

Commission on Administrative and Professional Faculty Affairs Minutes  
August 28, 1997

The meeting was called to order at 1:30 p.m.

CAPFA Members Present: Pat Hyer, Linda Woodard, Jane Keppel-Benson, Dianne Yardley, Laurie Martinson, Norrine Bailey Spencer, Ben Poe, Charles Lytton, Barbara Howe (phone).

A/P Representatives to Other Commissions and Committees: Elaine Matuszek, Marcia Harrington, Delores Scott, Mary McFerren (phone).

Guest: David Conn

Charles Lytton, Chair, invited the members and representatives to introduce themselves and asked for any additional agenda items.

#### Self-Study

David Conn gave an overview of the purpose the March, 1998 visit by SACS (Southern Association of Colleges and Schools) and NCAA. He encouraged the group to "get the word out" to the diverse university committees in order to create a positive atmosphere of cooperation with the visiting teams. SACS will send two teams one of which will evaluate and critique the Institutional Effectiveness component, the other will offer consultative services on the strategic component. NCAA will send its own evaluative team. Public forums to address the strategic component only will be held on September 10th, 15th, and 17th; supervisors are encouraged to allow staff to attend. David suggested members and representatives read the August 28 issue of the SPECTRUM for more details on the "strategic" portion of the self-study," which is titled, Transforming Virginia Tech for the Information Age." The report will be on-line in September and will be updated as revisions are made.. December is the deadline for the final version. The self-study web address is:  
<http://www.vt.edu:10021/admin/provost/selfstudy>.

#### President's Award for Excellence

Jane Keppel-Benson volunteered to represent the Commission on Administrative and Professional Faculty Affairs on the selection panel for the President's Award for Excellence.

#### Commission of Administrative and Professional Faculty Affairs October 23 Meeting

A motion was passed to reschedule the October 23 meeting to October 30. Pat will contact the membership by email to confirm general availability for the new date.

#### Employee Benefits Committee Information Announcement

Marcia Harrington reported that the Employee Benefits Committee has charged a committee to examine Long Term Health Care as a benefit option. By the end of October they expect to submit a proposal for an RFP. The committee is focusing their work on identifying the package components. Providers will be attending meetings to talk about the cost and other related issues. Marcia will update CAPFA at the October meeting.

Pat reminded members that Family and Medical Leave Act for classified staff was revised during the last General Assembly, giving an additional benefit of using 33% of their sick leave balances to eligible salaried classified employees to use while on leave for qualified family reasons. She suggested that this could be a charge for the Benefits Committee to undertake and review for the possibility of a similar benefit for faculty. Linda updated the group about the Senate Workforce Commission's plan to submit a proposal to revise the sick leave and short term disability policies for classified employees. The Workforce Commission indicated that it plans to have a full proposal ready by its November meeting. Because the impacts of the proposed policy changes on the 1997

revisions to the FMLA policy are unknown, Linda and Pat suggested that some additional analysis is needed before proceeding with any proposals to provide a similar benefit for faculty.

#### Severe Sanctions

Pat suggested that the CAPFA version of severe sanctions be published in the SPECTRUM in order to stimulate input. Dianne Yardley asked how supervisors currently handle issues in conjunction with what is being proposed by CAPFA. She suggested that current procedures be repeated in the article. Pat will draft the document and work with the Commission of Faculty Affairs to get the resolution published. CAPFA should be able to discuss comments received at the October 30th meeting.

#### New Business

##### Membership

The membership list needs to be completed; representatives still have not been appointed to serve on the Transportation and Parking Committee, Computing and Communications Resources, SGA and GSA. Charles will work with Sandy Smith, who has replaced Bobbi Lowe, to contact these committees. Norrine will submit an article to the SPECTRUM once completed.

##### Hiring Practices/Positions Without Searches

Norrine Bailey Spencer, who served as Chair of CAPFA last year, received a number of calls over the summer from people concerned about the hiring process for certain administrative positions at Virginia Tech. A decision was made to invite Elyzabeth Holford, Director of EOAA to the September 25 meeting to discuss the criteria used in determining exceptions to normal recruitment procedures. Charles will invite Elyzabeth.

On the same issue, Pat Hyer suggested that career development for long term, high performing employees be added to the agenda to give balance to the discussion on hiring practices.

