

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

TUESDAY, AUGUST 30, 1994
PRESIDENT'S BOARDROOM
3:00 PM - 5:00 PM

MINUTES

Present: D. Beagle, P. Hyer, J. Jones, R. Jones, M. O'Neill, R. Sorensen, A. Spencer, N. Spencer

Via Teleconference: A. Lee, and H. Pettway

Absent: J. Aughenbaugh, T. Baker, D. Carper, R. Purdy, T. Ryan, J. Simmons, C. Thorpe

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:05 PM.

O'Neill

introduced the members and welcomed Dave Beagle, new Faculty Senate Representative. O'Neill thanked Roy Jones for his service as Faculty Senate representative.

O'Neill explained the electronic review process. Through this process the minutes from the last meeting have already been shared with CAPFA members and approved. They have been submitted to University Council for approval in September.

O'Neill expressed the Commission's great appreciation to Carol Claxton for all that she has contributed to the Commission.

MEETING DATES:

O'Neill asked if all members had received the meeting dates for the next academic year. J. Jones asked for clarification on the frequency of the meetings. O'Neill reiterated that the meetings were monthly. All present acknowledged that they had received the meeting schedule.

ELECTIONS:

Elections were completed this summer for CAPFA representatives to University Commissions and Advisory Councils. The Commission would like to extend its congratulations to all who were elected. O'Neill reported that the newly elected members may not be aware of their terms of appointment as yet.

Listed below are the names of the of the representatives to university councils and commission as a result of the recent elections:

Commission on Classified Staff Affairs: Joyce Martin

Commission on Faculty Affairs: Cliff Slade

Commission on Graduate Studies and Policies: Julie Sina

Commission on Research: Bob Pitman

Commission on Student Affairs: Barbara Cowles

Commission on Undergraduate Studies and Policies:	Mark Schaefermeyer
University Council:	Sharon McCloskey
University Advisory Council on Strategic Budgeting and Planning:	Elizabeth Creamer Gary Larrowe
Commission on University Support:	Neal Vines

O'Neill explained that there are other open slots on various other University standing committees for administrative and professional faculty which will be filled by appointment. Hyer will be following up to determine which committees need appointments. O'Neill will appoint representatives to the University Standing Committees as appropriate.

Norrine Bailey Spencer reported that she did not receive a ballot for the recent election. O'Neill will follow up on this matter.

J. Jones reported on the possibility of changing the by-laws of VESA to allow for voting at their annual meeting instead of by mail. It appears that this was not possible for this year and that VESA rules require a mail ballot. She will follow up.

GRIEVANCE PROCEDURES:

H. Pettway reported on the progress on development of the grievance committee procedures. Pettway named several candidates to serve on the Grievance Reconciliation and Grievance Review panels. 15 individuals are needed to serve on the panels. Norrine Bailey Spencer expressed concern that the candidates mentioned were all professional faculty. Administrative faculty need to be included as well. N. Spencer will work on a list of administrative faculty and will share it with Hyer. The list will be sent to Pettway by Friday, September 2, 1994. Pettway will contact the candidates by September 16, 1994. The panel of 15 should be confirmed prior to the next meeting on September 28, 1994.

Tom Ryan has been working on the Grievance Procedures document. Hyer will contact Ryan regarding the progress of the written procedures. The written part should be submitted to the committee for review by September 16, 1994.

A. Spencer, Sorensen, J. Jones, and Hyer will review it first; it will then be distributed to the entire Commission prior to the September 28th meeting. Action will be taken on the grievance procedures at the September 28 meeting.

N. Spencer asked the committee about any grievances that may emerge before the new procedures are in place. Grievances will be heard by the Faculty Senate until CAPFA is ready to hear them. Hyer explained the grievance procedure as it stands on the faculty side.

ELIGIBILITY OF ADMINISTRATIVE FACULTY FOR ELECTION TO COMMISSIONS:

O'Neill asked N. Spencer about her proposal. N. Spencer will have a draft for the next meeting.

