

Minutes
Commission on Administrative and Professional Faculty Affairs
October 12, 2011 ~ 1:30 p.m. ~ 325 Burruss

Present: Linda Bucy, Jessie Chen-Yu, Alicia Cohen, Jack Finney, Roderick Hall, Amy Hogan, Travis Hundley, Kay Hunnings, Peggy Layne, Judy Taylor, Jon Vest via phone, Kirk Wehner

Absent: Mary Christian, Tara Frank, April Hylton, Hal Irvin, Adam Smith, Kelley Woods

Guests: Allen Campbell, Martin Daniel, Frances Keene, Paul Knox, Curtis Mabry

Call to Order

The meeting was called to order at 1:34 p.m. The agenda was approved as presented, and the minutes from the last meeting on September 14, 2011 were approved electronically.

Update on Long Range Plan

Dr. Paul Knox and Frances Keene, from the Office of Long Range Planning, gave an update on the long range planning process. In March 2011, Dr. Steger appointed a Presidential Task Force, headed by Dr. Knox, to develop a strategic plan for 2012-2018. Dr. Steger asked that they re-evaluate what kind of an institution we need to be in order to be successful in the future. The Task Force is comprised of staff, AP faculty, and TR faculty. They have also been engaged with students during the process. The group has been divided into five sub-committees. Each sub-committee was assigned the task of working on an executive summary based on the following topics: Tomorrow's Knowledge, Tomorrow's Scholars, Tomorrow's Leaders, Tomorrow's University, and Envisioning Excellence. Drafts of the executive summaries are posted on the Office of Long Range Planning's website at www.longrangeplan.vt.edu. The Task Force encourages folks to review the summaries on the website and provide comments and/or constructive criticism. They also have a Scholar site that is joinable. They plan to present the Strategic Plan to the Board of Visitors in March 2012.

Proposed Resolution on Conviction Check Policy/Process

A draft of the proposed resolution and policy were provided to members to review prior to the meeting. Curtis Mabry and Jack Finney were available to answer members' questions and respond to concerns.

Questions

Q. In the cases of an employee being required to have a conviction check due to a change of job duties, who will be monitoring that?

A. It will be up to the departmental supervisor.

Q. What was the rationale for the different lengths of time to have past for requiring a conviction check when someone changes jobs within a department (24 months) and when someone changes jobs to a different department (12 months)?

A. If someone is changing jobs within a department, the supervisor and others within the department will likely have a better idea of knowing what has been going on with the person and be more aware of any potential problems. However, a new supervisor from another department would not have this insight of a new employee.

Q. Who gets to make the final determination of job relatedness of a conviction?

A. Human Resources and Legal will provide guidance, but the final hiring decision is left up to senior management.

Q. Does the policy specify the scope of the check?

A. No

Q. Are the fees covered centrally?

A. Yes, with auxiliary units still responsible for funding their own checks (no change from current practice)

Q. What will be the increased cost of the change?

A. Approximately \$50,000 annually

Q. How would it be handled if someone was offered a contract and a job related conviction shows up after the contract was issued?

A. It will not be a problem because offers will be conditional on the conviction check results.

Q. Where are the conviction check results stored?

A. All of the information is stored on the conviction check vendor's system.

Concerns

- Members felt that in section 2.1.C, "for certain jobs" is too vague. It was suggested and agreed upon that it should be changed to "where job related".
- Since retroactive checks will not be done on current employees and historically conviction checks have not been done on the academic side, concern was expressed that it seems risky that someone could be in a teaching position and ultimately become tenured through the promotion process and never have a conviction check done. Whereas on the administrative side, if someone progresses up the career ladder, they could potentially get checked multiple times. To help rationalize this concern, it was pointed out that when teaching faculty go through the promotion process to reach tenured status, they remain in the same position and their job duties ultimately do not change. However, administrative faculty promotions generally bring about a change in job duties and supervisory responsibilities.

A motion was made and seconded to move the resolution and the policy, with the revision to section 2.1.C, forward to the Policy Group and University Council. The motion was passed by a voice vote.

November Speaker for CAPFA Forum

Members were asked if they had any suggestions for speakers for the November forum in addition to Will Lewis, Francesca Galarraga, Erv Blythe, and Cynda Johnson who were previously suggested. Everyone agreed they are all good suggestions and should be kept in mind for future forums. However, it was decided that with the time sensitive work going on with the Strategic Plan, it would be good to have the Office of Long Range Planning do a presentation. Everyone felt that this would be a good avenue for getting the word out to others. Amy Hogan will check with Dr. Knox and Frances Keene regarding their availability.

Adjournment

There being no further business, the meeting was adjourned at 2:57 p.m. Due to the CAPFA forum being planned for November, there will be no business meeting. The next regular business meeting will be December 14, 2011 from 1:30-3:00 in 110 Burruss.

Respectfully Submitted,

Melissa Ball
CAPFA Support Staff