##### Reports from CAPFA Representatives on Other Committees

A/P representatives to other commissions and committees are welcome to attend all meetings of CAPFA if they wish, and they will be especially invited to attend a meeting at the end of each semester to report on deliberations of which CAPFA members should be aware. If items of importance come up and the representative cannot attend a regular CAPFA meeting, they should send an email note to Charles or ask another person or member to report for them. The CAPFA agenda will be circulated to CAPFA members and all other elected representatives through email before each meeting. There will be a standing agenda item for reports from other commissions and committees.

##### Academic Agenda

Pat introduced the brochure Academic Agenda to CAPFA members asking them to consider reading it for discussion purposes and to gain an awareness of the content, such as, outreach, the university's status as a major research university and other strategic directions outlined in the August 28 issue of the SPECTRUM. The topic will be added to the September 25 agenda and Pat will distribute brochures to those requesting them.

##### Memo on Periodic Assessment of Administrators

Norrine talked of concerns about the Memo on Periodic Assessment of Administrators dated May 16. The evaluation procedures differed significantly from the version CAPFA had reviewed earlier. She stated that these same concerns are held by the Faculty Senate, however, she chose not to sign a letter of concern to the President. Pat reported that a recent discussion with a Faculty Senator reflected that their concerns may have stemmed from a misunderstanding about whether the assessment process for deans would be changed. She planned to have a follow-up discussion with representatives from the Faculty Senate to identify any remaining issues.

#### Career Planning as a Future Agenda Item

Norrine pointed out that career planning is a need for many administrative and professional staff. She attended such a session in Washington, D.C. and felt that it would be very beneficial for others. She suggested that CAPFA might help organize a workshop. Linda offered to meet with Dick Harshberger, Director of Leadership Development, to determine if this would be a relevant issue for consideration within the University Leadership Development programs.

Meeting adjourned at 2:55 p.m.

Commission on Administrative and Professional Faculty Affairs Minutes  
October 30, 1997

CAPFA Members Present: Barbara Howe, Pat Hyer, Lisa Johnson (for Laurie Martinson Koble), Jane Keppel-Benson, Charles Lytton, Norrine Bailey Spencer, Kerry Redican, Janet Towne, Linda Woodard, Dianne Yardley

CAPFA Members Absent:, Gregory Brown, Sara Burkett, Angela Didomenico, Laurie Hawkins, Judith Jones, Louetta Jones, Rita Rufty.

Guests Present:

Ellie Sturgis, CAPFA Delegate to Commission on Graduate Studies and Policies  
Marcia Harrington, CAPFA Delegate to Employee Benefits Committee  
Henry Snodgrass, CAPFA Delegate to University Advisory Council on Strategic Budget and Planning  
Vera Kidd, CAPFA Delegate to University Advisory Council on Strategic Budget and Planning

Minutes of the September 25th meeting were approved.

Old Business

1. Update on A/P Faculty Involved in Instructional Activity

Marcia Harrington distributed tables reflecting data taken from the Teaching Load Files for academic year 1996-97. There appeared to be a discrepancy in the number of sections vs. the number of students taught in some of the colleges. Marcia and Pat Hyer will work on the data to determine the representation and report back to the committee at the next scheduled meeting.

2. Update on Severe Sanctions

Pat Hyer reviewed the history and the development of the severe sanctions policy and highlighted for the group the differences in the versions applicable for tenured and tenure-track instructional faculty and for administrative and professional faculty. CAPFA reviewed the proposed language last year and published the text in Spectrum in September. No comments were received. She distributed proposed text for the Faculty Handbook once again and reviewed the major provisions. Following consideration by the Faculty Senate and finalization of the companion language for instructional faculty, CAPFA will need to vote on the version applicable for A/P faculty. Most of the conversation centered around the definition of severe sanctions and examples, such as imposing a reduction in title, responsibilities, and/or salary. A reduction in title or responsibilities may not be appropriately categorized as a "severe sanction" if there is no accompanying reduction in salary. Reassignment for A/P faculty is common and should not be considered a severe sanction within the meaning of this policy. This point should be revisited when the policy is finalized.