NEW BUSINESS:

There was no new business.

The meeting adjourned at 3:45 PM.

Respectfully submitted,
Stacey L. Schnure
Graduate Assistant - Provost's Office

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

WEDNESDAY, SEPTEMBER 28, 1994
1810 LITTON REAVES HALL
3:00 PM - 5:00 PM

MINUTES

Present: P. Hyer, J. Jones, M. O'Neill, E. Petersen, R. Purdy, T. Ryan

Via Teleconference: A. Lee, H. Pettway, J. Simmons, C. Thorpe

Absent: T. Baker, D. Beagle, R. Sorensen, A. Spencer, N. Spencer

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson Marty O'Neill called the meeting to order at 3:10 pm. O'Neill asked if everyone had received the minutes electronically. Tom Ryan said that he did not receive the minutes but that he would be getting his own e-mail account in the next week or so. Members verified that electronic approval process had been satisfactory.

GRIEVANCE PROCEDURES:

H. Pettway faxed a list of people who agreed to be serve on the Grievance Reconciliation and/or Grievance Review panels. There was discussion that this group of members should be referred to as the 'pool' and this term will be used in the procedures themselves as well as in the minutes.

Commission members reviewed the draft committee procedures prepared by Hyer. J. Jones and O'Neill asked for clarification of the structure of the committees. There will be one pool of members prepared to serve on either reconciliation or review panels. However there will be two committees with separate chairpersons. Pettway will head the Grievance Review Committee and Ryan will head the Reconciliation Committee. Discussion determined that it would be unlikely that both committees would need to meet together. Thus, certain Senate procedures included in the draft were dropped or modified.

R. Purdy asked 'where' the hearing may take place. given the fact that a large number of Administrative and Professional Faculty are off campus. Hyer and Jones both suggested a central location, depending on the composition of the panel and the location of the grievant and witnesses. Another question that was brought up was the question of who will pay the expenses. Jones stated that in the current system, Virginia Tech pays expenses that are incurred as part of the grievance process, such as travel (see Faculty Handbook). Should the grievant seek legal counsel, the University does not pay this expense.

Hyer questioned the non-voting status of the grievance panel Chair and whether the number of people on the panel (five) was excessively cumbersome, especially given the fact that some hearings may take place off-campus. The Handbook calls for grievance review panels of five members, but allows the chair to make recommendations to expedite the process, including hearings with three panel members. Commission members agreed that the Chair should seek approval from the principal parties for a three-person panel (plus non-voting chair) whenever possible. After some experience with the process, CAPFA may wish to propose three-person panels as standard.

The next area of discussion was how to handle witnesses that cannot be present for a hearing. The consensus was that the first preference would be in testimony in person, followed by a phone participation, and then if necessary a written statement or an audio or video taped statement (which do not allow questioning). O'Neill suggested that these options be used for one year and then review them after that time.

Faculty Review Committee Procedures (from the Faculty Senate) call for an initial meeting where the principals present and justify a list of witnesses they would like to be heard. The Handbook language also states that the first meeting be held with both principals present and then "If the Panel feels it needs to investigate the case further, or requires more information, or desires to hear witnesses, the hearing will be adjourned until the Panel can complete the necessary work or scheduling." E. Petersen suggested a conference call for this purpose. O'Neill suggested that perhaps the Chair could decide if a 'witness' meeting is necessary and may choose the format if the meeting is necessary.

P.Hyer asked the group to forward any revisions of the procedures to her.

O'Neill expressed the Commission's appreciation to Pat Hyer for her work on the draft procedures for the Grievance and Reconciliation Committees.

NEW BUSINESS:

There was no new business.

The next meeting will be held on October 26, 1994. The agenda will be continuing with the Grievance and Reconciliation Committees Procedures.

The meeting adjourned at 4:30 pm.

