

Commission on Administrative and Professional Faculty Affairs
February 3, 2000
325 Burruss Hall

Chairman Kay Heidbreder called the meeting to order at 1:10 p.m. There were no additions to the agenda.

Members present: Kay Heidbreder, Pat Hyer, Ben Poe, Susan Angle, Marianne Lewis, Linda Woodard, Greg Brown, Laurie Coble, Donna Cassell, Hara Misra, John White, Janet Leigh (phone) and Rita Ruffy (phone).

CAPFA Background

Pat Hyer distributed a new membership list and gave some background information on CAPFA. A number of years ago, the governance system was revised to include different employee types and students on various committees and commissions, which are the policy-making bodies of Virginia Tech. There is no senate structure for administrative and professional faculty as there is for teaching faculty and for classified staff. As a result, CAPFA performs some functions, such as coordination of grievance hearings and elections, which are typically handled by the Faculty Senate. The charge of the Commission on Administrative and Professional Faculty Affairs is to consider policies and procedures that affect the working conditions of administrative and professional faculty. Commission members are urged to bring forward agenda items by giving them to the chair, Kay Heidbreder.

Grievance/Reconciliation Panel

New members willing to serve on grievance or reconciliation panels for administrative and professional faculty were recruited during spring 1999. Panel members would be selected in part on whether an Extension agent or a campus-based employee filed the grievance. Additional names would be helpful. The grievance panel meets only as needed, and one does not have to be on CAPFA to serve on a grievance panel. All members on the current list have agreed to continue their membership. Some suggested names to add to the panel pool are Doris Heath-James City, Beverly Samuel-Loudoun, Myra Gordon-Arts and Sciences, Delores Scott-Academic Enrichment, and Sharon McCloskey-Athletic Department. Suggestions of other names are welcome; please submit them to Pat Hyer (hyerp@vt.edu). Pat Hyer and Kay Heidbreder will get together to arrange a training session for the panel.

Conflict of Interest/Faculty-Owned Businesses

Laurie Coble distributed a handout regarding the management of potential conflicts of interest and conflicts of commitment. Over the last several years, there has been an increase in the creation of new faculty-owned businesses, resulting from research and technology spin-offs. In some cases, conflicts of interest and conflicts of commitment develop between the work faculty members perform at the University and the interests of their businesses.

Several committees have been working for some time to develop guidelines for the disclosure and approval of potential conflicts of interest related to faculty-owned businesses. The proposed policy statement and guidelines are based on a similar policy from Purdue University. The draft policy is ready for broader input and is proceeding through the governance system. The first briefing was presented to a joint commission meeting held on 1/26/00 in which CAPFA, Commission on Research, Commission on Faculty Affairs, and Commission on Graduate Studies were invited. The commissions were asked to take the information and discuss it at their respective meetings. The same presentation will

be given at the University Council meeting on February 7, 2000.

The federal and state level governments encourage the management of these potential conflicts. The federal government is involved because of grant monies and the state wants significant university oversight and approval by the Board of Visitors whenever a faculty-owned business contracts with a state agency. The mandatory conflict of interest declaration that administrative faculty currently use is not designed for or detailed enough for this purpose. The handout describes conflict of commitment and conflict of interest and proceeds to outline four categories of conflict of interest, requiring different levels of disclosure and approval. One suggestion was to include graduate students and A/P faculty representation on the oversight committee.

One item that needs to be addressed is whether agents need to disclose service on boards and county seats as a potential conflict of interest. There may have to be an elaboration of how conflicts of interest and commitment may exist in typical extension agent situations. Also, a document for classified staff will be developed separately since there are issues, such as consulting, for which policies differ significantly between faculty and classified staff.

If there are other comments or suggestions, please send them to Laurie Coble (laurenc@vt.edu). The Commission on Research will be the host commission for this effort. CAPFA will be asked to review a subsequent draft for action later this spring.