The other point of discussion was whether or not to include/omit reference to minor sanctions. (The Commission on Faculty Affairs has just decided to omit "minor sanctions" from its related text.) It was suggested by one member that a department head could write up an employee using minor sanction as a reprimand and place it in their personnel file. Jane Keppel-Benson asked if minor sanction could be addressed elsewhere in the faculty handbook. Pat Hyer said she did not feel it would appropriately fit under any other heading. The grievance process is available if the employee considers management actions to be retaliatory.

3. Steps in the Grievance Process

It was brought to the attention of the committee that the Grievance Process for Extension Faculty needs more thought and attention to the second-step respondent. In the September CAPFA meeting, it was agreed that the second-step would be the appropriate dean for the relevant college.

The Deans of the College of Forestry, College of Human Resources and Education, and College of Agriculture and Life Sciences share programmatic responsibility for extension faculty under agency 229, although all agents report to the College of Agriculture Dean for personnel and administrative purposes. Since most agent grievances involve evaluation and salary, referral of second step grievances may result in a lack of uniformity and consistency. The members were asked to consider the suggestion that the Dean of the College of Agriculture and Life Sciences be designated as the official second-step and would confer with the other appropriate dean depending upon the home college. Charles Lytton requested that the representatives from Extension not present at this meeting send him an e-mail note expressing their opinion on the second-step designation in order to present this issue at the next meeting in November. Judith Jones will be invited to attend that meeting for this discussion. Pat Hyer will find out when the 229 Deans' Council meet and ask that this issue be discussed at their next meeting.

#### New Business

##### 1. Benefits Committee - Report on Long Term Health Care

Charles Lytton reported that Louetta Jones has information from the Benefits Committee on Long Term Healthcare; she was not present at this meeting to report. However, Linda Woodard, who attended the Benefits Committee meeting the previous day, reported on the progress of their work. Linda stated that the committee is considering options and they have not yet met with vendors. If implemented, the employee would bear the full cost for the options available which could be payroll deducted. The Senate Finance Advisory Committee is also studying long term care options for state employees and may add this to either the 1998 or 1999 legislative agenda. Because there is likely to be a significant difference in cost if the state offers the benefit compared to what it would cost employees if Virginia Tech provided its own long term health care plan, the Benefits Committee may delay further action until information is available about whether the state will address this issue in 1998.

##### 2. Budget Advisory Committee Summary Report

Vera Kidd distributed the cover memo (from President Torgersen to the Secretary of Education) to the 1998-2000 Biennial Budget Proposal for the University Division and the Virginia Cooperative Extension and Agricultural Experiment Station Division of Virginia Tech. Since she received the mailing that morning, she had not had the time to review it; she will provide a more detailed report at the next meeting in November.

Respectfully submitted by Kathie Worner

University Council Members:

The following Commission on Administrative and Professional Faculty Affairs minutes of November 20, 1997, will be voted on at the January 19, 1998, University Council meeting.

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Commission on Administrative and Professional Faculty Affairs  
Minutes  
November 20, 1997

Present: Greg Brown, Sara Burkett, Laurie Coble, Charles Lytton,  
Pat Hyer,  
Jane Keppel-Benson, Kerry Redican.  
Via Conference Telephone: Louetta Jones, Rita Rufty.

Absent: Angela DiDomenico, Laurie Hawkins, Barbara Howe,  
Judith Jones, Norrine Bailey Spencer, Janet Town,  
Linda Woodard, Dianne Yardley.

Guests Present:

Marcia Harrington, CAPFA Delegate to Employee Benefits Committee  
Michele Holmes, CAPFA Delegate Commission on Classified Staff Affairs  
Delores Scott, CAPFA Delegate to Commission on Student Affairs  
Via Conference Telephone: Llewellyn Allison, CAPFA Delegate to Committee  
on Academic Support

Minutes of the October 30 Meeting were approved with name corrections.