Respectfully submitted,
Stacey L. Schnure
Graduate Assistant - Provost's Office

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

WEDNESDAY, OCTOBER 26, 1994,
PRESIDENT'S BOARDROOM,
3:00 PM - 5:00 PM

MINUTES

Present: D. Beagle, P. Hyer, J. Jones, M. O'Neill, E. Petersen, H.
Pettway, R. Purdy, T. Ryan, R. Sorensen, N. Spencer

Via Teleconference: T. Baker, A. Lee, J. Simmons, C. Thorpe

Absent: A. Spencer

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:10 pm. O'Neill apologized for the delay in distributing the minutes and asked if there were any changes to the minutes. There were no changes and the minutes were approved as presented.

NOMINATION OF VICE-CHAIR:

P. Hyer suggested nominating a Vice-Chair for CAPFA. She explained that the Vice-Chair would assume responsibility as the Chair the following year. The Vice-Chair can only be an elected member of CAPFA as well as an administrative or professional faculty. Several members were nominated. There was discussion about whether or not the Chairs of the Grievance or Reconciliation Committees could be eligible to be the Vice-Chair. There was also discussion of limits on eligibility due to terms of service. Not finding an easy solution, the topic was tabled until the next meeting. The discussion will continue at the next meeting and the Committee will vote on a Vice-Chair.

GRIEVANCE PROCEDURES:

Discussion of grievance procedures continued from the last meeting. The procedures were briefly reviewed from the beginning.

R. Sorensen suggested that there may be a security issue involved with the 'other' types of witness statements (those other than personal appearance). For example, would a written statement need to be notarized? Jones suggested that when a personal appearance is not possible that the only other option be a phone statement whereas the Panel could still ask questions of the witness. The group also discussed the admissibility of these 'other' means of witness statements.

The group discussed the availability of the procedures to AP Faculty once they are complete. When the final procedures are approved, they will be available upon request from Pat Hyer and Ann Spencer.

The group discussed the use of the word 'adjournment'. Adjournment was changed to 'continuance'. It was decided that a continuance can be granted at the discretion of the chair.

Jones asked if the numerical distribution of votes needed to be included in the final report. The group decided to delete the section in the final report about the distribution of votes. Sorensen raised the point of

whether or not the dissenting opinion should be mandated in the report. After discussion, it was decided that the dissenting opinion would be optional.

The group discussed the record of the proceedings. CAPFA decided that the hearings should not be audio taped. The group decided that any correspondence, evidence, documentation, letters, as well as the final report should be kept in a confidential and locked environment. N. Spencer suggested the possibility of a locked file cabinet in the Faculty Senate Office. Hyer also mention the possibility of the Faculty Senate secretary assisting with CAPFA.

RECONCILIATION:

Sorensen reported on reconciliation procedures after speaking with Joe Falkinham. Falkinham said that generally there are no rules for the reconciliation process and no records are kept. The process usually is rapid and the reconciliation process 'stops the clock' on the grievance procedures. The point of the reconciliation process is to mediate and negotiate with those involved. The Chair of the Reconciliation Panel should have a strong personality as this person may be in the position of telling the grievant that they are wrong. A final report is in the form of a letter from the Chair stating irreconcilable differences with the appropriate dates and times included in order for the grievance process to continue. This letter will be kept confidential

The group discussed if there should be a written statement regarding reconciliation. A written statement that explains the concept of reconciliation rather than any procedures will be prepared by CAPFA.

THE POOL:

H. Pettway reported that the 17 members of the pool had accepted the responsibility. He asked if training should be scheduled for the pool members. Spencer commented that sending the grievance procedures to the members may be an adequate start where training is concerned. An hour or two of 'training' could be provided for those pool members that don't feel comfortable with the procedures. This probably will be done via conference phone with on and off campus participants. Pettway also raised the issue of support staff for the Panel for the purposes of making arrangements and the maintenance of records.