University Task Force on Special Research Faculty

The special research faculty includes research associates, research scientists, senior research associates, and similar positions usually funded on grants and contracts. A number of problems related to compensation, evaluation, and classification of these employees have been identified. The university is particularly vulnerable to federal audits when the range of salaries for the same job title extends from \$16,000 to \$103,000, with no documentation as to why some employees would be paid so little and others so much. The task force has determined that there are about 350 research faculty, 250 of them are research associates. Job descriptions for all special research faculty have been requested and will be used to help determine if existing job categories are adequate or whether new categories need to be defined. Also, the committee is planning to recommend that research faculty be moved to a common anniversary date, resolving a number of current pay problems. If you have comments or suggestions, please contact Linda Woodard, Pat Hyer or Judith Jones.

Faculty Affirmative Action Data

Hyer shared data on the faculty profile by race and gender from Fall 1999. One set of tables tracks the faculty profile and the profile by race and gender of new tenure-track faculty appointments in the 8 academic colleges. A total of 83 new tenure-track faculty members were hired in 1999. The total number of tenured and tenure-track faculty in the academic colleges is 1,387. The number of tenured and tenure track women faculty has increased to 20%. The number of women faculty in the College of Engineering has doubled during the last five years. The number and proportion of women faculty in administrative roles in the colleges also increased from 36% to 43%. The number of minorities among total faculty remains the same, but the proportion of minority faculty has decreased due to an increase in overall faculty size. The number of Asian faculty on special research appointments has declined; the number of African American tenure and tenure-track faculty increased to 34 in 1999.

Governor's Recommendation on Salary Adjustments

Linda Woodard reported that the governor's recommendation on salary adjustments for classified employees is 2.4% for the first year of the biennium based on performance. An employee who does not meet expectations or exceed expectations will not receive an increase. The A/P faculty, Graduate Teaching Assistants, and part-time faculty will receive a 2.4% increase. Teaching and Research faculty will receive a 2.5% increase. It was recommended that Virginia Tech receive 2.5%; UVA is to receive 3.4%, and all other universities a 2.4% increase. While the General Assembly may change these recommendations, finding funds for salary increases for public school teachers is a high priority.

Elections

One of CAPFA's functions is to recruit and elect people for the commission and other governance assignments. For election purposes, the A/P faculty are broken up into four groups: Cooperative Extension, student affairs, general administration, and academic support including outreach.

Rita Rufty will contact extension faculty members for CAPFA; Janet Leigh will handle members for Outreach; Marianne Lewis for academic support, Linda Woodard and Laurie Coble for general administration. Each of these will need 2-4 names and should think about members for the athletics committee and transportation and parking. Classified Staff Affairs, Graduate Studies and Policies, Undergraduate Studies and Policies, and University Advisory Council on Strategic Budgeting can have a member from any area.

The ballots will be prepared through Linda Woodard's office. They will mail out color-coded forms for each commission or committee. Nominations for the Athletics Committee and Transportation and Parking will go directly to the President for final appointment. There will be a two-week timeline for getting the names to Linda Woodard. She will forward a draft of the complete list to the CAPFA members.

Announcement:

A book by Donald Kennedy titled "Academic Duty," which addresses issues such as conflict of interest and conflict of commitment in the faculty role, is being offered to anyone who would like to read it. Contact Laurie Coble (laurenc@vt.edu).

Future meetings will be on Thursday, March 9, April 6 and May 11 from 1:30 - 3:00 p.m. The location will be determined later.

The meeting adjourned at 3:15 p.m.

Respectfully submitted
Sheila R. Norman

Commission on Administrative and Professional Faculty Affairs
March 9, 2000
325 Burruss

Chairperson Kay Heidbreder called the meeting to order at 1:40 p.m.
There were no additions to the agenda.

Members present: Kay Heidbreder, Pat Hyer, Mary Ann Lewis, Laurie Coble,
Linda Woodard, Vera Kidd, Hara Misra, and Janet Leigh (phone).

