

## MINUTES

Commission on Administrative and Professional Faculty Affairs  
December 9, 2009

Members present: Frances Keene, Ellen Plummer, Richard Sorensen, Lauren Ritter, Hal Irvin, Marilyn King, Ken Stanton, Karen Sanders, and Peter Warren via phone

Members absent: Ray Ali, Lou Gorr, Tim Mize, Amy Hogan, Melinda West, John Vest, Tarah Coleman

Guests: Jennie Reilly, Mekeisha Williams, Maxine Lyons

Recorder: Cyndi Hutchison

### 1. Welcome and Introductions

Commission Chair F. Keene welcomed those in attendance.

### 2. Policy 4075 Update – Jennie Reilly

- J. Reilly provided an overview of the Policy 4075 update. The purpose of the policy is to comply with the Virginia Tech Affirmative Action Plan, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973 and Policy Memorandum 178 Accommodation of Disabilities.
- Policy had first reading today and CAPFA will either vote at the January meeting or will take the vote electronically. C. Hutchison will send out the updated policy to all commission members.

### 3. Professional Development Opportunities Data – Mekeisha Williams

- M. Williams provided an overview of Professional Development Opportunities and data. Stated the importance of being invested in people. An overview was provided which can be found at:  
[http://www.uopd.vt.edu/uod\\_vt\\_edu/ files/file\\_uopd\\_SrMgtReport.pdf](http://www.uopd.vt.edu/uod_vt_edu/ files/file_uopd_SrMgtReport.pdf)
- The new Leadership and Professional Development Opportunities brochure will be out soon.

### 4. Holiday closing – Maxine Lyons

- M. Lyons provided update on the proposed Holiday closing resolution. Changes were made since the last time that it was presented.
- The resolution proposes that Virginia Tech be closed for a winter break period annually between December 25 and January 1 including any additional holidays granted by the Governor, beginning in 2010. Exceptions to the winter break closing will be allowed and supervisors must approve. Some departments will remain open due to the nature of their work. Normal holiday compensatory leave policies will apply when employees work on one of the officially designated state holidays.
- Newly hired university staff members will receive four days of family personal leave on their date of hire for use during the first year. Family personal days will be reset on January 10, according to policy.

5. Update on AP faculty task force

- H. Irvin stated the purpose of the task force is to handle the raised questions and the list of issues Dr. Steger provided them with. Some of the issues included were performance management and merit pay for AP faculty and the continued need for faculty to be given the opportunity to see how they are doing in the job and individual goals for the future.
- Sample evaluation processes will be made available to staff on the HR site.
- F. Keene will continue to send out AP updates and will distribute the task force meeting dates to CAPFA members.

6. Announcements and updates from CAPFA members

- F. Keene proposed that CAPFA offer to host another session this spring during the April 7<sup>th</sup> meeting with H. Irvin being our guest speaker.
  - Preliminary topics for the session are: Performance Evaluations, Employee Relations, Recruitment, and Employee Handbook
  - It was mentioned that the commission needs to send out earlier announcement along with giving topics in advance to help facilitate better questions being recorded during the registration process.
  - C. Hutchison will contact the Inn to reserve Assembly Hall for this meeting

As there were no additional items to be discussed, the meeting adjourned.

The next meeting is scheduled for January 13, 1:30 p.m. in 325 Burruss.