O'Neill asked about the budget responsibility for payment of the panel's expenses.

Sorensen proposed finalizing and approving the procedures at the next meeting and perhaps using the Faculty Senate for assistance in the interim. It was decided that the grievance procedures would be revised as discussed at the meeting and approved electronically within 10 days following the meeting.

NEW BUSINESS:

N. Spencer passed out a proposal about the election procedures. The proposal will be discussed at the next meeting.

The agenda for the next meeting will include a discussion of expenses for the Committees and approving the procedures.

The meeting adjourned at 5:05 pm.

Respectfully submitted,

Stacey L. Schnure
Graduate Assistant - Provost's Office

Amendment to the October 26 minutes:

Procedures for administrative and professional faculty grievance have been approved by CAPFA members electronically and on November 7, they were sent to all members from Pat Hyer.

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

TUESDAY, NOVEMBER 29, 1994

3:00 PM - 5:00 PM

MINUTES

Present: T. Baker, J. Jones, B. Neidigh, M. O'Neill, T. Ryan, J. Simmons, R. Sorensen, A. Spencer, N. Spencer, C. Thorpe

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:20 PM. O'Neill welcomed the new classified staff representative, Brenda Neidigh.

NOMINATION OF VICE CHAIR:

Simmons nominated Pettway for vice chair. O'Neill accepted on Pettway's behalf as he was unable to attend the meeting but conveyed to O'Neill his willingness to accept the nomination. O'Neill expressed her appreciation to Pettway for agreeing to serve as vice chair. In addition, since Pettway is the chair of the grievance committee, a new chair of grievance would need to be selected for 95-96.

O'Neill suggested that either the chair or vice chair should be an off-campus CAPFA member. The group discussed the issue and decided that this should be a recommendation but not a requirement.

GRIEVANCE VICE CHAIR:

The group discussed the issues involved with a member being both vice chair of CAPFA (and ultimately chair) and chair of grievance. It was decided that every effort should be made to ensure that the chair of CAPFA and the chair of grievance are two separate people. A vice chair of grievance should be nominated to make the transition easier from year to year. Simmons volunteered to serve as vice chair of grievance. The members unanimously approved her appointment.

GRIEVANCE TRAINING:

O'Neill reported Pettway's suggestion of a training session for those who have agreed to serve in the pool for grievance and reconciliation panels. The group decided to plan a formal training session in January which may take the format of a meeting with on-campus members and a phone hook-up for those off-campus. Pettway suggested using faculty members who are familiar with the grievance process to assist with the training.

The grievance procedures were sent electronically by Hyer to CAPFA members and were approved.

GRIEVANCE FORM:

Hyer reviewed the proposed grievance form. Baker expressed concern about the Step 1 supervisor. Should the extension agents use their unit director as the Step 1 supervisor or should all paperwork go through Bill Allen, Director of Extension? Jones explained that all grievances need to go to Bill Allen for a decision.

The grievance form was approved. O'Neill presented Hyer with a gift to thank her on behalf of CAPFA for her work on the project.

O'Neill asked the group for suggestions on communicating the new grievance procedures to all professional and administrative faculty. CAPFA will submit an article to Spectrum that includes a summary of CAPFA accomplishments and announcing that the forms and information is available from Jones', A. Spencer's, and Hyer's office. O'Neill will contact Spectrum. Jones added that she will distribute the information to all extension administrative and professional faculty.

BUDGET FOR GRIEVANCE:

The subject of the expenses incurred through a grievance was revisited. Hyer agreed to look into panel expenses and make a report at the January meeting. O'Neill and Hyer reported that the Faculty Senate has a secretary provided by the Provost's Office and they have agreed informally to let CAPFA use those services if needed. Jones pointed out that the grievant's department is responsible for the grievant's expenses.

