

COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS  
(CAPFA)

TUESDAY, AUGUST 15, 1995  
PRESIDENT'S BOARDROOM  
1:30 PM - 3:00 PM

MINUTES

Present: P. Hyer, M. O'Neill, N. Spencer, S. Schnure

Via Teleconference: A. Lee, H. Pettway

Absent: T. Baker, B. Howe, J. Jones, D. Robertshaw,  
T. Ryan, K. Rystrom, J. Simmons, R. Sorensen, A. Spencer, J. Thabede

CALL TO ORDER:

Chairperson M. O'Neill called the meeting to order at 1:45 pm. O'Neill also welcomed new members.

MEETING DATES AND TIMES FOR 1995- 96:

Given that fact that the meeting times set for CAPFA conflicted with obligations for extension members, the meetings have been changed to the third Tuesday of each month with the exception of the November meeting. The dates and location of each meeting is as follows (the time will remain the same, 1:30 pm - 3:00 pm):

September 19	President's Board Room
October 17	Burruss Room 400 D
November 28	President's Board Room (this will be a combined meeting for November and December)

January 16	President's Board Room
February 20	President's Board Room
March 19	President's Board Room
April 16	President's Board Room

\*\* There will not be a May meeting.

ELECTIONS:

O'Neill reported on the election process and would like to work on it this year to make it more efficient. O'Neill suggested appointing an 'elections person' from CAPFA to head up the elections process. Is there is way to do the elections electronically?

Some complaints were received, particularly from the field. Several suggestions were made, including that the nominee's title and area of responsibility be included on the ballot. This will be implemented. Another suggestion was having the nominee provide a short platform. The group felt that this was unrealistic and may deter individuals from running in the election.

The on-campus ballots went fairly well and the return rate was good.

In many cases, Extension did not get the ballots before the return date and this caused some confusion. The off-campus return rate was not as high as it should be given the fact that a large part of the CAPFA constituency are extension agents. Also, the extension mail service did not personalize the ballots so it was not clear as to who should have received the ballots in

the unit offices.

There is also confusion about the role of VESA in the election/nomination process. VESA needs to take a more structured role in the nominations process. While it is possible that we did not contact the right people initially, Kay Burke was very helpful in finalizing nominations.

Lee suggested that at mid-year a nomination form should be sent (including self-nominations) and then the nominations sub-committee could finalize the nominations.

Even though there were some complications with the election process, O'Neill feels confident that the elections were valid.

#### ELECTION OF VICE CHAIRS:

The election of Vice Chair of CAPFA and of the Grievance Committee will be tabled until the next meeting.

#### A/P FACULTY REPRESENTATIVES:

O'Neill suggested inviting the A/P faculty representatives serving on other commissions and committees to attend the September CAPFA meeting.

The following is a list of those elected to Commission and Committees:

CAPFA:	Norrine Bailey Spencer Dianne Robertshaw
University Council:	Tom Head Kay Burke
Commission for Faculty Affairs: Research:	Darlene Grega John Muffo
Public Service and Extension:	Sharon Diggs

\*\* Please note: CAPFA only elected one representative to this Committee. It has been brought to O'Neill's attention that CAPFA should have 3 individuals on this committee. O'Neill will follow up.

The following is a list of those appointed to various committees by the President:

Academic Support (one year):	Llewellyn Allison
Athletics (two years):	Henry (Duane) Lagan
Building (three years):	Mary Thompson
Employee Benefits (one year):	Vera Kidd
Transportation & Parking (two years):	Jean Eversole
Computing and Communications Resources (three years):	Phil Spessard

#### ITEMS TO LOOK AT FOR THE NEW YEAR:

##### 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.

N. Spencer was asked to approach CAPFA about looking at the policy that allows classified staff to be paid for teaching but not A/P faculty.

N. Spencer suggested writing to CAPFA constituents on CAPFA happenings. This will be discussed further at the next meeting.

