

Minutes
Commission on Administrative and Professional Faculty Affairs
December 8, 2010 ~ 1:30 p.m. ~ President's Board Room

Present: Shaimaa Abdallah, Jessie Chen-Yu, Alicia Cohen, Mary Christian, Jack Finney, Amy Hogan, Jennifer Hundley for Travis Hundley, Kay Hunnings, Hal Irvin, Frances Keene, Ellen Plummer, Judy Taylor, Peter Warren via Phone

Absent: Linda Bucy, Alicia Cohen, Tim Mize, Gerhardt Schurig, John Vest, Kirk Wehner

Call to order

The meeting was called to order at 1:30 p.m. One item (reappointment letter update) was added to the agenda. Since there was no regular business meeting in November due to the CAPFA forum, there were no minutes to approve.

VCE Restructuring Process Update

Mary Christian gave an update on the VCE restructuring process. In early October, Dean Grant announced the restructuring plan in conjunction with the strategic plan. Since the announcement, he has held meetings with various groups, including internal and external stake holders and the Board of Visitors, to get feedback. The restructuring plan is on the VCE website as well as a list of frequently asked questions that gets updated regularly. The General Assembly's budget reduction is what precipitated the restructuring proposal. The legislature contained language that proposed cutting programs, closing facilities, and merging offices. The VCE budget has been cut approximately 10 million dollars in the last 3 years. As a result of the budget cuts, approximately 80 extension agent positions have not been filled. The department will be relying heavily on Human Resources to assist with a possible compensation study and to create position descriptions for some new positions that have been identified as a result of the restructuring.

Faculty Handbook Work Group

As a result of some gaps and discrepancies in the newly revised faculty handbook, Jack Finney has asked Ellen Plummer to chair an ad hoc committee to address problems with the handbook. One of every type of faculty has been invited to serve on the committee. The mission is to identify what the problems are and then decide which are the most urgent. The goal is to have the revised text drafted by July and ready to present to the Board of Visitors in August.

Reappointment Letter Update

Based on a strong consensus amongst the AP Faculty Task Force members, a recommendation was made to do away with the practice of issuing annual reappointment letters. However, the practice of issuing a non-reappointment letter

will still be used in the case of a faculty member who is not getting reappointed to his or her position. The task force is proposing that the faculty handbook be revised to reflect this change. In deciding if this proposal should be a governance item, the task force concluded that the change will reduce the workload for departments and streamline the process. Therefore, they plan to take it to the Board of Visitors in March just as a policy change request rather than a resolution. The task force feels that it would be more practical to place more emphasis on the annual evaluation process. If the change is approved, the terms of faculty offer will also be reviewed and edited to reflect the new practice.

November Forum Discussion

The forum with Dr. Spencer was a success. There were approximately 53 in attendance, and the feedback was positive. Performance management was the most popular topic at the forum.

Announcements

- A notice will be going out soon to deans, directors, and department heads requesting that all job descriptions be entered into PeopleAdmin by August 2011.
- A survey on communications recently went out from Larry Hinker and Hal Irvin to all Virginia Tech employees except for emergency hires and student wage employees. The survey is being done as a result of the communications concerns that were expressed in the climate survey.
- Governor Bob McDonnell's State Employee Town Hall meeting will be broadcast at the Alumni Assembly Hall at the Inn on Tuesday, December 14, beginning at 3:30.

Adjournment

There being no further business, the meeting was adjourned at 2:12 p.m. The next meeting will be January 12, 2011 from 1:30-3:00 in 325 Burruss.

Respectfully Submitted,

Melissa Ball
CAPFA Support Staff