COMMITTEES:

O'Neill is waiting for an exact list of which committees will require AP representation. When a representative is needed on a commission and does not need to be elected, the chair of CAPFA will appoint someone. In the case of a committee, CAPFA will forward two names to the President and he will choose one. This will be discussed further at the January meeting.

A. Spencer suggested that observers attend some committees, such as EOAA, Employee Benefits.

N. Spencer asked that the list of committees be circulated so that the commission can start thinking of people to serve.

It was suggested that we invite all AP representatives from all commissions to a CAPFA meeting to check in with them.

OLD BUSINESS:

ELIGIBILITY FOR ADMINISTRATIVE PROFESSIONAL FACULTY TO SERVE AS REPRESENTATIVES ON COMMISSIONS AND COMMITTEES:

Purdy and N. Spencer have drafted a proposal that would allow administrative faculty to be eligible in the election process. Hyer suggested that a resolution be written to state that those administrative faculty not already named ex-officio on the commission will be eligible to be part of the normal election. A. Spencer suggested that a solution must be acceptable to both the Faculty Senate and CAPFA as there were strong objections last time changes were proposed. Hyer volunteered to work with N. Spencer on the resolution in January. She also suggested that someone meet with Faculty Senate officers in advance of a formal proposal. A copy of the proposal should be complete by the January 25th CAPFA meeting.

NEW BUSINESS:

COMMUNICATION TO OFF-CAMPUS FACULTY:

President Torgersen will address the entire faculty on December 7, 1994 from 3 - 5 PM in the Donaldson Brown Auditorium. O'Neill will follow up on arrangements for communication with off-campus faculty.

PROVOST INTERVIEWS:

As chair of CAPFA, O'Neill has been asked to interview candidates for the

position of Provost. N. Spencer will fill in for O'Neill while she is out of town.

SGA and GSA REPRESENTATIVES:

The GSA representative sent a note that he could not attend today's meeting (E. Petersen). We have been unable to locate the SGA representative that is to serve on CAPFA.

PROJECTS TO WORK ON FOR SPRING:

N. Spencer suggested creating a systematic way to connect with other committees and commissions. The idea of a column in the Spectrum was again discussed.

Hyer stated that we need to prepare for elections in the Spring. O'Neill agreed to start the process in February and have everything completed by March.

Meeting was adjourned at 4:20 PM.

Stacey L. Schnure
Graduate Assistant - Provost's Office

MINUTES

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

WEDNESDAY, JANUARY 25, 1995,
3:00 PM - 5:00 PM

Present: P. Hyer, B. Neidigh, M. O'Neill, R. Purdy, T. Ryan, R.
Sorensen,
A. Spencer, N. Spencer

Via Teleconference: T. Baker, A. Lee, H. Pettway, C. Thorpe

Absent: D. Beagle, J. Jones, J. Simmons

O'Neill called the meeting to order at 3:05 PM.

The minutes from November were approved with revisions. In follow-up from the last meeting, O'Neill reported that an article giving an update of CAPFA progress on the grievance process and representatives of A/P faculty to commissions and councils was printed in the SPECTRUM. The SPECTRUM editor welcomed articles from CAPFA for any issues.

Jones reported that she had distributed grievance procedure information to all off-campus Extension A/P faculty, in addition to the article in the SPECTRUM.

A. Spencer said she would obtain a current list of A/P faculty for use by the nominations committee.

It was decided that the election process for A/P faculty would begin after the revision of By-Laws to be approved by University Council because some seats will be added/deleted per Task Force chair Larry Moore.

O'Neill reported that she had requested, on behalf of CAPFA, that Presidential meetings include some type of communications hook-up for off-campus participants.

Hyer said she would follow-up on determining budget responsibilities for off-campus grievance hearings and travel for off-campus participants to on-campus grievance hearings.

Grievance Chair Pettway confirmed February 9th as the date for Grievance panel training. O'Neill agreed to invite faculty senate representatives to talk about the reconciliation process. Conference phone hook-up will be arranged for off-campus participants. CAPFA members are invited to attend along with A/P faculty members who have volunteered to serve on grievance panels.