Old Business

1. Update on A/P Faculty Involved in Instructional Activity

Marcia Harrington distributed revised tables from from the Teaching Load Files for academic year 1996-97 showing the representation of A/P faculty in credit instruction. In order to capture information on instructional roles other than credit instruction (such as serving on thesis committees), A/P faculty were asked to respond to a brief survey on the Web; that information is in addition to the teaching load data. The information was collected as a possible strategy for influencing political discussions in the upcoming months concerning the differential raises between instructional and A/P faculty. Pat Hyer mentioned that there is no critical mass of higher education institutions pushing the General Assembly for equity between the two groups -- most other institutions have fewer A/P faculty (no Extension agents) and not all universities were eligible for the highest increase (6%) for instructional faculty, thus they did not have the problem. From the state perspective, there is some feeling that the A/P faculty are more like classified and hence should be treated the same for merit adjustment appropriations.

After making a few minor changes to the table, the group agreed with Laurie Coble's suggestion to forward the revised data to Dwight Shelton, Minnis Ridenour, and Ralph Byers in order to give them some background they might use; a cover memo defining the issue will be developed by Pat Hyer and Marcia Harrington.

While the data prepared by Marcia Harrington tries to document instructional contributions by A/P faculty (most or all of whom are on campus) as one strategy, Charles Lytton reported that Judith Jones is working on an study of Extension salaries. Comparisons with peer land-grant and benchmark institutions may help create a parallel process like the one used for instructional faculty salaries.

2. Severe Sanctions

Pat Hyer distributed the Version Adapted for Administrative and Professional Faculty on Severe Sanctions. Under Definitions and Examples, the group discussed in detail the significance of imposing penalties such as "reduction in title, responsibilities and/or salary for unacceptable conduct and/or a serious breach of university policy." One issue considered is whether a reassignment of responsibilities and reduction in title ALONE, with no accompanying reduction in salary should constitute a severe sanction, triggering the process outlined here. Members asked how would the administration determine what the reduced salary would be in such a case? Hyer responded that some of the considerations might be (1) the level and typical salary of the new position to which the employee is moved, (2) severity of the misconduct or breach of policy, and 3) humane consideration of the individual's circumstances, probably including some negotiation of the outcome. After much discussion, members agreed to delete the word "or" thereby reaffirming that a reduction in title or responsibilities must also include a salary consequence to constitute a severe sanction. The definition would then read: "A severe sanction generally involves a significant loss of penalty to a faculty member, such as but not limited to suspension without pay for a period not to exceed one year or reduction in title, responsibilities, and salary for unacceptable conduct and/or a serious breach of university policy."

In addition, minor sanctions will remain defined in the policy and the order of topics will be rearranged. A motion was made and seconded to approve the policy with these minor revisions. The motion was approved unanimously by members present. The final version will be distributed at the December 11 CAPFA meeting. Unless there are specific concerns expressed at the next meeting and a vote to withdraw support, Hyer will proceed with the overall resolution and action by the Commission on Faculty Affairs.

### 3. Long Term Health Care Update

A request was made for an update on the status of recommendations for Long Term Health Care. There is no new information since the last minutes of CAPFA when Linda Woodard reported that the Benefits Committee is considering options and they have not yet met with vendors. If implemented, the employee would bear the full cost for the options available which could be payroll deducted.

The Senate Finance Advisory Committee of the General Assembly is also studying long term care options for state employees and may add this to either the 1998 or 1999 legislative agenda. Because there is likely to be a significant difference in cost if the state offers the benefit compared to what it would cost employees if Virginia Tech developed its own long term health care plan, the Benefits Committee plans to delay further action until information is available about whether the state will address this issue in 1998.

### New Business

#### 1. Distribution of Information and Handouts to Members Attending CAPFA Meetings Via Telephone Conference

Charles Lytton requested that handouts and information be faxed in advance to the CAPFA Extension members in the field who attend the meeting via telephone conference. Alva Phillips, Administrative Assistant to CAPFA, will take on this responsibility. In addition, if the CAPFA representatives to other committees/commissions will be attending via telephone conference call, they should contact Alva Phillips in advance at PHILLIPA@vt.edu or call 540-231-3312 in order to receive the handouts. This means, of course, members who produce information to be distributed at the meeting will need to make sure Alva receives a good copy in order to send out or fax in a timely manner.

#### 2. Steps in the Administrative/Professional Faculty Grievance Process

The issue of who will be the second-step respondent in the grievance

process for extension agents was discussed. Agents expressed an interest in having input from the programmatic area dean prior to a final decision. Various options on how this might be accomplished were discussed. Greg Brown was asked to bring this recommendation to the next 229 Deans' Council to determine if and how such consultation might be built into the process; he will report back to CAPFA at the December 11th meeting.

