

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
January 12, 2011 ~ 1:30 p.m. ~ 110 Burruss

**Present:** Linda Bucy, Jessie Chen-Yu, Alicia Cohen, Lud Eng for Gerhardt Schurig, Jack Finney, Travis Hundley, Kay Hunnings, Hal Irvin, Judy Taylor, John Vest, Kirk Wehner

**Absent:** Shaimaa Abdallah, Mary Christian, Amy Hogan, Frances Keene, Greer Kelly, Tim Mize, Ellen Plummer, Gerhardt Schurig

**Call to order**

The meeting was called to order at 1:33 p.m. One item (AP Compensation Committee Update) was added to the agenda. The minutes from the last meeting on December 8, 2010 were approved electronically.

**Update on Retirement and 5% Contribution**

The Governor has proposed that employees hired prior to July 1, 2010 be required to make a 5% contribution to the Virginia Retirement System (VRS) as well as reduce the employer contribution for those employees who are participating in the Optional Retirement Plan (ORP). The final decision on the proposal will be made by the General Assembly hopefully by the end of February. Employees who have questions about the proposal can contact Human Resources; however, available information is limited to only what has been proposed. Human Resources can not speculate as to whether the proposal will be approved or not. Some employees have suggested that the University take on a defensive stance against the proposal. Commission members were encouraged to let employees know that a defensive stance would not be in the best interest of the university, and we need to maintain a good relationship with the Governor and the General Assembly. Employees can express their concerns through the Virginia Governmental Employees Association (VGEA).

**Update on Faculty Handbook Revisions**

The faculty handbook workgroup met in mid-December. They plan to prepare a timeline for enacting the changes that they want to make to the handbook. Some of the changes will need to go through the governance process and some will just be edits. The next meeting of the workgroup is in late January. A Scholar site has been established for sharing materials. Kay Hunnings would like for anyone who has any suggested changes that relate to AP faculty to email her with the suggestions.

**Update on AP Compensation Committee**

A memo went out recently to vice presidents and deans notifying them that Human Resources will begin working with PeopleAdmin departmental administrators and

with HR partners to provide assistance with entering AP faculty job descriptions into PeopleAdmin. The job descriptions can then be used to create job postings. The expectation of the committee is to have the majority of the job descriptions entered into PeopleAdmin by August. The committee meets again in February.

**Discussion on Upcoming Forum**

Commission members were asked for suggestions for topics and speakers for an upcoming forum. The Dean of Medicine, Erv Blythe, Cook Counseling, University Organization and Professional Development, and Ralph Byers were among the suggestions. The possibility of having more than one speaker was also suggested. The forum will be discussed further at the next meeting.

**Adjournment**

There being no further business, the meeting was adjourned at 2:00 p.m. The next meeting will be February 9, 2011 from 1:30-3:00 in the President's Board Room.

Respectfully Submitted,

Melissa Ball  
CAPFA Support Staff