

Commission on Administrative and Professional Faculty Affairs
Minutes
September 17, 1998

CAPFA Members Present: Charles Lytton, Linda Woodard, Sarah Burkett, Kay Heidbreder, Jane Keppel-Benson, Adriane Meser, Mary Ann Lewis, Judith Jones, Pat Hyer, John M. White, Janet Town
Via Conference Telephone: Louetta Jones

CAPFA Members Absent: Gregory Brown, Lauren Coble, Rita Rufty, Hara Misra, Anuj Goel

Guests: Dianne Yardley, John R. Crunkilton, Donna Cassell, Vera Kidd, Delores Scott

The minutes of the April 16 meeting were approved electronically.

New Business

1. Review of CAPFA Elections

New positions filled on CAPFA are as follows: Kay Heidbreder, General Administration; Mary Ann Lewis, Academic Support; and John White, Academic Support. Other A/P faculty elected serve on other commissions include John Crunkilton, Commission on Faculty Affairs; Penny Burge, Commission on Research; Donna Cassell, University Council; Pete Martens, University Council; Janet Thaxton, Commission on Outreach.

Thanks to Kathie Worner for her help with the elections.

Members of CAPFA are allowed to vote on issues and should make every effort to attend all meetings. Charles Lytton noted that for some meetings in the past they have had problems obtaining a quorum and he suggests having alternates. A/P representatives to other committees and commissions are invited to all CAPFA meetings but are not required to attend; they do not vote should a vote be required

Neal Vines, Commission on University Support, is leaving and will need a replacement. This will be on October's agenda.

2. Elections of CAPFA Vice Chair for 1998-1999

Charles Lytton believes it is desirable to have a Vice-Chairperson who would serve as chair-elect and whose main responsibility would be to handle the elections in the spring. Judith Jones nominated Laurie Coble to serve this year. Since Laurie was not at the meeting, Linda Woodard will discuss this issue with her. Jane Keppel-Benson has volunteered to help with the elections again this year.

3. Grievance Matters

CAPFA passed a resolution at its April 1998 meeting to change the number of panel members from five to three plus an alternate. This resolution will be voted on at University Council.

Pat Hyer distributed copies of the Grievance Committee's working procedures with proposed changes to match the resolution approved last spring. The most important aspects of the discussion included changing wording to eliminate the "pool" concept for choosing committee members and to allow the chair to select panel members from among all A/P faculty and affirming the chairperson's right to determine if the panel had sufficient information without calling additional witnesses or continuing a line of

questioning. The Commission also discussed the possibility of allowing the chairperson to decide if individuals can participate by V-Tel or conference phone rather than traveling to the University because of distance and timeliness considerations. While personal participation was strongly preferred, technology has made real-time participation at a distance a feasible consideration in some circumstances and members agreed that the possibility should be allowed in the procedures. However, members felt that the grievant should always retain the option of appearing in person. These changes to the procedures were voted upon by Commission members and approved.

4. Climate Study (topic changed from Salary Equality Study for A/P Non-Extension Faculty)

Pat Hyer reported that the climate study for faculty and staff has been completed and analysis is in process. Raw data indicates a major difference in off-campus and on-campus assessment of the climate for diversity. Off-campus environments appear to be more positive for diversity because there are more women and people of color employed in extension offices and in their surrounding communities. The student survey will be coming out soon.

5. Yearly meeting schedule, by Month

Meetings will be the third Thursday of each month from 1:30-3:00 p.m. as follows:

October 15, 1998
November 19, 1998
December 17, 1998
January 21, 1999
February 18, 1999
March 18, 1999
April 15, 1999
May 20, 1999

6. University Council Meeting

The CAPFA chairperson is expected to attend University Council and Charles Lytton is often unable to do so. He has asked for a volunteer from the membership to attend and sign in his slot. Pat Hyer will fill this role at most Council meetings.

Old Business

1. A/P Extension Faculty Salary Review of Peer Institutions

Judith Jones reported that a third A/P salary study was conducted in the winter 1998. The first study conducted had no effect. The second study resulted in a salary equity adjustment in 1996. Given limited funds available, only faculty with 15 and more years of service received a salary adjustment, because the major inequities were for long-time employees who had been under the classified system. However, there were remaining inequities unaddressed for individuals below 15 years.

