

**CAPFA**  
**Commission on Administrative and Professional Faculty Affairs**  
**December 9, 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:** Nicole Akers, Janice Austin, Kim Blair, Nikki Connors, Amanda Covey, Jeremy Daubert, Joell Eifert, Holli Gardner-Drewry, Alan Grant, Maia Greene-Havas, Jennifer Hundley, Rodney Irvin, Lonnie Johnson, KP Puckett, Susan Short, Keri Swaby, Leah Taylor, Stephanie Trout, Ross Verbrugge

**Absent:** Ashley Appling, Nikeshia Arthur, Lujean Baab, Sara Bear, John Benner, Aaron Bond, Tara Brent, William Dougherty, Kirk Felton, Conaway Haskins, Steve Matuszak, Frances McCarty, Jacob Paul, Morgan Paulette, Terri Pecora, Margaret Radcliffe, Pamela Stell, LaWanda Wright

**Guests:** Harrison Blythe, April Myers, and Dale Robinson

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

**Old Business:**

The link for the October and November minutes were uploaded on the SharePoint site for review. Ms. Gardner-Drewry made a motion to approve the October and November minutes and Ms. Swaby seconded the motion. All were in favor.

**New Business:**

Mr. Blythe and Mr. Robinson were invited to the meeting to share a presentation on Policy 1025. They both work in the Office of Equity and Accessibility and are working on policy changes and revisions to Policy 1025. Mr. Blythe shared a PowerPoint presentation on Opportunities for Community Input on Policy 1025: Virginia Tech's Anti-Discrimination Policy. Mr. Blythe and Mr. Robinson are making a presence to various commissions and stakeholders to invite input and create transparency across campus.

Some of the key points shared during the presentation were the following:

- Office for Equity and Accessibility offer the following services:
  - ADA Services
  - Affirmative Action
  - Compliance
  - Title IX

- Why do we have Policy 1025?
  - Compliance
  - Inclusion and Diversity
  - Consistency and Fairness
- Policy 1025: How We Got Here:
  - Significant review and revision in 2016
  - Minor revisions in 2018
  - New Title IX regulations in May 2020
  - Revised in August 2020 to reflect Title IX Policy, Policy 1026
- Policy 1025: Plan for Review
  - Fall: Announce plans; invite input
  - Winter/Early Spring: Revise through small working group
  - Spring: Bring proposed revisions through governance
- Goals of Review Process:
  - Inclusive and reflective of values
  - Operational
  - Clear and concise rules
  - Clear about reporting issues
- Where do VT's rules about conduct come from?
  - Student Code of Conduct: Honor Codes
  - Policy 1025: Protected trait discrimination
  - HR Staff policies; DHRM; other policies
  - Faculty Handbook; other policies

Mr. Blythe ended the presentation by asking the commission to complete this survey [https://virginiatech.qualtrics.com/jfe/form/SV\\_11l1uqRXiV3ew3r](https://virginiatech.qualtrics.com/jfe/form/SV_11l1uqRXiV3ew3r) and to contact him at [hblythe@vt.edu](mailto:hblythe@vt.edu) if there are any questions.

Governance Shared Resolution - CFA 2020-21C (CAPFA 202-21B) – Second Reading, Ms. Austin made the motion to approve the resolution and Ms. Short seconded the motion. All were in favor and no one opposed the resolution.

Constitution and Bylaws CAPFA Resolution 2020-21A – Second Reading of Faculty Senate Response. Ms. Austin made the motion to approve the resolution and Ms. Eifert seconded the motion. All were in favor and no one opposed the resolution.

Ms. Mills shared the SharePoint site that the Division of Human Resources utilizes for their team. Ms. Gardner-Drewry suggested that this could be useful to share the importance of CAPFA, have quick links available to the commission, and grievance policies and procedures.

## **Commission/Committee Representative Reports**

Nothing to report for this month.

Ms. Drewry-Gardner shared her appreciation to the commission for all the hard work on the two resolutions.

**Adjournment:** The meeting adjourned at 2:28 p.m.

The next meeting will be on January 13, 2021.