

CAPFA Minutes

Commission on Administrative and Professional Faculty Affairs

April 10, 2019 – 1:30 pm – 2400 North End Center/Zoom

Present: Present: Jeremy Daubert, Greg Fansler, Alan Grant, Maia Greene-Havas, Debbie Greer, Amy Hogan, Jennifer Hundley, Lonnie Johnson, Monika Lawless, Margaret Radcliffe

Absent: Janice Austin (with notice), Maria Balota, John Benner, Alan Campbell (with notice), Amanda Covey, Martin Daniel (with notice), Cynthia Hampton, Joy Hottenstein (with notice), John Massey, Karen Munden, Cayce Myers, James Orr, MaDonna Overstreet (with notice), Terri Pecora (with notice), Vicky Ratcliffe, Lotus Wang

Ms. Lawless called the meeting to order at 1:30 pm. A quorum was present.

Note of Approval of Minutes from February 13th done electronically.

Ms. Lawless reported the minutes were sent out for review, and were approved electronically. They have since been forwarded to the University Council.

Old Business

Ms. Lawless noted that the first email went out to the newly formed CAPFA listserv on March 20th and she received several responses that the listserv was a great idea.

New Business

Mark Nichols and Christa Miller (TLOS) presented “Universal Design and Accessible Technologies” to the group. They reported that there are legal requirements that Virginia Tech’s websites be accessible, but there are also practical reasons why we would want our websites and publications to be accessible to everyone. There are numerous design best practices and tools we can all use to ensure our communication products are accessible.

Ms. Lawless noted that she will send out an email shortly to the AP Faculty listserv which will provide a survey link for CAPFA election voting.

Commission Representative Reports:

Committee on Employee Benefits – Margaret Radcliffe reported that the committee is reviewing the mandatory holiday closing policy and how it impacts staff. While staff can use leave without pay status for the mandatory closing, they do not accrue leave during that time. A survey went out recently asking for feedback including the possibility of using the four staff holidays throughout the year during the end of year closing. Ms. Radcliffe reported that within 24 hours of sending out the survey, they received over 1100 responses. The results of the survey will be used to craft the committee’s recommendation to the university.

Commission on Staff Policies and Affairs – Margaret Radcliffe noted the commission has formed several subcommittees including one reviewing a newsletter option, one on consolidating all the benefits available to staff both at the university and in the local community, and one on improving staff retention. Related to that, John Massey (HR) is working on a class to improve supervisor training.

Other Business

Our next meeting will be on May 8, 2019.

Adjournment

Ms. Lawless asked for a motion to adjourn the meeting at 2:30 p.m. and Greg Fansler seconded the motion.