The third and most recent study used 17 peer institutions with extension services. Individual and specific information about the 17 institutions cannot be made available to the public. In general it was discovered that Virginia Tech is slightly below the 60th percentile which makes recruiting and retention difficult. Linda Woodard stated that we need to educate people on what A/P faculty really means, that the professional side does include extension agents and other employees who do not earn high salaries

as senior administrators. This is a point of misunderstanding among many classified staff. The salary equity study results will be used in whatever ways university officials can find to make known salary problems for employees other than instructional faculty.

Linda Woodard announced the Town Hall Meetings, one of which is being held in Roanoke on September 23. Faculty, staff, and hourly employees may attend and not use leave. However, no travel reimbursement is available.

The next meeting will be October 15, 1998. There being no further business, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Alva Phillips
Office of the Provost

Commission on Administrative and Professional Faculty Affairs
Minutes
October 15, 1998

CAPFA Members Present: Charles Lytton, Sarah Burkett, Jane Keppel-Benson, Adriane Moser, Mary Ann Lewis, Pat Hyer, John White, Janet Town, Gregory Brown

Via Conference Telephone: Rita Rufty

CAPFA Members Absent: Linda Woodard, Kay Heidbreder, Judith Jones, Louetta Jones, Lauren Coble, Hara Misra, Anuj Goel

Guests: Helene Shine Goetz, Vera Kidd, Rene' Rios, Donna Cassell, Janet Thaxton

The minutes of the September 17 meeting were approved electronically.

New Business

1. 1999 President's Award for Excellence

Sara Burkett volunteered to serve on the committee for the 1999 President's Award for Excellence.

2. Review of Meeting Dates

Meeting dates will stay as outlined in September minutes. If members cannot attend, they should ask an alternate to represent them at the meeting. Members who are unable to attend should let Charles Lytton know prior to the meeting so he can determine if a quorum will be present. Since there is some confusion as to which individuals are members with voting privileges, Charles Lytton will send a separate email message to voting members to serve as a reminder of the meeting.

3. Public Relations

Some A/P faculty may not realize they are administrative or professional faculty employees and therefore do not realize the impact this can have on salary issues when the General Assembly provides differential raises for A/P faculty and teaching and research faculty. Linda Woodard had also noted at an earlier meeting that many of the classified staff do not know the range of employees who are A/P faculty and mistakenly believe that all are senior administrators with high salaries. Discussion on how to educate the university community about A/P faculty status resulted in the following suggestions: (1) prepare an article in Spectrum; (2) address the Classified Staff Senate; and (3) send a letter or e-mail note to all A/P faculty to let them know they are part of this group and about the Commission. Pat Hyer and Alva Phillips will develop an email list for the A/P faculty mailing. There was discussion on when to do the mailing: (1) approximately one month before elections; or (2) in the next few weeks in order to determine if anyone has issues to be brought before CAPFA. Jane Keppel-Benson and Vera Kidd will bring a draft letter and the notice for Spectrum to the November meeting.

On-Going Business

1. Election of a CAPFA Vice-Chair

Laurie Coble, who was nominated at the September meeting, declined this position. Jane Keppel-Benson's term is ending this year; even though she is the current Vice-Chair she cannot continue next year as Chair. All members are eligible for this position as long as their term is not ending in 1999. Charles Lytton will send an email to members who are eligible for this position.

2. Grievance Matters Report

Pat Hyer reported that the proposal to change the number of panel members to three plus an alternate passed the University Council.

3. Updates from A/P representatives to other commissions and committees:

University Advisory Council on Strategic Budgeting and Planning:

Vera Kidd reported that Virginia Tech is in the second year of the biennium budget. Issues include year 2000 upgrade adjustment, contacting lobbyists to address needs, negotiating with Richmond to receive our share of the state-sponsored student tuition.

SCHV did a comparison of tuition rates at state colleges and universities. Virginia Tech's tuition is the third highest in the state. But when you look at the whole package of tuition, housing, etc, Virginia Tech is the least expensive. Regarding the technology fee, Virginia Tech charged in-state and out-of-state students the same -- \$37. Other universities charged out-of-state students a much higher technology fee than they charged in-state students.

A commission appointed by the Governor has begun investigating issues related to higher education. The governor is particularly interested in recommendations concerning cost control in higher education.

Athletics Committee

Helene Shine Goetz reported that this committee is working on a proposal concerning the classes missed due to athletic competition. This committee is also working on gambling issues.

Student Government Association

Adriane Moser reported that this organization was working on a resolution to recommend new positions on the Commission on Student Affairs. They would like to add members from organizations such as Black Student Alliance; Lesbian, Gay, Bisexual, Transgender Alliance; Women's Center; Campus Ministries and others. This resolution failed because these groups typically do not represent the entire student population.

