

Commission on Administrative Faculty Affairs

March 8, 2023

2:30pm

<https://virginiatech.zoom.us/j/83805703259>

Present: Janice Austin (presiding), Harrison Blythe, Holly Gardner Drewry, Rodney Irvin, Lonnie Johnson, Jennifer Jones, Megan Seibel, Paige Thacker, and Stephanie Trout, and Sophie Vicente

Absent with Notice: Amy Hogan, Robin Panneton, Renee Ryan, and Marty Wyatt

Absent: Nikeshia Arthur, Dan Givens, Kara Latopolski, Katie Polidoro, and Charlie Sloop

Guests: Kristen Mills and April Myers

Janice Austin called the meeting to order at 2:33pm. A quorum was not present. Janice shared that she would be sending out an email with the two action items below to vote for each action item of approve, disapprove, abstain. The absence of a response indicates a positive vote.

Action Item 1: Approval of the February meeting minutes. Minutes are in the SharePoint drive.

Action Item 2: Second Reading (Discussion) - CAPFA 2022-2023B Resolution to Revise Chapter 7, Section 7 of the Faculty Handbook.

Janice shared that we have two new members for CAPFA. Marty Wyatt is the Staff Senate Representative and Connor Toben is the Undergraduate Student Representative.

Old Business

Electronic voting on the December minutes and CAPFA 2022-23A were held and both passed as approved.

Second Reading - CAPFA 2022-2023B *Resolution to Revise Chapter 7, Section 7 of the Faculty Handbook*. This specifically is about the grievance process. One specific change is the number of days the CAPFA Chair has to convene the grievability panel. Currently it is five days and that is quite a challenge. We are proposing to have it be ten business days. The other change is that the grievance would go through the A/P Faculty Senate Vice President.

New Business

Janice shared that a grievance was received from an A/P Faculty member and she was able to put together a grievability panel that included herself. Based on the issues of the grievance they did align with the valid issues listed in the handbook. If this does move forward to the Step 3 level, Janice will be reaching out to obtain panelists for the hearing.

Committee Reports

AP Faculty Senate Report

Holly Gardner Drewry shared they are scheduled to meet next week on March 15. Holly wanted to share the VT news article on [***Improved Endpoint Protection: What you need to know***](#). She also shared they have 23 nominations for the A/P Faculty Awards and already have a committee to review the nominations. Holly stated that she is still figuring out how much money was raised for the Beyond Boundaries Scholarship due to an error on Giving Day. She also asked CAPFA to think about some things to share with the Board of Visitors when she gives her constituent report in April.

Presentation(s)

No presentations.

Other Items

Janice shared they are still looking for a representative to serve on the Employee Benefits Committee. It would be finishing up a one-year term through the end of June. The existing representative took a position outside of the university.

No other items were raised for discussion.

Announcements

The next meeting will be on Wednesday, April 12, 2023 at 2:30 p.m.

Adjournment

There being no further business, the meeting adjourned at 2:51 pm.