It was also suggested that CAPFA look at some way to boost morale perhaps in the form of a celebration of sorts. This will be discussed further at

the next meeting.

Respectfully submitted,

Stacey L. Schnure  
Graduate Assistant - Provost's Office

COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS  
(CAPFA)

TUESDAY, September 19, 1995  
PRESIDENT'S BOARDROOM  
1:30 PM - 3:00 PM

MINUTES

Present: S. Foster (for A. Spencer), P. Hyer, J.  
Jones, M. O'Neill, R. Sorensen, N. Spencer,  
J. Thabede

Via Teleconference: B. Howe, H. Pettway, J. Simmons

Absent: T. Baker, D. Robertshaw, T. Ryan, K. Rystrom,

A/P representatives: Muffo, Spessard, Cowles, Head, Diggs, Eversole,  
Kidd

CALL TO ORDER:

Chairperson M. O'Neill called the meeting to order at 1:40 pm. O'Neill welcomed all A/P representatives who were present. Introductions were made. O'Neill also reviewed the agenda.

A/P REPRESENTATIVES DISCUSSION:

O'Neill again welcomed all the A/P representatives in the room and on the phone. Each representative was asked about their respective committees and commissions. Head asked for clarification concerning his role on University Council and how that related to CAPFA. Parallel to other faculty, the University Council membership includes the chair of CAPFA AND other A/P representatives not serving on the Commission. O'Neill encouraged the A/P representatives to contact her or any member of CAPFA, via email or phone, regarding any concerns or comments.

TERMS OF OFFICE:

O'Neill reminded the group that all appointments are generally for three year terms. However since CAPFA was a new commission, the terms were arbitrarily staggered to one, two, and three year terms. A list with terms of office will be sent electronically to all CAPFA members and A/P representatives.

ELECTION OF VICE CHAIRS:

Election of a Vice Chair of CAPFA and a Vice Chair for the Grievance Committee were discussed. The group discussed who was actually eligible for these positions. N. Spencer was nominated for the Vice Chair of CAPFA; she accepted and was voted in by acclamation. D. Robertshaw was nominated as Vice Chair of the Grievance Committee in her absence. O'Neill will consult with Robertshaw for her decision.. The group voted favorably to approve these individuals contingent upon Robertshaw's acceptance.

(note: Robertshaw accepted the nomination)

VACANCIES TO BE FILLED:

There are two vacancies on the Commission on Public Service and Extension and one each on the Commission on Graduate Studies and Policies and the University Advisory Council on Strategic Budgeting and Planning.

N. Spencer suggested that the Chair appoint these positions from the pool of A/P Faculty identified in the earlier election process. Sorensen and Jones both concurred in the Chair appointing these slots. O'Neill will appoint individuals to fill the four vacancies.

#### ELECTION PROCESS:

N. Spencer (as newly elected Vice Chair) will convene an ad hoc group to discuss the election process and the issues raised from it. She will also head the nominations committee. B. Howe will join Spencer in this endeavor. Spencer will meet with O'Neill to review the issues that were raised and will then meet with Howe.

Jones described the electronic mail process they use for Extension. Perhaps CAPFA elections can be done electronically. N. Spencer will follow up on this.

#### PROJECT ENABLE:

Representatives from Project ENABLE would like make a presentation of the project for CAPFA. Members of the group who have seen the presentation felt that this was a good idea. O'Neill will invite them to the November meeting. Jones will work with those responsible for the presentation to make a video so the off-campus CAPFA members can be included. A/P representatives will also be invited to this presentation.

#### CORE VALUES:

Muffo made a proposal to the group regarding the core values discussions that are taking place on campus. Muffo and others are working with the Provost's Office on this project. The focus group discussions have included all members of the Virginia Tech community and it is important that A/P Faculty are included in this project.

The October CAPFA meeting can be used to have this presentation and discussion regarding the core values of Virginia Tech. The presentation consists of a 15 minute video and then a facilitated discussion.