The next meeting will be November 19, 1998. There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Alva Phillips

Commission on Administrative and Professional Faculty Affairs
Minutes
December 17, 1998

CAPFA Members Present: Jane Keppel-Benson, Adriane Moser, Pat Hyer, Gregory Brown, Kay Heidbreder, Lauren Coble, Hara Misra, Erin Hanley (replacing Anuj Goel)

CAPFA Members Absent: Charles Lytton, Sarah Burkett, Mary Ann Lewis, John White, Janet Town, Rita Ruffy, Linda Woodard, Judith Jones, Louetta Jones

Guests: Dianne Yardley, Vera Kidd, Helene Shine Goetz, and Donna Cassell

Vice-Chair Jane Keppel-Benson called the meeting to order.

The minutes of the October 15 meeting were approved electronically.

New Business

1. General Information about the University Budget

Vera Kidd shared materials and information she had received as the A/P faculty representative to the University Advisory Council on Strategic Budgeting and Planning:

Virginia Tech receives money from basically three sources: University Division (208 money); Cooperative Extension/Agricultural Experiment Station Division (229 money); and Related Corporations (unrestricted money).

The consolidated operating budget for Virginia Tech for 1998-99 was approximately \$574 million.

The capital budget includes a maintenance reserve category as the highest priority. These funds allow repair and replacement of roofs, heating and ventilation systems, and other building systems. This is a critical source of funds in keeping the physical plant in satisfactory condition.

2. Fee schedules, comparing Virginia Tech to other state schools.

Vera Kidd presented charts showing how Virginia Tech compares with other state-supported schools on tuition and mandatory fees.

Virginia Tech had the third highest tuition for resident undergraduate students and the lowest comprehensive fees resulting in a total package that is one of the lowest in the state.

Virginia Tech has one of the highest tuition and mandatory fee packages for resident graduate students and one of the lowest fee packages for nonresident graduate students. Graduate students who earn \$4,000 or more pay the lower resident fees.

Some schools charge all students the same technology fee and some schools charge out-of-state students a much higher fee. Virginia Tech charges all students the same low fee of \$36 so as not to overburden the out-of-state students.

3. Athletic Department

Helene Shine Goetz handed out a copy of the draft mission statement of the Virginia Tech Athletic Department. The NCAA has indicated that the statement is too vague and long. Recommendations for changes to the statement should be sent to goetzh@vt.edu by the end of January.

4. Family Medical Leave Act

Dianne Yardley asked for discussion from the CAPFA about whether A/P faculty are at a disadvantage when it comes to needing leave to care for a

sick family member. Kay Heidbreder stated that the Family Medical Leave Act protects your job but does not guarantee that you will get paid. FMLA allows leave for serious illness, certified by a physician, up to 12 weeks in one year. The Virginia Tech sick leave policy states that faculty can use three consecutive days of sick leave for family sickness and up to six days of sick leave in one year. The Commonwealth recently provided a greater benefit to classified employees who may use up to one-third of their personal sick leave balance up to 12 weeks to care for a family member if such qualifies under FMLA. Since faculty have a much greater benefit of paid sick leave (six months) than classified staff, it was not felt to be appropriate to establish a parallel option for faculty. Members felt that CAPFA should consider a) giving more flexibility to the use of time (no limit per incident), and b) increasing the number of days available to more than six per year. After much discussion it was decided that Patricia Hyer would draft a resolution to bring back to CAPFA in January and then to take it before CFA, the Benefits Committee, and University Council.

On-Going Business

1. Public Relations Notice.

Following up comments from a previous meeting concerning a campus-wide lack of understanding of A/P faculty roles, Jane Keppel-Benson and Vera Kidd handed out a draft statement that could be sent to A/P faculty. The flyer/memo is an information tool to identify job characteristics unique to A/P faculty. It will also serve to solicit nominations for spring elections.

The next meeting will be January 21, 1999. There being no further discussion, the meeting adjourned at 3:00 p.m.

Commission on Administrative and Professional Faculty Affairs
Minutes
January 21, 1999

CAPFA Members Present: Charles Lytton, Erin Hanley, Adriane Moser, Pat Hyer, Janet Town, Lauren Coble, Hara Misra, Linda Woodard

CAPFA Members Absent: Jane Keppel-Benson, Gregory Brown, Kay Heidbreder, Sarah Burkett, Mary Ann Lewis, John White, Rita Rufty, Judith Jones, Louetta Jones

Guests: John Crunkilton, Tom Kaloupek

The minutes of the December 17 meeting were approved electronically.

