

CAPFA Minutes

Commission on Administrative and Professional Faculty Affairs

November 13, 2019 – 1:30 pm – UGC 3100/Zoom

Present: Janice Austin, Sara Sweeney Bear, Aaron Bond, Nicole Connors, Amanda Covey, Holli Gardner Drewry, Jeremy Daubert, Greg Fansler, Kirk Felton, Alan Grant, Maia Greene-Havas, Jennifer Hundley, Lonnie Johnson, Robin McCoy, Jacob Paul, Terry Pecora, Margaret Radcliffe, Vicky Ratcliffe, Keri Swaby, Leah Taylor, Stephanie Trout, Ross Verbrugge

Guests: Lori Buchanan, April Myers, Reese Ramos

Absent: Ashley Appling, Lujean Baab, Maria Balota, John Benner, William Dougherty, Amy Hogan, Joy Hottenstein, Cayce Myers, Madonna Overstreet, Morgan Paulette, Susan Short, LaWanda Wright

Mr. Fansler called the meeting to order at 1:30 p.m. A quorum was present. Ms. Hundley made the motion to approve the October Minutes and seconded by Mr. Fansler.

Old Business

New Business

Mr. Ramos, University Ombudsman, presented to the CAPFA members. The creation of the Ombuds Office was the result of university-wide efforts led through governance by faculty and supported by staff, students, and the administration, including legal counsel, human resources, and the offices of the president and provost. Mr. Ramos discussed the conflict in any healthy institution. He has the responsibility of helping people navigate through those conflicts and challenges. He helps people identify options, explore strategies and techniques, and then lets them decide if there's anything they want to do about the situation.

Mr. Fansler shared that the survey went to an estimate of 2200 employees with a ten percent response rate which a good response rate. It was noted that the majority of responses revealed an increased representation on committee and commissions through a resolution for an AP Senate in University Council. It was moved to advance a resolution. Mr. Fansler will work with the President's Office along with Ms. Myers to draft the resolution.

Mr. Fansler presented this resolution for first reading: Grant Administrative and Professional Faculty Community Service Leave. This resolution will grant sixteen hours of annual approved community service leave to be granted to Administrative and Professional Faculty. Ms. McCoy mentioned that based on the conversation between Mr. Garey, Mr. Fansler, Ms. Gardner Drewry, Ms. Shelor, and herself, she recommend CAPFA putting their combined time and energy into the creation of the AP faculty senate before putting forth a resolution on community service leave for AP faculty. Then looking at top priorities once that has been done. Ms. Gardner Drewry and Mr. Fansler recommended to move forward with the resolution.

Mr. Fansler provided an update from the last University Council meeting. A year-long study of Virginia Tech's fraternity and sorority life experience commissioned by the Office of the Executive Vice President

and Provost has resulted in recommendations for improving and enhancing Virginia Tech's Greek programs. There was a lengthy discussion on the findings of the study. The complete report from the Commission on Fraternity and Sorority Life Culture is available [online](#).

Commission Representative Reports:

Commission on Staff Policies and Affairs – (Margaret Radcliffe) – Continuing to look at childcare, additional funding for the employees who make \$35,500 or less, compensation packages, training for supervisors and managers, and assessing the level of satisfaction for employees

Employee Benefits Committee – (Margaret Radcliffe) – Identified three major categories to review this upcoming year. 1) leave for all employees types, 2) tuition benefits, 3) various improvement to existing benefits to attract and retain employees

Campus Development Committee –

Commission on Undergraduate Studies and Policies –

Other Business

Adjournment

There being no further business, a motion was made to adjourn the meeting at 2:32 p.m.

The next meeting will be on December 11.