Jones will work with Muffo to ensure that off-campus Extension faculty can view the video in advance and become part of the discussion.

The core values discussion will take place during the October 17th CAPFA meeting from 1:30 - 3:00 pm in Burruss 400D.

All A/P representatives are invited to participate and will receive a reminder from Hyer.

#### OLD BUSINESS:

##### Educational Leave:

A. Spencer and Hyer will follow up with Goree regarding this issue. Hyer stated that the problem resides with the residency requirements of the department and/or College and not CAPFA.

##### Teaching:

N. Spencer was asked to approach CAPFA about looking at the policy that allows classified staff to be paid for teaching but not A/P faculty. S. Foster spoke to this issue. The distinction lies in that A/P Faculty are encouraged to teach where it is not part of classified staff members' job descriptions. An exception to this is some Extension employees who are not supposed to teach.

#### NEW BUSINESS AND ANNOUNCEMENTS:

Jones announced that the state-wide Extension meeting will be held October 10 and 11. Restructuring will be the main topic.

O'Neill will follow up on the Faculty Senate, Classified Staff, and Undergraduate representatives to CAPFA.

If at all possible, agenda items for October will be tabled until the November meeting in order to concentrate on the core values presentation which will be on October 17th in Burruss 400D from 1:30 - 3:00 pm.

Meeting adjourned at 2:40 pm.

Respectfully submitted,

Stacey L. Schnure  
Graduate Assistant - Provost's Office

As an added note: Project Enable will be at the January meeting. They could not make our November date.

COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS (CAPFA)

October 17, 1995

400-D

1:30-3:00

MINUTES

Present: P. Hyer, M. Martelli, M. O'Neill, T. Ryan, K. Rystrom, R. Sorensen, A. Spencer, N. Spencer, J. Thabede, D. Robertshaw Yardley, M. Zeck

Guests: J. Dudley, D. Lotts, R. Hall (to facilitate discussion). M. Thompson (A/P representative)

Absent: T. Baker, B. Howe, J. Jones, A. Lee, H. Pettway, J. Simmons.

Problems with phone connections kept several off-campus members from participating in the discussion as planned.

Old Business:

O'Neill reported that Betsy Campbell and Dawn Barnes have accepted appointment to the Commission on Public Service and Extension. Raynel Otero agreed to appointment on the Advisory Committee on Strategic Budgeting and Planning, replacing Elizabeth Creamer who is now tenure-track faculty. Delores Scott agreed to replace Julie Sina on the Commission on Graduate Studies and Policies. All replacements were individuals had been nominated as A/P representatives for various commissions and were a part of the election conducted during the summer.

Core Values Discussion:

Dudley, Lotts, and Hall facilitated the discussion of core values. In August, Provost Meszaros called together a small group to help organize a university-wide dialogue among key stakeholders -- alumni, students, faculty, staff, parents, and others -- about the enduring values of the institution. Organizations which are able to articulate their core values appear to enjoy greater productivity because they constitute shared values for employees and create an understanding of the organization's mission. Core values are defined as a set of essential beliefs that define, delimit, guide and direct the university and its operations. A brief video introduced the topic.

The group was first asked to name two things we thought of when we think of Virginia Tech. A variety of attributes were suggested--strong technical/scientific programs, beautiful campus and grounds, good faculty, and so on. The group was then asked to list what we, as individuals, value at VT -- what do we want VT to be for us? What values should the university espouse? Group members suggested the following in response: quality education, honesty, integrity, fair/humane employer, accommodating, academic freedom, customer service, sense of community/equality for faculty/staff/students, entrepreneurial spirit, nurture diversity and achievement, high quality faculty, education for life, prestige, positive public image.