OLD BUSINESS:

Proposed resolution modifying family sick leave policy

Pat Hyer presented a resolution which increases the number of allowed family sick leave days for faculty from six to ten and also allows the hours/days to be used all at one time or in any increment. Linda Woodard stated that the new leave reporting system could easily handle this new policy. Pat Hyer will take this resolution to CFA, Staff Affairs, and Personnel Benefits Committee to seek their opinions. Pat will bring the resolution back to the CAPFA meeting in February for final action.

NEW BUSINESS:

1. Ad Hoc Committee Report on Employee Dependent Scholarships

Tom Kaloupek, a representative from the Family Scholarship Committee, presented their proposal to establish a scholarship program for the dependents of Virginia Tech employees. A survey of 24 peer institutions shows that 13 of 24 have a scholarship program as an employee benefit and that most are state funded. Virginia Tech does not currently have the option for state funding; its only avenue is private funding. The plan, although still in the formative stages, is being established as follows. The Development Office would set up an account and ask for donations during the next fund drive. It is felt that most donations will come from VT employees. The donations would be tax deductible. The scholarships for freshmen (or new transfers) would be available for spouses and children of VT employees who plan to attend full time as undergraduates. The award to each applicant would be based on amount of money collected and would not be based on merit or need. Tom has asked for a representative from CAPFA to serve on the Family Scholarship Committee. If no one else volunteers, Tom will serve as CAPFA's representative.

The next meeting will be February 18, 1999. There being no further business, the meeting was adjourned.

Respectfully submitted,

Alva Phillips

Commission on Administrative and Professional Faculty Affairs
Minutes
February 18, 1999

CAPFA Members Present: Charles Lytton, Jane Keppel-Benson, Adriane Moser, Pat Hyer, Mary Ann Lewis, John White, Lauren Coble, Linda Woodard, Hara Misra, Erin Hanley. On the conference phone: Sarah Burkett and Rita Rufty.

CAPFA Members Absent: Gregory Brown, Kay Heidbreder, Janet Town, Judith Jones, Louetta Jones

Guests: Helene Shine Goetz, Donna Cassell, and Tom Kaloupek

The chair, Charles Lytton, called the meeting to order.

1. Update on the Scholarship Project

Tom Kaloupek, representing the Classified Staff Affairs Commission task force, updated CAPFA on the revisions and progress for the proposed scholarship program for spouses and dependents of Virginia Tech employees. The task force has been meeting weekly and seeking input from many groups and offices. The current version anticipates that the Office of Scholarships and Financial Aid would be involved in selecting and awarding scholarships of which half would be based on need and half on merit. The goal would be to award scholarships of \$500 or more to eligible freshmen or new transfer students. The program depends entirely on contributions to be raised primarily from Virginia Tech faculty and staff. CAPFA members expressed appreciation for the continued work of the Classified Staff Commission on this project.

2. Faculty Family Leave Modification

Pat Hyer reported that the Commission on Faculty Affairs had considered the changes proposed by CAPFA to the Family Leave provisions and voted their support. The two proposed changes involve a) increasing the total number of days from 6 to 10 per calendar year for family illness or death for which faculty members may charge their absence to paid leave, and b) removing the current limitation of "3 days per incident" so that the 10 days could be used in any increment. Academic year faculty who wish to make use of the leave will have to report it so that the total used during the year can be monitored. Following a brief discussion, it was moved and seconded that the resolution be approved but with the deletion of one of the whereas statements. The motion was approved. The resolution will be forwarded to presentation at University Council.

3. Presentation on the Status of Women and Minorities at VT

Pat Hyer made a presentation on the status of women and minorities at Virginia Tech using data from a recently released report by that title. The presentation highlighted a number of areas of serious concern:

The number and proportion of African American undergraduates at Virginia Tech is very small (about 4.5%) compared to both benchmark institutions and to other Virginia doctorals. More disconcerting is that the trend in black undergraduate enrollment has been declining over the last five years.

The number and proportion of faculty members of color at Virginia Tech is also less than at most of its peer institutions or at Virginia doctorals. African American faculty are only 2.4% of the total (32 black faculty among all tenured and tenure-track faculty in the academic colleges in Fall 97; 31 in Fall 98). The number of Asian faculty has increased somewhat over the five-year period. Three faculty members of Native American origin have joined the faculty.

The number and proportion of women on the faculty has increased over the last five years to 18.4%, but that proportion is still far below most peer institutions and all other Virginia doctoral universities. Forty percent

of doctorates are now awarded to women.