N. Spencer made a motion to include administrative faculty as eligible to be elected to commission and/or council seats. Purdy second. After discussion the motion carried. A resolution was written by N. Spencer. O'Neill and N. Spencer plan to meet with Faculty Senate President Larry Shumsky prior to submitting the CAPFA resolution to the University By-Laws Task Force.

New Business:

Change of meeting dates due to schedule conflicts for the remaining spring 95 was discussed. O'Neill will change room/phone reservations and confirm

with CAPFA members.

The meeting adjourned at 5:00 PM.

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

TUESDAY, FEBRUARY 21, 1995,
PRESIDENT'S BOARDROOM,
3:00 PM - 5:00 PM

MINUTES

Present: P. Hyer, J. Jones, M. O'Neill, R. Purdy, T. Ryan, A.
Spencer, N. Spencer

Via Teleconference: T. Baker, A. Lee, H. Pettway, C. Thorpe

Absent: E. Petersen, J. Simmons, R. Sorensen

A/P Faculty Representatives to Commissions and Councils Present: B.
Cowles, E. Creamer, S. McCloskey, M. Schaefermeyer

A/P Faculty Representatives to Commissions and Councils via Teleconference:
G. Larrowe, C. Slade

A/P Faculty Representatives to Commissions and Councils Absent: Martin,
Pitman, Sina, Vines

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:05 PM. The minutes from previous meetings have not been distributed as of yet and will be distributed and approved electronically.

DISCUSSION WITH ELECTED REPRESENTATIVES OF A/P FACULTY ON COMMISSIONS AND COUNCILS:

O'Neill welcomed the A/P Faculty representatives and invited them to stay for the entire meeting. O'Neill asked each guest to speak briefly of their experience on their respective commissions/councils.

Schaefermeyer requested a list of the CAPFA members to better communicate information to appropriate persons.

A. Spencer suggested sending the CAPFA minutes to each A/P Faculty representative as a way to better communicate to the larger constituency. The minutes will be sent electronically to the A/P Faculty representatives on Commission and Councils beginning with the minutes from February 21, 1995.

McCloskey expressed a concern regarding what and who they are or should be representing in their respective commissions and councils. Creamer added that she felt as though she did not have a constituency to report back to.

A. Spencer suggested that nominations for certain commissions and councils may be more pertinent to particular departments and CAPFA should keep this in mind when nominating. N. Spencer concurred.

G. Larrowe asked if attending his Commission meeting via telephone would be possible. Pat Hyer agreed to arrange this.

Creamer said that she has found the council she serves on to be very informative.

Cowles has not received any information from her commission and thus has not attended any meetings as of this date. Cowles and O'Neill will follow up.

Slade said that a speaker phone would be helpful although he cannot obtain one. Jones will look into obtaining a headset for him to use instead of a hand held phone.

O'Neill welcomed the A/P Faculty representatives to communicate anything that may be pertinent to CAPFA at any time.

FOLLOW-UP FROM UNIVERSITY COUNCIL ON BY-LAWS:

Administrative faculty are not currently eligible to be elected to commissions and councils to represent A/P faculty. CAPFA has requested that the By-Laws be changed. O'Neill and N. Spencer met with Faculty Senate President Larry Shumsky to discuss the proposal in advance. The By-Laws task force supported and made the change.

Larry Moore presented the revised by-laws for first reading at University Council. They will be voted on at the next meeting. There is also an amendment by the Faculty Senate being voted on at the March 6 meeting that would limit the number of Administrative Faculty to a cap of 33% serving on commissions and councils.

