M I N U T E S
Commission on Administrative and Professional Faculty Affairs
February 10, 2010

Members present: Ellen Plummer, Marilynn King, Kay Hunnings for Richard Sorensen, Melinda West, Amy Hogan, Tarah Coleman, Hal Irvin, Kirk Wehner, Jennifer Rezac, Lesley Moyo, and Peter Warren via phone


Recorder: Cyndi Hutchison

1. Welcome and Introductions
   - Interim Commission Chair M. King welcomed those in attendance.

2. A/P Task Force update – Hal Irvin
   - H. Irvin distributed the letter from Dr. Steger re: Appointment to AP Faculty Task Force that described the charge to the group:
     - Development of a separate AP faculty handbook;
     - Identification of policies which must be modified and recommendations for policy changes as needed;
     - An approach for broad-based communication and engagement with the AP faculty community;
     - Development or revision of guidelines for administering the employee relations, compensation, performance management, and recruitment programs (with continued appropriate involvement from Equity and Inclusion) through HR;
     - Recommendations for organizational changes in HR to support the transition which are at limited or no cost to Virginia Tech; and
     - Preparation of all administrative and governance resolutions to support the transition which require BOV approval for BOV action no later than the June 2010 BOV meeting.

   - H. Irvin will continue to keep CAPFA informed as to AP faculty task force meeting dates and minutes.

3. Employee Climate Survey update – H. Irvin
   - H. Irvin distributed the raw item listing with employment type – VT Climate Survey 2009 and the 2009 VT Employee Climate Survey-Just the Facts. This information can also be found on the HR website – Hal’s Corner.
     http://www.hr.vt.edu/halscorner/index.html
     - Based on the survey, there wasn’t a lot of difference between the AP faculty and staff responses, however, there are marked distinctions in response in regard to morale

4. Residency requirements for employees pursuing graduate education – Pat Hyer
P. Hyer provided an overview of the concern re: residency requirements for employees pursuing graduate education. In the past, employees of VT were able to do a 6 and 6 – the Graduate School now enforces two consecutive semesters of 9 credits. The concern is that this expectation will impact full time employees with severe financial penalties and/or necessitating relocation to Blacksburg.

M. King will meet with Kumar Mallikarjunan to see if the decision has already been made.

**ACTION:** H. Irvin made a motion that CAPFA believes that the residency requirements are a disadvantage to full time employees. J. Rezac seconded. It was voted unanimously to support opposition to the enforced residency requirements.

5. Composition/representation of CAPFA – Marilynn King

- CAPFA needs to evaluate equitable representation of all constituents on the Commission. P. Hyer will look at the by-laws and review the history of the current distribution of positions. If a change needs to be made, it must happen before the elections.

6. Differences in maximum leave and payout limits for faculty and staff – Marilynn King

- This agenda item will be tabled until the fall.

7. Future agenda items:

- Outside Employment – Pat Hyer

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

The next meeting is scheduled for **Monday, March 1, 1:00** p.m. in PBR - please note that the original date was scheduled for March 10.