There are higher proportions of both women and African Americans among administrative and professional faculty at Virginia Tech. Ten percent of the A/P faculty members are African American; 89% are white. There are no other racial/ethnic groups represented in significant numbers among the A/P faculty. Almost half of the A/P faculty positions are held by women (47.6%). Both women and minorities are better represented among the professional faculty than among the administrative faculty, who hold the leadership positions of the institution. The full report is available from Pat Hyer.

4. CAPFA Elections

Jane Keppel-Benson will coordinate the nominations and election of A/P faculty with the help from a number of people. Woodard agreed to assist by getting a list of A/P faculty by area and to ask one of her staff members to prepare, mail, and count ballots. Lauren Coble, Mary Ann Lewis, Pat Hyer, and Judith Jones will be asked to review the lists and make suggestions of those who might be appropriate for various openings. Jane would like any suggested names to be cleared with that individual before forwarding to her. The goal would be to have the list of nominations before our next meeting, March 18th.

Following several announcements, the meeting was adjourned.

The next meeting of the Commission on Administrative and Professional Faculty Affairs is scheduled for March 18th, 1:30-3:00 p.m.

Respectfully submitted by Patricia Hyer

Commission on Administrative and Professional Faculty Affairs
Minutes
March 18, 1999

CAPFA Members Present: Charles Lytton, Jane Keppel-Benson, Adriane Moser, Pat Hyer, John White, Lauren Coble, Linda Woodard, Erin Hanley, Gregory Brown, and Judith Jones.

CAPFA Members Absent: Mary Ann Lewis, Hara Misra, Kay Heidbreder, Janet Town, Louetta Jones, Sarah Burkett and Rita Rufty.

Guests: Donna Cassell and Vera Kidd.

The chair, Charles Lytton, called the meeting to order.

1. Reconciliation and Grievance Members

Tom Ryan, chair of the reconciliation committee, would like to be replaced. A discussion ensued as to how to proceed to recruit a new chair and also to recruit new potential panel members for either reconciliation or grievance teams. A list of names was generated of A/P faculty who might serve in these roles. Charles Lytton will draft a letter with Pat Hyer's assistance to ask each of them whether they would be willing to serve if called upon and to attend an orientation session for panel members to be held in the fall. Charles will also recruit a chair for the reconciliation committee and check with Dianne Robertshaw about continuing as chair of the grievance committee.

2. Legislative Update

Vera Kidd, the A/P representative to the Budget and Planning Advisory Council, distributed a handout including tuition changes and appropriations decisions of the General Assembly. Copies will be distributed to members who did not attend and further discussion of the handout will be held at the April meeting when all members will have a copy in hand.

Of concern to the administrative and professional faculty is the fact that the Governor and General Assembly did not, once again, appropriate the same level of merit increase for A/P faculty as for teaching faculty. The budget provides for about a 4% increase for A/P faculty members, adjuncts, and graduate teaching assistants. Classified staff will be eligible for a 4% across-the-board increase and an additional 2.25% to those who "meet expectations" or better on their performance evaluation. 5.8% was appropriated for merit adjustments for teaching faculty members. No decision has yet been made about whether the university will try to make up the difference. However, Judith Jones noted that the cost for closing the gap for extension agents is substantial and last year's effort severely strapped their operating funds. Further reducing operating funds to cover salary increases could jeopardize programming and travel needed to conduct extension work; however, Extension continues to support the University's efforts to equalize T&R and A/P salary increases. Other university budgets would be similarly affected. Members expressed continued dismay that state officials undervalue services and salaries of A/P faculty members. The issue does not appear to be a rational one at the state level, but rather a political one.

3. Election process

Jane Keppel-Benson reported on the nominations process to date. Members suggested further possibilities for various commissions and committees; Jane will verify their interest. Linda Woodard will ask Kathy Worner to assist in preparing, distributing, and counting ballots for the election. It was agreed that it would be helpful to reestablish a nominations committee to involve more people in the nominations process. Jane and

Judith Jones will prepare a note to extension agents soliciting any additional nominations before we finalize the ballot. Conducting the election by e-mail was also discussed and, while no decision was reached, this appeared to be an idea worthy of consideration.

The next meeting of the Commission on Administrative and Professional Faculty Affairs is scheduled for April 15th, 1:30-3:00 p.m. in 325 Burruss. At that meeting, we will need to select a chair for the Commission for 1999-2000, discuss the elections process further, and complete the review of the budget material distributed by Vera Kidd.

Respectfully submitted by Patricia Hyer