LETTER FROM VESA REGARDING VOLUNTARY SEPARATION:

Jones distributed a letter from the current President of VESA regarding voluntary separation options for A/P Faculty and more specifically the extension agents. The current ITO plan as well as the Governor's plan excludes A/P Faculty from participating. The bill before the General Assembly at the present time would include A/P Faculty. Jones and Hyer explained that the program would be quite expensive and the financial burden would be on the institution to be paid in one year. In addition, the bill is interpreted to say that any positions lost due to the voluntary separation program would not be filled.

Jones commended those extension agents who contacted their legislators about their exclusion and for their efforts along with those of the University in getting it changed.

INFORMATION ACCESS FOR OFF-CAMPUS FACULTY:

The Freedom of Information Act was discussed as it pertains to salary records and access to this information specifically for off-campus professional faculty. Salary reports can be obtained from the library at the reference desk or from Personnel which would include at \$50 processing fee for the total listing. This fee is applicable to anyone requesting the full report. A. Spencer and Hyer will explore the possibility of putting this information on-line, possibly on GOPHER.

UPDATE ON ELECTIONS:

O'Neill will continue to check with A/P Faculty representatives to confirm terms of office.

Pettway announced to the group that he will be unable to accept the position Chair of CAPFA for next year. At the March meeting, a new Chair for 95-96 will be elected.

A Nominating Committee was formed for the upcoming elections. This committee is comprised of R. Purdy, T. Ryan, and H. Pettway. Since the terms on Commission and Councils are staggered, there will only be 3 or 4 commissions that will have vacant spots for A/P Faculty.

NEW BUSINESS:

O'Neill commended and congratulated Pettway on the Grievance Panel Training.

Pettway suggested the possibility of a CAPFA letterhead for correspondence purposes. Hyer has already explored this and will follow up.

N. Spencer discussed the need for greater visibility for CAPFA and A/P Faculty. Some ideas generated included a form letter to all new A/P Faculty, a reception and/or an open CAPFA meeting, and an annual report of CAPFA.

O'Neill thanked all who attended.

The meeting adjourned at 4:30 PM.

Respectfully submitted,

Stacey L. Schnure
Graduate Assistant - Provost's Office

Minutes

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

WEDNESDAY, MARCH 22, 1995,
3:00 PM - 5:00 PM

MINUTES

Present: P. Hyer, J. Jones, B. Neidigh, M. O'Neill, T. Ryan, R.
Sorensen,
N. Spencer

Via Teleconference: , A. Lee, H. Pettway, , J. Simmons, C. Thorpe

Absent: T. Baker, D. Beagle, R. Purdy, A. Spencer

O'Neill convened the meeting at 3:10 PM.

The February minutes were approved electronically.

UNIVERSITY COUNCIL:

O'Neill stated that University Council passed the By-Laws as prepared by the Task Force. Administrative faculty are now eligible to server as A/P reps to commissions and councils.

NOMINATING COMMITTEE:

In follow-up from the last meeting, O'Neill reported that the nominations committee (Simmons, Ryan, Purdy, and O'Neill) had not been able to meet due to schedule conflicts. The committee will meet via telephone and computer notes. Copies of the listing of eligible A/P faculty will be sent to each member after the list is updated. Hyer agreed to handle obtaining the correct list.

ELECTION OF CHAIR FOR 95-96

Purdy declined to be nominated for chair or vice-chair and offered to trade her 3-year term to a member who had a one-year term.

It was unanimously agreed by those present that Purdy would trade her 3-year term for O'Neill's one-year term. O'Neill was elected Chair of CAPFA for 95-96. It was agreed that the Vice-Chair would be elected in the fall of 95 after new members were on board.

REDUCTION IN FORCE/WORKFORCE TRANSITION

Hyer presented the most current information on reduction in force by walking through a document prepared by the Commission on Faculty Affairs (Hyer circulated the document to CAPFA members in advance of the meeting). Simmons had specific questions as they related to her role as chair of grievance for 95-96 and she planned a follow-up phone call with Hyer. Hyer asked all member of CAPFA to provide feedback to her (hyerp@vt.edu) and she will forward to CFA. Hyer also reviewed the current status of the Workforce Transition Act as it related to involuntary and voluntary separation and also as it related to A/P faculty. She noted a proposal that will come before the Board of Visitors at their April meeting that specifically related to A/P faculty.