Linda Woodard discussed the nominations for CAPFA members. Alicia Cohen was moved from CAPFA to the Athletics Committee. Jane Swann was moved to Commission on Staff Affairs and Rodd Hall's second choice slot was removed. It was suggested that Patty Foutz and Jeff Cullen be asked to serve on Graduate Studies and Policies. The changes were voted on subject to Linda Woodard contacting the people identified for Graduate Studies and Policies. Pat Hyer made a motion to accept the slate with the pending changes. Motion carried.

The schedule for nominations is to prepare the ballots and mail them out by March 14. Ballots should be returned by March 30 to Personnel. Further discussion will take place at the April 6 meeting.

Vera Kidd reviewed several budget-related schedules so that commission members might be better informed about fiscal issues. The Board of Visitors approved tuition for 2000-01 at their March 6th meeting. Tuition for in-state undergraduates will remain the same, as requested by the Governor, and out-of-state undergraduate tuition will increase by 2.4%. Fees at Virginia Tech remain the lowest in the state. The General Assembly has proposed larger salary increases for teaching faculty (4.4% from the Senate and 4.0% from the House) than originally proposed in the Governor's Budget (2.5%). Salary increases for administrative and professional faculty will be between 2.4% and 3.0%, lower than either the proposed classified (3.25%) or instructional faculty increases. The House and Senate conference committee will finalize all budget recommendations in the next week or so. The differences in salary increase rates for A/P faculty compared to other groups remains a serious concern for commission members.

Respectfully submitted,
Sheila Norman, Recorder

Commission on Administrative and Professional Faculty Affairs
April 6, 2000

Chairperson Kay Heidbreder called the meeting to order at 1:30 p.m.
There were no additions to the agenda.

Members present: Kay Heidbreder, Pat Hyer, Judith Jones, Cathy Sutphin, Ben Poe, Cathy Jacobs, Susan Angle, Hara Misra, Mary Anne Lewis, John White, and Janet Leigh (by phone). Tom Kaloupek, Purchasing, was also in attendance.

Tom Kaloupek gave an update on the Employee Dependent Scholarship program. This program began with the Commission on Classified Staff Affairs. It has been launched and approved by the President. The program provides scholarships for dependents and/or spouses of Virginia Tech personnel who will enter the University as a freshman or transfer student. The scholarships are made possible by donations from Virginia Tech employees to the Virginia Tech Foundation. To date, donations have totaled \$2,000. Two \$500 scholarships will be awarded for fall 2000 and the committee hopes to provide visibility for the recipients and the program in order to encourage further donations. Fundraising for scholarships for 2001-02 will begin in May through the annual university campaign. There was some concern that not all employees are receiving information on the annual campaign. A suggestion was made to send the letters to the Extension Distribution Center for mailing to the off-campus employees.

Cathy Jacobs spoke about the Multi-Cultural Advisory Committee. She distributed a handout that described the mission and listed the members of the advisory council. The Council meets monthly to discuss a wide variety of issues and advise on the development of a strategic plan for diversity. The committee has also worked on a number of projects, including an inventory of diversity-related programming and the possible naming of a building after a person of color who has made major contributions to Virginia Tech.

Pat Hyer reviewed the results of the CAPFA on behalf of Linda Woodard. The candidates will be notified by letter by Kay Heidbreder. The President will appoint members to the Athletic Committee and Transportation and Parking Committee. Once all recipients have been notified, the information will be sent to the Spectrum.

Judith Jones described the New Agent Training and Recruitment program. In the next 4 years, 55 of 280 agents are expected to retire, not including specialists and administrators. Two changes have been made to better prepare for this major staff turnover. First, effective immediately, David Travis will become the Assistant to the Director and his role will primarily be federal benefits, recruitment, multicultural affairs and diversity. He will work closely with faculty in recruiting graduate students as new agents. A list of applicants will be kept in a pool for future positions. Second, new agents will have an 12-week training period with an experienced agent before moving to their permanent location. Whenever possible, they will try to overlap new and retiring agents so that the transition will be as seamless as possible.

Possible agenda items for the May meeting: revision of the tuition waiver and other educational support programs, if completed by the Benefits Committee, and the cash match program.

Meeting adjourned at 2:40 p.m.

Respectfully submitted,

Sheila Norman, Recorder