

Minutes
Commission on Administrative and Professional Faculty Affairs
April 11, 2012 ~ 1:30 p.m. ~ 325 Burruss

Present: Jessie Chen-Yu, Mary Christian, Alicia Cohen, Jack Finney, Roderick Hall, Amy Hogan, Travis Hundley, Kay Hunnings, Hal Irvin, Peggy Layne, Judy Taylor, John Vest via Phone

Absent: Linda Bucy, Tara Frank, April Hylton, Adam Smith, Scott Tate, Kirk Wehner, Kelley Woods

Guests: Pat Hyer

Call to Order

The meeting was called to order at 1:35 p.m. The agenda was approved as presented, and the minutes from the last meeting on March 14, 2012 were approved electronically.

Follow Up on AP Faculty Consulting

Pat Hyer discussed the feedback she received from the academic colleges concerning AP faculty consulting. The biggest response came from the Pamplin College of Business. They have several AP faculty whose consulting helps them to establish their credentials for accreditation. The other responses she received indicated that there is not a lot of AP faculty consulting going on in other areas; however, it is very important to the few who do consulting. At the last meeting, a request was made for definitions of external consulting and professional service. Pat provided a handout with those definitions. During external consulting, the individual most often receives compensation from a third party and is not acting as an agent of the University. Professional service activities may involve a token honorarium or expense reimbursement and are typically considered part of the faculty member's institutional responsibilities for participation in the larger academic community. Based on all of the information that Pat provided at the last meeting and the current meeting, she asked commission members how they would like to proceed with the issue. She provided a handout with five suggested options. After much discussion, members decided to narrow the options down to two and obtain feedback from a larger population concerning those two options. Their choices were option 2, which allows senior managers to waive the annual leave requirement on a case-by-case basis, and option 3, which leaves it up to senior managers to decide whether to approve consulting on university time. Amy Hogan will work on figuring out the best way to get these two options out for feedback and from whom to obtain the feedback.

Grievance Procedure Documentation Update

Amy Hogan asked CAPFA members if they had any questions or concerns regarding the proposed changes to the CAPFA grievance procedure documentation and A/P Faculty Grievance Form which were presented at the March 14 meeting. The only issue was a request for clarification on who is considered a step 1 administrator. A vote was taken and the changes were unanimously approved.

AP Faculty Election

There was a very good response in terms of nominations for the AP faculty election. The voting process ended on April 12. Amy Hogan and Linda Bucy will review and confirm the results and provide them to University Council.

Final Meeting May 9

The final CAPFA meeting for the current academic year will be held May 9. A new chair for the upcoming academic year will need to be selected at the meeting. Amy Hogan provided a position description that outlines the duties of the chair for members to look over before the next meeting. Self-nominations or other nominations will be accepted.

CAPFA Conversation

Dr. Edwin Jones, Associate Dean and Director for Virginia Cooperative Extension, will be the speaker at the spring CAPFA Conversation. It will be held on Thursday, April 26 from 2:00-3:30 in the VBI auditorium.

Adjournment

There being no further business, the meeting was adjourned at 2:20 p.m. The next meeting will be May 9, 2012 from 1:30-3:00 in 325 Burruss.

Respectfully Submitted,

Melissa Ball
CAPFA Support Staff