Meeting Adjourned 2:40 p.m.

Respectfully submitted by Kathie Worner

Sandy Smith  
Executive Secretary Senior  
President's Office, Virginia Tech  
540-231-6232 FAX: 540-231-4265



Commission on Administrative and Professional Faculty Affairs  
Minutes  
February 18, 1998

Present: Greg Brown, Sara Burkett, Angela DiDomenico, Pat Hyer,  
Judith Jones, Jane Keppel-Benson, Vera Kidd, Charles Lytton, Glenda Scales,  
Norrine Bailey Spencer, Lisa Wilkes (for Lauren Coble)  
Via Conference Telephone: Louetta Jones

Absent: Laurie Hawkins, Barbara Howe, Kerry Redican, Rita Rufty, Janet  
Town, Linda Woodard, Dianne Yardley

Guests Present:

James Claus - Representative of CALS Faculty Affairs Committee  
Marcia Harrington - Representative of Employee Benefits Committee  
Michele Holmes - Representative of Commission on Classified Staff Affairs  
Doug Martin - University Benefits Manager  
Delores Scott - Representative of Commission on Student Affairs

The minutes of the November 20 meeting were approved electronically.

New Business

1. Sick Leave and Short-Term Disability

Doug Martin gave an overview of Senate Bill 126, which proposes changes the state's sick leave program; annual leave is not affected. The bill provides for full-time employees to receive eight to ten days of sick leave, and four or five days of family and personal leave annually, depending on length of service. The leave does not accumulate. Short-term disability coverage provides income replacement of 100, 80, or 60 percent of income, depending on length of service, accrued leave, and duration of the disability. Long-term disability coverage provides income replacement of 60 percent of income for illness or injury lasting more than six months. If the bill passes in its present form, current classified employees and employees hired through December 31, 1998, will have the option of remaining on the present plan or changing to the new plan. Only faculty members who are members of the Virginia Retirement System will have the option to change to the new plan. It is felt, however, that most faculty will not find it advantageous to change to the new plan. The new plan will be mandatory for all classified employees hired beginning January 1, 1999. New faculty will have the option of using the current faculty plan or the new plan only if they choose to participate in the Virginia Retirement System. Doug is meeting with all faculty and staff commissions and the senates to brief them on the new plan. If the bill passes as expected, Personnel Services will provide information sessions for employees, as well as individual meetings as need.

2. Campus Climate

Pat Hyer reported that a work group on campus climate has been formed. Members include many of those who have responsibilities related to diversity: Delores Scott, Elyzabeth Holford, Muriel Flynn, Barbara Pendergrass, Robert Leonard, Shelley Blumenthal, and herself. One of the things they have been working on is a campus-wide survey on the climate for diversity. A pretest has been done and the surveys will be mailed out after spring break to all faculty and staff. A student mailing will be done in the fall. A letter from the President will accompany the mailing. A follow-up mailing will also be done. Delores Scott will be meeting with various focus groups in the university community, including off-campus faculty and staff.

3. Tuition Waiver

James Claus, a member of the College of Agriculture and Life Sciences Faculty Affairs Committee, updated the commission on the current status of the working group studying tuition waivers for spouses and dependents. While there seems to be support for tuition waivers from both faculty and staff, the problem of funding remains. Virginia State law requires tuition to be paid in real money; state funds cannot be used. It has been suggested that a committee be formed with members of the Commission on Classified Staff Affairs, Commission on Administrative and Professional Faculty Affairs, the Commission on Faculty Affairs, and the Benefits Committee to write a joint resolution to present to University Council in support of tuition waivers. Claus asked if the commission felt that the working group should continue to pursue this topic. The commission agreed that there is support for tuition waivers among the faculty and that group should continue their work.

#### Old Business

##### 1. Steps in the Administrative/Professional Faculty Grievance Process

Greg Brown reported that the 229 Deans' Council has approved a change in the A/P faculty grievance process. Although all faculty report administratively to the dean of the College of Agriculture and Life Sciences, many report programmatically to other deans. It was decided that the dean of the College of Agriculture and Life Sciences would work in conjunction with the programmatic dean when dealing with grievances.