The third question was: "What values do we need to take us to the twenty-first century? What are the values that are encompassing of those discussed, that we cannot do without?" The group responded with the following: learning for all, integrity, leadership, comprehensive, student-oriented, technology, responsiveness (excellent customer service), recruitment and retention of strong faculty and students, high quality education, shared sense of university community, diverse community of

equals, environment conducive to all community members, high tech/high touch, common liberal arts foundation for all students. These were further grouped as:

Education: critical thinking, quality, comprehensive, relevance, inclusive  
Community: responsibility, responsiveness, student-orientation, diversity  
Service: economic development, entrepreneurial, outreach  
Leadership: leadership skills of student body, programs of study, research  
Research and Application

The last question posed was: "What are one or two strategies support these? what would you do next? what actions would you take?" Suggestions included: use values to develop a prioritized, comprehensive strategic plan; focus university resources on high priorities with integrity; find ways to lift spirits, celebrate our continuing efforts; use completion of the plan as a focus for a celebration in February; find ways to share a common achievement; celebrate these; need to feel proud of our contributions and achievements; showcase institution to various publics; publicize Tech.

The reports from stakeholder groups will be posted on the Provost's Page on the World Wide Web (<http://ate.cc.vt.edu/PROVOST/provost.html>). A draft of the overall report will be available there. Comments can be made directly on the web site back to the Provost.



COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS  
(CAPFA)

TUESDAY, November 28, 1995  
PRESIDENT'S BOARDROOM  
1:30 PM - 3:00 PM

MINUTES

Present: S. Foster (for A. Spencer), P. Hyer, J.  
Jones, M. Martelli, M. O'Neill, T. Ryan, K.  
Rystrom, R. Sorensen, N. Spencer, M. Zech

Via Teleconference: T. Baker, J. Simmons

Absent: B. Howe, A. Lee, H. Pettway, D. Robertshaw-Yardley  
A/P representatives: R. Otero, M. Thompson

CALL TO ORDER:

Chairperson M. O'Neill called the meeting to order at 1:30 pm. O'Neill welcomed all A/P representatives who were present. Introductions were made.

Approval of the Agenda  
Approval of the minutes from the October meeting

ANNOUNCEMENTS:

O'Neill discussed the strategic plan initiative and the core values documents. David Conn asked for input about the strategic plan. Input can be made for both initiatives via the World Wide Web. O'Neill thanked everyone for their valuable input.

GRIEVANCE UPDATE:

Simmons reported on the grievance process. She thanked Hyer for her support. Many panel members were lost due to the WTA. Simmons has found more people to serve however. The panel members have been more than accommodating to hearing schedules. There was discussion about whether or not another training was needed for the panel members. Pettway and Simmons have helped the new members with getting them the information that they need. No additional training should be necessary at this time. O'Neill extended appreciation for her hard work with the grievance process and encouraged her to involve Robertshaw-Yardley as her vice chair.

ELECTION UPDATE:

N. Spencer reported on plans for the upcoming election. A handout was distributed that outlined the changes and the tentative dates.

12/95 - 1/96	solicit nominations
2/96 - 3/15/96	prepare slate
3/15/96 - 4/15/96	hold election

Spencer asked for feedback from the group.

There must be 2 nominations to the President as recommendations to be appointed to committees. Sorensen suggested that these 2 nominations also be elected as part of the ballot. In addition, a suggestion was made that an explanation of the appointed positions process be included on the ballot. O'Neill stated that the appointed positions

could be nominated by the nominating committee OR can be elected as Sorensen suggested. CAPFA needs to determine the process for Presidential appointees. (To date they have been nominated by the nominating committee and not elected. Two names for each appointed position have been forwarded to the President for his decision.)

Length of terms was also discussed. There was also clarification that someone can be re-elected.

The timetable and the clarification of terms of office were approved.

Spencer also asked for a 3rd member be named to the Election Committee. Hyer suggested that it should be a Student Affairs representative. Ryan was asked and he accepted.

O'Neill recommended that from this point on the CAPFA Vice-Chair will run the election. Spencer has assumed this role as Vice-Chair and it has been working very well to date.

