviction check policy. The Policy Group on Safety and Security has been looking at the current policy and has determined that there is some unevenness in who is required to have a conviction check and who is not. The change they are proposing is to require all new hires, regardless of their position, to have a conviction check. The change would only be for new hires and would not be retroactive. Curtis Mabry and Jack Finney will be available at the October CAPFA meeting to address any questions or concerns members have about the policy change. The policy group meets again in November to discuss feedback on the change and will decide whether or not to take the change forth through governance.
- Amy Hogan asked for thoughts or suggestions on ways to better communicate information that affects A/P faculty. A listserv or the use of Scholar were suggested. Amy will do some research on these two suggestions.
- Travis Hundley discussed a change in the tuition benefit for auxiliary areas. In the past, auxiliaries, unlike E&G areas of the university, had to pay for employee tuition directly from their operating budgets. The Budget Office, in collaboration with Human Resources and multiple Vice Presidents, has developed a new financial process to help remove the inequity. Auxiliaries are now assessed a cost based on salaries and pay into a central pool which is used to cover tuition for auxiliary employees. There has been no change to the E&G departments' tuition benefit process.

Adjournment

There being no further business, the meeting was adjourned at 2:47 p.m. The next meeting will be October 12, 2011 from 1:30-3:00 in 325 Burruss.

Respectfully Submitted,

Melissa Ball
CAPFA Support Staff