

## Commission on Administrative and Professional Faculty Affairs

### March 9, 2022 Meeting Minutes

#### 1:30pm via Zoom

**Members Present:** Janice Austin, Amanda Covey, Holli Gardner Drewry, Dan Givens, Alex Parrish, Megan Seibel, Susan Short, Pamela Stell, Leah Taylor, Stephanie Trout

**Members Absent:** Ashley Appling, Nikeshia Arthur, Moein Borghei, D'Arrin Calloway, Rodney Irvin, Lonnie Johnson (with notice), Frances McCarty, Keri Swaby (with notice), Ross Verbrugge (with notice)

**Others in Attendance:** Kristen Mills, Dan Taggart

Janice Austin, called the meeting to order at 1:34pm. A quorum was not verified. Janice will send out an email to the CAPFA members to vote on the February minutes electronically.

#### **Old Business:**

Janice shared an overview of A/P faculty grievance policy/procedures [Chapter 7.7] for those who have not had an opportunity to part of a grievance hearing or grievance panel. Janice would like to begin working on some revisions on this policy/procedure. The PowerPoint presentation is located in the CAPFA shared drive.

Janice also shared she met with Ellen Plummer, Associate Vice Provost for Academic Administration, regarding the revisions and updates to the A/P faculty handbook. Ellen will be able to offer any support to the commission. Please note that these revisions and updates would not be effective until the 2023-24 academic year. Janice will also be scheduling a meeting with Kim O'Rourke, Vice President for Policy and Governance, for her suggestions and guidance. Janice asked for any suggestions of other representatives that the commission could meet with. If interested in working with Janice on this initiative, please let her know.

#### **New Business:**

Janice shared that there was an announcement on Monday, March 7 of the new Administrative and Professional Faculty Award. This is an opportunity for A/P Faculty to be recognized for the extraordinary contributions, accomplishments, and consistent excellence in the performance of a job, single incident, or heroic act at the university. Janice asked the members to review the campus notice and to consider nominating someone. Holli shared that the Nominations and Elections Committee will be reviewing the nominations for this academic year. The submission deadline for the A/P Faculty Award is March 29.

Janice shared that the Nominations & Elections Committee are getting ready for elections for Senators. This will be open beginning Monday, March 14 throughout the end of the month. They are also focused on making sure they have alternates. Janice asked if any of the members knew of anyone who may be interested in serving as a Senator or as an alternate to please add their name to the nominations and to also remember to take the time to review and vote in the elections.

### **Senates, Commissions, and Committee Representatives Reports:**

Holli reported that the A/P Faculty Senate will meet on Wednesday, March 16 from 10 – 12 noon. Two of the topics that will be presented include the IT Transformation Project and a presentation on the Conflict of Interest Policy.

Susan reported that the University Athletics Committee has been very active this year. She shared that there is a brand-new NCAA Constitution. Susan also reported that Jen Irish, Professor in Civil Environmental Engineering, is the Faculty Athletics Representative. It was noted in the University Athletics Committee January minutes that Virginia Tech will be supporting all three proposals for which there will be a vote. (1) NCAA-wide: new NCAA constitution; (2) Division I: update legislation on revenue distribution to codify current practice; (3) Division I: move division dominant provisions from constitution to division bylaws. Susan also shared that Rick Sparks, Associate Vice Provost and University Registrar, joined their February meeting to update them about the Transcript Evaluation Process. This was specific to the length of the time it takes to evaluate transcripts. The coaches raised this as an issue because some universities are able to get an offer out to students the same day. Rick shared that there are some new tools that will be used and also additional staff have been hired.

Holli also asked if you are an A/P Faculty Senator or if you have thoughts about the Commission on Graduate and Professional Studies Resolution D (the one regarding the graduate student compensation), to please provide your feedback. If anyone needs a copy of the resolution, please reach out to Holli.

Pamela reported that the Employee Benefits Committee is working on the issue of unexpected or emergency childcare issues due to the pandemic affecting staff and faculty. The committee will be identifying ways to help our Hokie families access quality, affordable care for their children is a priority for the university. As part of our ongoing work to address this important issue, Virginia Tech faculty, staff, and students are encouraged to complete a childcare survey to gauge the current use and needs regarding childcare across Virginia Tech's communities. The survey will be open until April 4, 2022.

### **Other Business/Discussion:**

Janice shared an invitation to the Commission on University Support meeting on March 17 at 2:00 PM. Dr. Michael Schwarz will be providing an update on the Virginia Seafood AREC, as well as the new VT Coastal Collaborator.

The meeting concluded with an announcement of the next meeting to be held on April 13, 2022 at 1:30 PM via Zoom.