#### PROJECT ENABLE:

A representative from Project Enable will attend the January meeting.

#### NEW BUSINESS:

Sorensen suggested that the group consider discussing the strategic plan draft at the January meeting. However this may not allow for input prior to the Board of Visitors meeting. O'Neill suggested that after the plan is available electronically to contact her with input, comments, or suggestions. She will follow up.

O'Neill, Foster, Jones, and Hyer will meet after this meeting to discuss future secretarial support for CAPFA.

Meeting Adjourned at 2:00 pm.

COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS  
(CAPFA)

Tuesday, January 16, 1996  
President's Boardroom  
1:30PM - 3:00PM

Minutes

Present: P. Hyer, S. Foster (for Ann Spencer), R. Sorenson, T. Ryan,  
D. Robertshaw-Yardley, K. Rystrom, M. Martelli

Via Teleconference: T. Baker, B. Howe

Absent: J. Jones, M. O'Neill, A. Lee, H. Pettway, J. Simmons, N. Spencer,  
M. Zech, J. Thabede

Guest: W. Donald

Call to order:

P. Hyer called the meeting to order at 1:30pm and welcomed Wayne Donald from Project ENABLE and CAPFA members who were present. Introductions were made.

Approval of minutes from November meeting.

Announcements:

P. Hyer asked members for topics/issues which could be addressed at the February meeting. No suggestions were made.

P. Hyer announced that the University Strategic Plan was in draft form and was distributed last week. There will be three on-campus forums this week to receive feedback from the university community:

Wednesday, Jan. 17	4:00pm	Owens
Thursday, Jan. 18		12:00pm 1045 Pamplin
Friday, Jan. 19	8:00am	30 Pamplin

The draft will be presented at the February BOV meeting. The final version will be presented at the April BOV meeting. The off-campus extension agents had not received a copy of the draft. P. Hyer would send copy electronically after the meeting.

P. Hyer introduced special guest presenter, Wayne Donald, from Project ENABLE.

Project ENABLE:

Wayne Donald, a member of the staff support team for Project ENABLE, spoke regarding the purpose and status of the project. Following is a summary of the information presented.

Project ENABLE's purpose is to change the way business is done at VA Tech. Many of the systems and processes used today are old and inefficient. This project is part of the restructuring plan and will provide both the tools and the information necessary to effectively manage the administrative functions. Starting over a year ago, Project ENABLE is a university project, not an information systems project, utilizing a top-down initiative and bottom-up implementation. It is an aggressive, accelerated program that will involve intensive training and may be utilized by the entire university community (faculty, staff, students, and parents). Currently, Project ENABLE has signed a contract with SCT (a software company in PA) to use systems in Human Resources, Financial Aid, and

Development. There is also a pending contract for Finance and Student systems with SCT. Human Resource Systems will go live on July 1, 1996 and is on-schedule. Development is targeted to begin in July 1996, but start may be delayed due to campaign involvement. Financial Aid is set to begin in early 1997. Finance is undergoing an institutional analysis to evaluate their processes. The Provost has appointed a task force to examine scheduling and registration processes. Their report will be presented later this month and will assist in the development of the Student Systems.

Undergraduate admissions is installing a Student Marketing System and will receive training later this month. This will enable them to track potential students and assist with recruitment. In the Graduate School, Thomas Dunbar is looking at putting the student application on the Internet.

Project ENABLE has a home page with extensive information and is updated daily. A newsletter will be forthcoming.

In response to questions from members, Donald clarified that both hardware and software is involved; we are moving from mainframe to client server; systems can be used with MAC or PC. The next installation of MACs will be in February; they inventoried university community to determine those who would need MAC to complete HR & Payroll information; those who complete wage time card info will have access to computer by July. HR will provide in-depth training both on- and off-campus related to the new processes. User support related to equipment and some software will be provided by the Administrative Client project; HR will answer questions related to the new processes. Approximately 900 will receive training. Personnel Services is looking at the issue of training for new employees, possibly videotaped sessions. New systems will come on-line in a staggered time schedule; due in part to limited resources as well as ability to absorb.

