

CAPFA Minutes

Commission on Administrative and Professional Faculty Affairs

May 9, 2018 – 1:30pm – 2400 North End Center/Zoom

Present: Janice Austin, John Benner, Allen Campbell, Martin Daniel, Jeremy Daubert, Greg Fansler, Amy Hogan, Joy Hottenstein, Lonnie Johnson, Monika Lawless, Mary Norris, Margaret Radcliffe.

Absent: David Clubb (with notice), Mallory Foutch (with notice), Alan Grant, Prateek Mishra, Karen Munden, Cayce Myers, Laura Neff-Henderson, Vicky Ratcliffe, Sue Teel.

Janice Austin called the meeting to order at 1:35pm. A quorum was present.

Note of Approval of Minutes from April 11, 2018 done electronically

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

Old Business

Dr. Austin reported that the AY 2018-19 CAPFA elections were complete. She has forwarded the names to the President's Office for appointment notice to be sent out.

New Business

Martin Daniel, AVP for HR Strategic Engagement, reported on the climate survey. He indicated that the University is relaunching the survey in fall 2018 for faculty and staff at all on- and off-campus locations. HR is leading the effort in collaboration with the Provost Office; VP for Strategic Affairs, Inclusion and Diversity; Student Affairs; and the Graduate School. The survey will have approximately 30 questions that will include an index of employee engagement. A new platform is being used that will provide real time data to senior administrators. A similar student survey is going to be sent out in spring 2019.

Mr. Daniel sought feedback on the New A/P Faculty Welcome Session in August. Most CAPFA members were not familiar with this session. Mr. Daniel and Dr. Austin will meet to revise the presentation to focus on an introduction to the University governance structure, the self-driven approach to career advancement expectation at VT, ways to network with AP faculty, and provide information on CAPFA meetings and contacts for 2018-19. Greg Fansler reported that Data USA had a useful website on VT statistics that may be useful to new AP faculty in understanding VT:

<https://datausa.io/profile/university/virginia-polytechnic-institute-and-state-university/>

Monika Lawless reported that the Staff/Faculty Dependent & Spouse Scholarship committee met. This committee meets twice a year and reviews approximately 14 scholarships per year. The scholarship is between \$400 and \$1,000. A call for contributions has been issued and a payroll deduction form can be used to donate.

Next item of discussion were commission representative reports.

Mary Norris reported that GSA had their final meeting where they voted on a budget and officers for the upcoming academic year.

Margaret Ratcliffe reported that CSPA discussed the Staff/Faculty Dependent & Spouse Scholarship as well. There was continued discussion of winter break closing; a survey is being developed with the Benefits Committee to get feedback. It will be administered by HR. The question of paternity leave for staff was raised during the last CSPA meeting and has been referred to the Benefits Committee.

Jeremy Daubert reported that the annual Extension meeting will be held next week at Virginia State University.

Dr. Austin reported that this was the last CAPFA meeting of this academic year. She thanked all members for their service.

The meeting concluded with an announcement of the next meeting to be held on September 12, 2018 at 1:30 PM.