Jones mentioned specifics relating to Extension Federal Retirees retirement

date of September 30th.

The meeting was adjourned at 4:30 PM.

COMMISSION ON ADMINISTRATIVE AND
PROFESSIONAL FACULTY AFFAIRS
(CAPFA)

TUESDAY, APRIL 25, 1995
PRESIDENT'S BOARDROOM
3:00 PM - 5:00 PM

MINUTES

Present: D. Beagle, P. Hyer, , B. Neidigh, M. O'Neill, R. Purdy, T. Ryan, A. Spencer, N. Spencer

Via Teleconference: T. Baker, , C. Thorpe

Absent: J. Jones, A. Lee, H. Pettway, J. Simmons, R. Sorensen

A/P Faculty Representatives to Commissions and Councils Present: J. Martin

CALL TO ORDER/APPROVAL OF MINUTES:

Chairperson, Marty O'Neill called the meeting to order at 3:05 PM. The minutes from January and March were approved with minor revisions.

ELECTIONS:

The nominating committee has met and has compiled names for the upcoming election. O'Neill is calling the individuals named to confirm their interest in serving. The committee would like to have more administrative faculty on the list. The positions that will be filled include three members of CAPFA, two members to University Council, and one each for the Commissions on Faculty Affairs and Research. There are also vacancies on various committees whose members are appointed by the President. These include academic support, athletics, buildings, employee benefits, transportation and parking, and communications and computing.

WORK FORCE TRANSITION ACT UPDATE:

P. Hyer discussed the latest on the WTA. All WTA recommendations from Virginia Tech were approved by the State as submitted.

Tech is opening another window of time for those who did not take advantage of the March 31 date. The extension is for Administrative and Professional Faculty only, not Instructional Faculty. The new date for application is October 1 and this plan will have the same benefits as the WTA. There is one eligibility change. This plan will require the participant to be 50 years of age and to have served the University for 10 years. The President will have the right to make exceptions on a case-by-case basis.

EDUCATIONAL LEAVE:

Dean of Students Cathy Goree asked N. Spencer to bring the question of educational leave to CAPFA. P. Hyer and A. Spencer agreed to follow up on Goree's concerns and if they are applicable to CAPFA, will bring back to the group.

A/P FACULTY ORIENTATION:

N. Spencer suggested the possibility of a new A/P faculty orientation similar to the new faculty orientation already in existence. A. Spencer stated that she is working on a similar program for department heads and

may of assistance. CAPFA will pursue this idea next fall.

A/P FACULTY REPRESENTATIVES:

Joyce Martin gave a brief report. She has not been notified of meetings of the Commission for Classified Staff Affairs and therefore has not attended. O'Neill will follow-up.

MEETING DATES AND TIMES FOR FALL 1995:

The group discussed possible dates and times for the CAPFA meeting for next fall. The tentative meeting time is 1:30 - 3:00 on the second or third Tuesday of the month. O'Neill will follow-up on room availability and will send notification of meeting dates for 95-96 to CAPFA members.

ACKNOWLEDGMENTS:

O'Neill thanked Beagle for serving as the representative of Faculty Senate. She also thanked Purdy, Thorpe, and N. Spencer. Letters of appreciation will be sent to members completing their term. Thorpe thanked O'Neill for making the teleconference people feel comfortable at the meetings.

Meeting adjourned at 4:10 pm.

** After the meeting, Neidigh informed O'Neill that she has accepted a new position as Assistant to the Vice President for Information Systems. She will no longer be able to serve as the staff representative to CAPFA. She will receive a letter of appreciation as well.

Respectfully submitted,

Stacey L. Schnure
Graduate Assistant - Provost's Office