##### 2. Update on Severe Sanctions

Pat Hyer reported that the resolution on the "Imposition of Sanctions Other Than Dismissal" had been passed by University Council and would go before the Board of Visitors for approval at their meeting on February 23.

##### 3. Update on A/P Faculty in Instructional Activity

Marcia Harrington distributed a handout showing the involvement of A/P faculty in teaching in the various colleges. The university saves approximately \$1.3 million per year by utilizing A/P faculty to assist in teaching. This information will be passed on to Ralph Byers for his use in working at the state level to show how A/P faculty support academics and to increase funding for A/P faculty raises. It is not felt; however, that anything can be done this year.

The next meeting will be March 19. There being no further business, the meeting adjourned at 3:00 p.m.

Commission on Administrative and Professional Faculty Affairs  
Minutes  
March 19, 1998

Present:

Greg Brown, Laurie Coble, Pat Hyer, Jane Keppel-Benson, Kerry Redican,  
Norrine Bailey Spencer, Janet Town, Linda Woodard, Dianne Yardley

Via Conference Telephone: Barbara Howe, Rita Rufty

Absent:

Judith Jones, Sarah Burkett, Charles Lytton, Louetta Jones.

Guests Present:

Michele Holmes, Commission on Classified Staff Affairs Representative  
Delores Scott, Commission on Student Affairs Representative

The minutes of the February 18 meeting were approved electronically.

New Business

1. CAPFA Elections for 1998/99

Jane Keppel-Benson substituting for Charles Lytton reviewed with the group the membership requiring nominations for election for the next academic year. CAPFA requested, and University Council approved in September 1997, a change to the by-laws calling for biennial reassessment of the relative numbers of administrative and professional faculty in various areas. This will result in a minor reapportionment with one less member from Extension and one more from General Administration.

There is a need to elect three members for CAPFA for three year terms: one member to represent General Administration and two members representing Academic Support. In addition, nominees are needed for delegate to the Commission on Faculty Affairs, delegate to the Commission on Research, delegate to the Commission on Outreach, and two delegates to the University Council (one representing Extension and one from General Administration, Academic Support or Student Affairs).

The commission members reviewed a list of A/P faculty to suggest names of persons they felt could make a good contribution to the various commissions. Rita Rufty will recruit Extension candidate(s) for the ballot and submit to Linda Woodard by April 30. Nominees who have agreed to be placed on the ballot should contact Jane Keppel-Benson who will convene the nominating committee before the April CAPFA meeting. Linda Woodard and Rita Rufty volunteered to work on the nominating committee; Personnel Services will lend support to distribute and receive ballots. Jane will also send Rita a copy of the charge for elections. Follow up letter to successful and unsuccessful nominees will be written - no assignment was made.

Grievances

Dianne Yardley, recounted in very general terms the timeline for a grievance where the process took much longer than usual, partially due to canceling of the hearing on two different snow days and the difficulty in scheduling five panel members plus the grievant, witnesses, and legal counsels. The commission members talked about changing the number of required panel members and alternates. Norrine Bailey Spencer recommended that three panel members be selected along with two alternates; Laurie Coble suggested that a single alternate may be adequate. In addition the resolution should remove the requirement that the panel members come from a specific pool of committee members; rather the grievance chair should be allowed to tap any administrative/professional faculty member in the general community. Pat Hyer will write a formal resolution to put before the group next time.

## Old Business

### Senate Bill No. 126 the Sickness and Disability Program

Linda Woodard gave an update on Senate Bill No. 126 the Sickness and Disability Program. An amendment to the bill allows current faculty members to elect to participate in this program or stay with their existing program. In addition, new faculty members hired have the option of participating in the new Sickness and Disability Program if they also elect VRS retirement, or they may participate in the program which gives them six months of sick leave.

It still is not clear what implications there are under the bill for employees participating in optional retirement programs. Linda interprets it as they are still included. VRS contends that there is no intent for employees in optional retirement programs to participate in the new disability program.

