

CAPFA

Commission on Administrative and Professional Faculty Affairs

April 8, 2020 - 1:30 to 3:00 pm

UGC 3100/Zoom: <https://virginiatech.zoom.us/j/713149198>, Meeting ID: 713 149 198;

Dial-in phone number: 929-436-2866

Present: Ashley Appling, Janice Austin, Sara Sweeney Bear, Aaron Bond, Nicole Connors, Amanda Covey, Jeremy Daubert, Holli Gardner-Drewry, Greg Fansler, Alan Grant, Maia Greene-Havas, Joy Hottenstein, Jennifer Hundley, Rodney Irvin, MaDonna Overstreet, Jacob Paul, Terri Pecora, Margaret Radcliffe, Vicky Ratcliffe, Keri Swaby, Leah Taylor, Stephanie Trout, Ross Verbrugge

Absent: Lujean Baab, Maria Balota, John Benner, William Dougherty, Kirk Felton, Amy Hogan, Lonnie Johnson, Cayce Myers, Morgan Paulette, Susan Short, LaWanda Wright

Guests: Rosemary Blieszner, Anne Khademian, April Myers

Mr. Fansler called the meeting to order at 1:30 pm. A quorum was present.

New Business:

Attendance records were revised for Ms. Hottenstein and Ms. Swaby for the March meeting. Ms. Hundley made the motion to approve the March minutes and seconded by Mr. Fansler.

Dr. Blieszner and Dr. Khademian presented on the Sesquicentennial Celebration. The sesquicentennial observation will be rooted in Virginia Tech's history and traditions even as the university implements its plans for the future. This celebration is very intentionally linking to the Beyond Boundaries initiative. The focus of Beyond Boundaries is comprehensive in looking forward to where the university is going in the future. This will achieve the President's goal of having Virginia Tech be a global land grant university that is operating at the cutting edge of education, research, and outreach. The focus is to honor the past and where the university is heading in the next 150 years with a forward looking perspective. Dr. Khademian presented on unprecedented times to include the public health crisis, aberration or opportunity, and shared vision. This is forcing us to be very thoughtful and meaningful about how we connect and how we plan. Dr. Blieszner mentioned that there is a website that shares information on the big picture of the event at www.vt.edu/150.

Ms. Taylor and Mr. Irvin presented on our current unique environment across the university. Ms. Taylor shared concerns around teleworking, communication, connectedness, setting goals, outcomes, and expectations. She also shared the varying needs and is hopeful to bring some ideas and suggestions for employees or supervisors. Mr. Irvin discussed there is controversy

from A/P Faculty that the treatment that they are getting is not pleasant. This is mostly around trust that comes with subconscious bias. It is important to focus on the performance and production of projects. Initiating feedback and interaction with a supervisor on a more regular basis is needed. Mr. Irvin prepared a modified tool for touchpoints. There are five tips for how to maintain trust in the current environment:

1. Have 30 minute phone one on one's once or twice weekly
2. Employees provide evidence that they are available to decrease the subconscious bias
3. Make your work available by making their calendars available to their supervisors
4. Initiating frequent updates to supervisors by sending emails, telephone calls, or texts
5. Employees to accomplish the assignments by the deadlines

A lengthy discussion was had about the telework environment and resources that are currently available. Ms. Taylor will be taking several questions, including how Human Resources plans to acknowledge personal expenses being incurred for tele-working employees, back to the Division of Human Resources and will follow up as soon as possible. Mr. Irvin and Ms. Taylor are available for one on one conversations with the commission members.

A/P Faculty Senate for CAPFA by Mr. Fansler:

Mr. Fansler shared that the formation of the A/P Faculty Senate constitution and bylaws will begin in early May. Ms. Hundley, Ms. Austin, and Ms. Gardner-Drewry will be partnering with Mr. Fansler with this task. Email communication was sent out to the listserv that elections need to be started along with seeking nominations for the commission. A ballot will be sent out on or around by April 17.

Commission/Committee Representative Reports

Employee Benefits Committee: Ms. Radcliffe shared that the committee is analyzing the information on leave benefits at Virginia Tech vs. peer institutions to determine what recommendations about leave should be made to the administration in order to be competitive in attracting new employees and retaining existing employees.

Commission on Staff Policies and Affairs: Ms. Radcliffe shared that the last meeting was cancelled so nothing new to report.

Commission on Research: Ms. Trout shared that Dr. Taylor stated the search for the VP of Research and Innovation was not impacted by the hiring freeze and are moving forward with Zoom interviews for three candidates this month. Moving forward there is uncertainty on how campus interviews will occur.

Commission on Student Affairs: Ms. Pecora shared the commission is meeting on Thursday, April 9.

President's Award Committee: Ms. Covey shared the committee picked the winners but has not heard anything more since that meeting back in early March.

Employee Scholarship Committee: Ms. Covey had nothing new to report.

Campus Development Committee: Mr. Verbrugge had nothing new to report.

Commission on Undergraduate Studies & Policies: Mr. Paul had nothing new to report.

Adjournment: A motion was made by Ms. Hundley to adjourn the meeting at 2:39 pm.

The final CAPFA meeting of the year will be on May 13, 2020.