Off-campus extension users will continue in "character mode;" some change in processes, but will not lose any functionality; HR will meet off-campus for training sessions as required. D. Robertshaw-Yardley commented on the cost to units and sources of funds. W. Donald responded that \$ previously used to maintain mainframe will be used to buy new programs; no excess resources. Both departments and information systems will provide support.

P. Hyer thanked W. Donald for his presentation.

#### Other Business:

Election - P. Hyer printed a list of all A/P faculty. She proposed recategorizing public service employees from "Extension/Public Service" to "Academic Support" to provide a better chance to be elected. Members approved.

Next meeting - P. Hyer requested that topics or items for next month's agenda be sent to M. O'Neill.

Meeting adjourned at 2:15pm.

Respectfully submitted,

Lisa Johnson, Intern  
Associate VP for Personnel &  
Administrative Services Office

COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS  
(CAPFA)

Tuesday, February 20, 1996  
President's Boardroom  
2:00PM - 3:00PM

Minutes

Present: P. Hyer, S. Foster (for Ann Spencer), T. Ryan, D. Robertshaw-Yardley, M. Martelli, M. O'Neill, N. Bailey Spencer, J. Thabede

Via Teleconference: T. Baker, B. Howe, A. Lee, H. Pettway, J. Simmons

Absent: J. Jones, M. Zech, R. Sorensen, K. Rystrom

Call to order:

N. Spencer chaired and called the meeting to order at 2:05.  
Introductions were made.

Approval of minutes from January meeting.

Election Committee Report - N. Bailey Spencer

B. Howe, T. Baker, and N. Spencer revised schedule.

Announcement of elections and nominations ran in Spectrum on 2/1 and 2/15. All extension offices were sent more detailed information. A letter was sent to Cliff Slade at VCES encouraging extension agents to participate.

Deadline for nominations is 2/20. To date, 3 nominations have been received. A slate will be prepared by P. Hyer or A. Spencer's office by mid-March. Responses will be due by mid-April.

When preparing slate: 1)provide description of CAPFA; 2)provide information/position of nominees.

Members were ask to seek nominees and encourage participation from departments.

Review of Faculty Handbook - Section 3.6 - P. Hyer

Provost Mezzaros asked CAPFA to review Section 3.6 in the Faculty Handbook due to questions which arose during a grievance hearing. The grievance panel unanimously agreed that Section 3.6 was unclear.

J. Simmons provided information on the issues which arose from the grievance panel. The panel felt that the terms "non-reassignment" and "reappointment" were unclear; it discusses procedures without an operational definition.

CAPFA members discussed options and issues relating to this section. Agreement was reached that the policy does not address moving a position from A/P faculty to staff or vice versa. Committee agreed that policy should be clarified and not re-written. Two options were suggested to provide clarification. When moving classifications:

1. Do so with non-reappointment. The employee would be given one year notice and would need to reapply for the position.

2. Have a multiple layer review process which will allow a reassignment but will provide the employee with 90 day notice.

A straw poll was taken. The majority of the members voted for option 2.

P. Hyer, D. Robertshaw-Yardley, and J. Simmons will prepare draft clarification for March meeting. A definition of non-reappointment will also be drafted.

Core Values Summary - M. O'Neill

A summary of the Core Values project is now available on the Provost's Web Page. Included are summaries of individual focus groups and an executive summary. The document was utilized while drafting the University Strategic Plan in November and December.

Meeting adjourned at 2:45pm.