Related to other legislative actions, there was a discussion on salary increases for classified staff and faculty members. Nothing has been finalized; however, reports are that classified staff will receive a 2.25 percent increase across the board by a structure adjustment. Employees rated Exceptional and Exceeds on the performance evaluation will be granted a 4.55 percent increase while those Meeting Expectations receive 2.25 percent. Teaching and Research faculty are reported to expect 5.8 percent increase in both years of the biennium while the proposal for Administrative/Professional faculty raises are 3.1 percent increase the first year and 3.3 percent the second.

Greg Brown stated that the deans are concerned about the salary increase inequity between teaching and research faculty and the administrative/professional faculty; they will be approaching representatives of SCHEV. Norrine Bailey Spencer and Kerry Redican expressed concern and suggested approaches to address the issue by contacting Ralph Byers; organizing a legislative committee equal to that of the Faculty Senate; visiting with Jim Shuler in order to develop a positive approach to address the issue.

Meeting adjourned 2:50 p.m. Respectfully submitted, Kathie Worner

COMMISSION ON ADMINISTRATIVE AND PROFESSIONAL FACULTY AFFAIRS

MINUTES

400 D Burruss Hall

April 16, 1998, 1:30 p.m.

Present:

P. Hyer, J. Jones, G. Brown, L. Coble, J. Keppel-Benson, D. Yardley, N.

Bailey Spencer, C. Lytton, K. Redican

Via Conference Telephone: Rita Rufty

Absent:

L. Woodard, S. Burkett, B. Howe, L. Jones, J. Town, L. Hawkins,

A. Didomenico

The March 19 minutes were approved electronically.

Old Business

1999 CAPFA Elections Update

Jane Keppel-Benson announced that there was a good response in accepting nominations for on-campus elections; Rita Rufty also had the same experience in recruiting Extension nominations. Judith Jones will send to the Extension listserve, a reminder to submit their ballots before the April 22 deadline. Ballots will be counted by April 29. Since there will be no May meeting Charles and Jane will inform the members and Sandy Smith of the results.

New Business

Grievance Procedures

Pat Hyer presented a resolution to change the number of panel members required to hear a grievance from five persons plus a chair to three panel members, one alternate, and the non-voting chair. The resolution also included selection of panel members from the Administrative/Professional faculty at large instead of a pre-selected group. A motion to accept the resolution was passed. The resolution will be presented to University Council at the September meeting. Pat Hyer will make the appropriate corrections to the Faculty Handbook and to CAPFA's procedures document following its approval.

Budget Update

Vera Kidd, representative to CAPFA from the University Advisory Council on Strategic Budgeting and Planning, distributed a handout of several pages with budgetary summaries and covered some of the highlights of anticipated appropriations for the next biennium.

Naming of CAPFA Officers for 1998-99

Charles Lytton and Jane Keppel-Benson agreed to serve as co-chairs to CAPFA; in addition, it was decided that a vice chair would be elected in the fall. Dianne Yardley agreed to serve as a co-chair for Grievances for another year; a second person would be selected in the fall to get some experience so that Dianne might rotate off of this assignment eventually. A motion to effect these appointments was made and passed. Elections for the additional appointments will be placed on the agenda for the September 17, 1998 meeting; CAPFA will continue to meet on the third Thursday of each month.

Tuition Waiver for Employees' Immediate Family Members

Greg Brown shared information that a joint effort by administrative/professional faculty, and teaching and research faculty to allow tuition for immediate family members is being pursued.

Other Business

Janet Johnson, Dean of the College of Human Resources and Education, surveyed colleagues at other Virginia institutions on differential merit adjustment rates between A/P faculty and T&R faculty. The College of William and Mary, George Mason University, and James Madison University agree it is a problem, while others do not find the difference problematic. Norrine Spencer Bailey asked how this group can bring the salary differential to the attention of the decision makers. The suggestions were to invite Ralph Byers to come visit CAPFA, and that Virginia Tech should take the issue to their sister institutions. Some legislators may believe that A/P faculty have large salaries, while others believe that A/P faculty are equivalent to classified employees. Members asked to review a report that Extension is preparing based on salaries of peer institutions with Extension programs.

Thanks for Service to CAPFA  
Charles Lytton, Jane Keppel-Benson and Kathie Worner were thanked for their work in 1997-98 for CAPFA.

Meeting adjourned at 2:40 p.m

Respectfully submitted,

Kathie Worner