

**CAPFA**  
**Commission on Administrative and Professional Faculty Affairs**  
**October 14, 2020 - 1:30 to 3:00 pm**  
**Zoom Meeting: Sign in at <https://virginiatech.zoom.us>**  
**with VT username (PID) and passphrase**  
**Meeting ID: 937 6366 0799**

**Present:** Ashley Appling, Nikeshia Arthur, Janice Austin, Sara Bear, Kim Blair, Nikki Connors, Jeremy Daubert, Joell Eifert, Kirk Felton, Holli Gardner-Drewry, Alan Grant, Maia Greene-Havas, Jennifer Hundley, Rodney Irvin, Lonnie Johnson, Frances McCarty, Jacob Paul, Terri Pecora, Margaret Radcliffe, Susan Short, Keri Swaby, Pamela Stell, Stephanie Trout, Ross Verbrugge

**Absent:** Lujean Baab, John Benner, Aaron Bond, Tara Brent, Amanda Covey, William Dougherty, Conaway Haskins, Steve Matuszak, Morgan Paulette, KP Puckett, Leah Taylor, LaWanda Wright

**Guests:** Greg Fansler, Marsha McKay, and April Myers

Ms. Gardner-Drewry called the meeting to order at 1:33 pm. A quorum was present.

**New Business:**

Ms. Gardner-Drewry asked for approval of the minutes. Ms. Blair made the motion and Ms. Austin seconded the motion and all approved.

Appointment of a Vice Chair

- Ms. Blair volunteered as the nominee for the presumptive Chair for 2021-22. Ms. Gardner-Drewry made the motion and Ms. Austin seconded the motion and all were in favor for Ms. Blair to be the Vice Chair.

Ms. McKay, Director of Talent Development within the Division of Human Resources, introduced the new PageUp Learning Management System. Ms. McKay discussed *Features and Functions, Content Launch, Launch Schedule, New Landing Page, Training, and Value*. There was an opportunity for the members to ask questions. Ms. McKay may be reached at [m\\_mckay@vt.edu](mailto:m_mckay@vt.edu) for additional questions and comments.

Ms. Gardner-Drewry also asked the members for their thoughts on approving the minutes electronically moving forward and no objections were made. The minutes will be posted on the SharePoint site and the members will receive a notification when they have been posted.

Ms. Gardner-Drewry asked the members about potential topics for A/P Faculty zoom sessions. A member mentioned Professional Development and understanding how titles

align with professional development and promotion. Another member mentioned a discussion of leave and holidays and leave reporting and how supervisors handle A/P Faculty hours.

Ms. Gardner-Drewry discussed how Faculty did not receive Election Day as a paid holiday. Mr. Irvin mentioned the reason was due to the economic impact of the budget. Ms. Gardner-Drewry also shared that SGA would be open to giving up one day of the fall break to have election day off for students. All the constituent groups supported this idea for 2021. Overall the members would support the decision if SGA would bring this as a resolution.

Mr. Fansler shared the process of drafting the constitution and bylaws for the Faculty Senate for Administrative and Professional Faculty. A lengthy discussion was had amongst the members. It was decided to not have A/P Faculty associations since A/P Faculty employees do not always serve in colleges. Constituent areas would be used for proper representation. Ms. Gardner-Drewry shared the draft resolution. Ms Myers advised on next steps including giving the constituent groups a month to review between the first and second reading. Ms. Gardner-Drewry will try to get the changes discussed made in the next few days in order to meet the deadlines to present at the December University Council meeting. -Ms. Myers will send the document to Ms. O'Rourke, the Vice President for Policy and Governance for review.

### **Commission/Committee Representative Reports**

Ms. Radcliffe stated that The Commission on Staff Policies and Affairs met in September. The main discussion point was what the priorities would be for the academic year.

Mr. Paul shared that Commission on Undergraduate Studies and Policies has had two meetings. They had the second reading on two resolutions to approve new majors:

- A Resolution to Approve New Major, Automotive Engineering, in Bachelor of Science in Mechanical Engineering
- A Resolution to Approve New Major, Robotics and Mechatronics

A live commencement will not occur in December. A decision has not been made for May.

Mr. Felton from the Transportation and Parking Committee has enabled two changes beginning this semester. Parking Services began charging visitors for parking and they have also extended the enforcement time until 10 p.m. This is due to the debt for the parking garages. They are also looking into an app for mobile parking.

**Adjournment:** The meeting adjourned at 2:58 p.m.

The next meeting will be on November 11, 2020.