Respectfully submitted,

Lisa Johnson, Intern  
Associate VP for Personnel &  
Administrative Services Office

COMMISSION OF ADMINISTRATIVE AND PROFESSIONAL FACULTY AFFAIRS (CAPFA)

Tuesday, March 19, 1996 President's Boardroom 1:30-3:00PM

Minutes

Present: M. O'Neill, P. Hyer, A. Spencer, N. Bailey Spencer, D. Robertshaw-Yardley, R. Sorensen, T. Ryan, M. Martelli, J. Jones

Via Teleconference: T. Baker, B. Howe

Absent: M. Zech, K. Rystrom, J. Thabede, H. Pettway, J. Simmons, A. Lee

Call to order:

M. O'Neill called the meeting to order at 1:30.

Approved minutes from February meeting.

Faculty Reassignment Resolution Clarification - P. Hyer

P. Hyer and D. Robertshaw-Yardley drafted text clarification for section 3.6 of the Faculty Handbook as requested at the February meeting. Revision makes reassignment to a classified position explicit. However they added language to require approval of senior administrator and minimum 90-day notice for reassignment to classified position and/or salary reduction, both of which have serious consequences for employee's status and benefits.

Leave is a major issue when moving from faculty to staff classification. A. Spencer will work with DPT to establish procedure whereby the University has authority to transfer accumulated leave should an individual be reassigned.

Approved resolution as drafted.

Reiterated that this is not a new policy, this is a clarification of a previously existing policy.

P. Hyer will write article clarifying the reassignment policy. Comments should be addressed to M. O'Neill by April 5. If there are no substantive objections, the proposed resolution will be forwarded to University Council. If there are substantive objections, the committee will address these at the April 16 meeting.

Election - N. Bailey Spencer

Presented list of delegates and recommendations for appointment.

Worked extensively with J. Jones and C. Slade to solicit candidates. Also, advertised in Spectrum.

Expressed concern of only one candidate for Budget & Planning and University Support delegate positions.

Will call Karen Poff and Doris Trant to inquire about their interest in either of these committees.

J. Jones will provide correct position titles for extension candidates.

Ballots will be mailed March 27.

Due date: April 15.

To avoid problems in distributing ballots to extension agents, J. Jones suggested putting labels on individual ballots and not sending them as a batch to extension offices.

Suggested that Vice-Chair handle election procedures in the future.

Family Friendly Task Force - M. O'Neill

Provost and Assoc VP for Personnel and Administrative Services have formed Family Friendly Task Force to make recommendations for policy revisions and necessary programs which respect the needs of families. CAPFA asked to provide a representative.

Ann Francis will chair Task Force

J. Jones will serve as CAPFA rep

Faculty Senate Governance Proposal - P. Hyer

Faculty Senate proposes to abolish current governance structure, including the University Council and all of the committees and commissions. Both the Faculty and Staff Senates would also be abolished as separate entities. New system would be a 52-member University Assembly. Proposed change would require change in Constitution and approval by BOV. Faculty Senate is testing out its proposal with a variety of groups and individuals.

An informal discussion was conducted.

M. O'Neill will attend information luncheon on March 20. Will send report to committee members.

Discuss at April meeting.

Meeting adjourned at 2:40pm.

Respectfully submitted,

Lisa Johnson, Intern Associate VP for Personnel & Administrative Services Office



X-Sender: bjlowe@mail.vt.edu  
Mime-Version: 1.0  
Date: Tue, 30 Apr 1996 13:06:54 -0400  
Reply-To: BJLOWE@VT.EDU  
Sender: Electronic University Council <UCOUNCIL@VTVM1.CC.VT.EDU> From: "Bobbi J. Lowe" <bjlowe@VT.EDU>  
Subject: Minutes pertinent to May 6 UCOUNCIL MEETING  
To: Multiple recipients of list UCOUNCIL <UCOUNCIL@VTVM1.CC.VT.EDU>

COMMISSION ON ADMINISTRATIVE AND  
PROFESSIONAL FACULTY AFFAIRS  
(CAPFA)

Tuesday, April 16, 1996  
President's Boardroom  
1:30PM - 3:00PM

Minutes

Present: M. O'Neill, P. Hyer, N. Bailey Spencer, D. Robertshaw-Yardley, R. Sorensen, T. Ryan, M. Martelli, J. Thabede, H. B. Whitt (for A. Spencer), K. Rystrom

Via Teleconference: B. Howe, A. Lee, T. Baker, H. Pettway

Absent: J. Simmons, M. Zech, J. Jones

Guest: J. Muffo

Call to order:

M. O'Neill called the meeting to order at 1:30 p.m.

Approved minutes from March meeting.

