

**Minutes**  
**Commission on Administrative and Professional Faculty Affairs**  
September 11, 2013 ~ 1:30 p.m. ~ 325 Burruss

**Present:** Tara Brent, Mary Christian, Alicia Cohen, Roderick Hall, Jennifer Hundley, Travis Hundley, Hal Irvin, Sue Ott Rowlands, Ellen Plummer, Austin Tatum, Jon Vest, Susan Volkmar

**Absent:** Karen Watson, Kelley Woods, Jon Wooge

**Guests:** Sue Teel, Yohna Chambers, Becky Morris, Amberson Cox

**Call to Order**

The meeting was called to order at 1:30 p.m. The agenda was approved as presented, and the minutes from the last meeting on May 8, 2013 were approved electronically.

**Welcome and Introductions**

Jennifer Hundley welcomed everyone to the first meeting of the year, and everyone introduced themselves.

**Review of CAPFA's Role – Governance Overview**

Jennifer Hundley provided everyone a 2013-2014 CAPFA membership roster and a governance structure chart. She read CAPFA's charge which is located in the University Council Constitution and By-Laws. CAPFA is unique from other university commissions in that it is responsible for reviewing AP faculty grievances and advising the Senior Vice President and Provost and the Associate Vice President for Human Resources on the next steps to take in a grievance. CAPFA differs from other groups in that it does not have any committees that report to it. There are two positions that still need to be filled for this year's membership, GSA and Faculty Senate. Our Student Affairs representative has asked to be replaced due to a teaching conflict.

**Discussion of CAPFA's Goals and Agenda Items for FY13-14**

Jennifer Hundley reviewed current agenda items including, the effect of the affordable care act, health resources available, campus update on open enrollment, encourage AP participation in the employee climate survey, to increase awareness in communication AP consulting policy, and the speaker series for fall and spring. Members were asked if they had additional items to add. There were no new items at this time. Suggested upcoming forum speakers were Dr. Steger, President; Dr. Patty Perillo, VP for Student Affairs; Dean Sumichrast, Pamplin. It was suggested to move the speaker series to the end of the day to increase attendance. Jennifer Hundley asked the members to email her if they have more suggestions for the speaker series. She will contact President Steger's office to check his availability for the spring.

### **Update on the Health Insurance Open Enrollment Outcome**

Yohna Chambers, AVP for Human Resources and Becky Morris, Insurance Coordinator gave a presentation on the Open Enrollment Outcome. They have given an unprecedented number of enrollment sessions and they are still going. The members were given an informational handout on the changes to the health insurance offered at Virginia Tech. Yohna and Becky gave us a detailed presentation on the changes to the health benefits offered to Virginia Tech employees. It was noted that there are areas that require more behind the scenes work.

### **Overview of VRS Hybrid Retirement Plan**

Yohna Chambers discussed the new VRS Hybrid Retirement Plan that will take effect on January 1, 2014. This plan combines the features of a defined benefit plan and a defined contribution plan. The plan will be applied to staff and university employees hired on or after January 1, 2014. Faculty will still have the option to participate in this or continue with ORP. Human Resources will begin their communication on this within the next week. There is a plan comparison chart available on [www.varetire.org](http://www.varetire.org). There will be an open enrollment period beginning at the first of the year, for about three months.

### **CAPFA Vice Chair**

Jennifer Hundley asked members if anyone would like to volunteer for the position of Vice Chair or if someone would like to nominate another member. There will be a nomination vote at the next meeting to elect this year's vice chair.

### **Other Items from Commission Members**

### **Adjournment**

There being no further business, the meeting was adjourned at 2:29 p.m. The next meeting will be October 9th, 2013 from 1:30-3:00 in 325 Burruss.

Respectfully Submitted,

Sherri Albert  
CAPFA Support Staff