

CAPFA Minutes

Commission on Administrative and Professional Faculty Affairs

September 12, 2018 – 1:30pm – 2400 North End Center/Zoom

Present:

Lujean Baab, John Benner, Allen Campbell, Martin Daniel, Jeremy Daubert, Greg Fansler, Alan Grant, Maia Greene-Havas, Debbie Greer, Cynthia Hampton, Amy Hogan, Joy Hottenstein, Lonnie Johnson, Monika Lawless, MaDonna Overstreet, Terri Pecora.

Absent: Janice Austin (with notice), Mary Christian, Margaret Radcliffe (with notice), Cayce Meyers, Jennifer Hundley (with notice)

Guests: Amanda Covey

Monika Lawless called the meeting to order at 1:30pm. A quorum was present.

Note of Approval of Minutes from May 2018 done electronically

Ms. Lawless reported the minutes were sent out for review and were approved electronically. They have since been forwarded to the University Council.

Old Business

There was no old business to report.

New Business

Ms. Lawless discussed the appointment of a Vice Chairman and asked for nominations or volunteers. At the end of the meeting, Greg Fansler agreed to be considered.

Ms. Lawless asked for a volunteer to record meeting minutes. Ms. Greene-Havas agreed to serve as minutes recorder.

The Commission discussed the goal of developing ways to increase awareness of CAPFA. Discussion ensued regarding the use of a listserv and using VT News. Concerns regarding the types of traffic a listserv would incur were raised. The desire to communicate with AP Faculty regarding general governance information and engagement was stated. The commission agreed to revisit this topic during the October meeting.

Ms. Lawless noted the goal to review and revise the AP Faculty Grievance Submission Form to better define what is grievable and what relief can be requested. Ms. Hogan noted the current form is low tech and we should consider updating it to a fillable PDF. Mr. Daniel cautioned that sometimes high tech forms are actually more difficult to complete. Mr. Daniel also noted that the wording on the current has not been updated to reflect changes in the Faculty Handbook and the VT logo is not current. In addition, we may want to add language regarding mediation to complement the ombudsman program. Ms. Hogan said the university is about to launch a search for an ombudsman who will serve the university and report to President Sands. Ms. Lawless volunteered to lead a working group to review the form. Ms. Greene-Havas agreed to participate in the group.

Next item of discussion were commission representative reports. Terri Pecora (Rep from Commission on Student Affairs) reported that currently student organizations have a line item for Security Fees if they have an event. VT is now removing this line item and creating a security financial pool. The organization will have to apply for funds to cover security. The costs are no longer passed onto student organizations. Additionally, VT is looking at lighting on campus, including near the Duck Pond.

Martin Daniel, AVP for HR Strategic Engagement, reported on the climate survey. He indicated that the University is relaunching the survey in fall 2018 for faculty and staff at all on- and off-campus locations. The survey is on a new platform which will enable access to real time results and more robust reporting capabilities. Dissemination of the results is under discussion. In addition, Mr. Daniel noted that there is an effort to better recruit and retain AP faculty as it takes an average of 97 days to fill a position on campus.

The meeting concluded with an announcement of the next meeting to be held on October 10, 2018 at 1:30 PM.