Faculty Reassignment Resolution Clarification - M. O'Neill

M. O'Neill received no responses regarding the notice addressing the faculty reassignment resolution clarification published in Spectrum. The clarification was presented to University Council for a first reading. At the next University Council reading, a second reading is scheduled. M. O'Neill will address the 90 day notice and the employee protection this provides.

Elections - N. Bailey Spencer

There was a good response rate from the CAPFA elections held earlier this month. The ballots are being counted and a memo will be sent to CAPFA members listing the new delegates.

The distribution of the ballots was more effective this year; labels were put on individual ballots instead of sending them in a batch to the extension offices.

Despite good effort this year, the nominating process could still run a little more smoothly, particularly for nomination of extension representatives. Some individuals submitted as nominees had not been asked if they were willing to run. The extension area needs to improve its nominating process and submit candidates in a timely manner. The use of the Virginia Extension Services Association (VESA) to solicit nominees was not effective.

Differential Merit Increases for A/P Faculty - M. O'Neill

M. O'Neill received a request from an A/P faculty member asking that CAPFA discuss the differential appropriation by the General Assembly for merit increases -- classified staff will receive 4.35% increases; faculty will receive average increases of 6%; but only 4% was appropriated for raises of administrative and professional faculty. This, taken together with the shift in paydates means that some administrative and professional faculty members will receive less take-home pay during 1997 than they did during 1996. Although members recognized that the institution has limited funds with which

to make up the difference, they expressed strong support for equitable treatment of all faculty members. A/P faculty have also felt the full effects of downsizing and restructuring and a lower average pool for merit increases creates a second class status for these employees. O'Neill will compose a letter on behalf of CAPFA to Provost Mezaros requesting that A/P faculty be given the 6% merit pay increase that has been recommended for faculty.

#### Proposed Change in University Governance System - M. O'Neill

M. O'Neill attended a luncheon, hosted by Faculty Senate members, to discuss the proposed change in the present university governance system. A major concern is the limited representation from all constituencies.

M. Martelli reported that the Faculty Senate is currently revising their proposal and are meeting with Staff Senate representatives. It was suggested that an a/p faculty member be included in the dialogue process.

M. O'Neill will respond to Paul Metz, Faculty Senate president, and affirm that CAPFA seeks to have an inclusive governance model and representatives should be included in the revising process.

A CAPFA sub-committee will review CAPFA and the entire university governance system's procedures and suggest recommendations. CAPFA members on the sub-committee are K. Rystrom, J. Muffo, M. Martelli, R. Sorensen, and D. Robershaw-Yardley.

#### Plans for Next Year

Commission members commended M. O'Neill on her excellent service as CAPFA chair the last two years.

The Commission needs to consider whether the chairs of the reconciliation and grievance committees need to be current members of the Commission. T. Ryan and D. Robertshaw-Yardley were re-affirmed as 1996-97 chairs of the reconciliation and grievance committees respectively.

The current teleconference phone system has not been working properly. A new system may be needed. The problem needs to be reviewed and resolved prior to fall 1996.

This was the last CAPFA meeting for the 1995-96 academic year.

The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Lisa Johnson, Intern  
Associate VP for Personnel &  
Administrative Services Office

Bobbi J. Lowe  
President's Office, Virginia Tech  
540-231-6232 FAX: 540-231-4265