MINUTES
Commission on Administrative and Professional Faculty Affairs
February 8, 2006

Present: Christi Boone, Lou Gorr, Pat Hyer, Joan Moore, Mike Roberts, Lori Anne Sheppard, Carl Stafford, Cathy Sutphin, and Linda Woodard

Absent: Ellen Biltz, Tom Gabbard, Frances Keene, David Moore, Kerry Redican, Gerhardt Schurig, Toni Stroter, and Matt Swift

1. Results of the CAPFA Survey:

- 357 of 776 administrative and professional faculty responded to invitations to complete an online CAPFA survey during October/November 2005. General survey results were as follows:

  1) With which group do you most identify?
     - Academic Support = 86 (24%)
     - Cooperative Extension = 136 (38%)
     - General Administration = 71 (20%)
     - Student Affairs = 42 (12%)
     - Other = 20 (6%)
     - No answer = 2 (1%)

  2) I have confidence in
     a) the leadership of the Board of Visitors and executive administration.
        - strongly agree = 67 (19%)
        - somewhat agree = 216 (61%)
        - somewhat disagree = 51 (14%)
        - strongly disagree = 16 (4%)
        - no answer = 7 (2%)
     b) the leadership of my dean, department head, or director.
        - strongly agree = 164 (46%)
        - somewhat agree = 120 (34%)
        - somewhat disagree = 50 (14%)
        - strongly disagree = 22 (6%)
        - no answer = 1 (0%)
     c) the leadership of my immediate supervisor.
        - strongly agree = 187 (52%)
        - somewhat agree = 96 (27%)
        - somewhat disagree = 42 (12%)
        - strongly disagree = 28 (8%)
        - no answer = 4 (1%)

  3) University Initiatives:
     a) Virginia Tech’s strategic plan has been clearly communicated to me.
        - strongly agree = 77 (22%)
        - somewhat agree = 157 (44%)
        - somewhat disagree = 83 (23%)
        - strongly disagree = 39 (11%)
        - no answer = 1 (0%)
b) I understand how the strategic plan impacts my job.
   - strongly agree = 65 (18%)
   - somewhat agree = 141 (39%)
   - somewhat disagree = 104 (29%)
   - strongly disagree = 46 (13%)
   - no answer = 1 (0%)

c) I believe pursuing the goal of increasing our research stature will improve Virginia Tech in the long run.
   - strongly agree = 112 (31%)
   - somewhat agree = 164 (46%)
   - somewhat disagree = 54 (15%)
   - strongly disagree = 23 (6%)
   - no answer = 4 (1%)

d) The Virginia Higher Education Restructuring Act (originally pursued as the Charter Initiative; now commonly referred to as "Restructuring") has been clearly communicated to me.
   - strongly agree = 69 (19%)
   - somewhat agree = 131 (37%)
   - somewhat disagree = 92 (26%)
   - strongly disagree = 63 (18%)
   - no answer = 2 (1%)

e) I believe that Restructuring will improve Virginia Tech in the long run.
   - strongly agree = 85 (24%)
   - somewhat agree = 163 (46%)
   - somewhat disagree = 74 (21%)
   - strongly disagree = 15 (4%)
   - no answer = 20 (6%)

f) I have read the Virginia Tech Principles of Community document.
   - yes = 243 (68%)
   - no = 111 (31%)
   - no answer = 3 (1%)

4) Work Environment:
   a) Virginia Tech makes people feel comfortable and welcome, and treats people fairly regardless of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, or veteran status.
      - strongly agree = 119 (33%)
      - somewhat agree = 160 (45%)
      - somewhat disagree = 48 (13%)
      - strongly disagree = 26 (7%)
      - no answer = 4 (1%)

   b) I have been given adequate opportunities for training and development related to my job.
      - strongly agree = 169 (47%)
      - somewhat agree = 117 (33%)
      - somewhat disagree = 48 (13%)
      - strongly disagree = 20 (6%)
      - no answer = 3 (1%)

   c) There are clearly defined opportunities for my progress and advancement.
      - strongly agree = 64 (18%)
      - somewhat agree = 134 (38%)
      - somewhat disagree = 97 (27%)
      - strongly disagree = 61 (17%)
      - no answer = 1 (0%)
d) My immediate supervisor clearly communicates job performance expectations.
   - strongly agree = 152 (43%)
   - somewhat agree = 118 (33%)
   - somewhat disagree = 51 (14%)
   - strongly disagree = 33 (9%)
   - no answer = 3 (1%)

e) My immediate supervisor provides feedback on my job performance at least once a year.
   - strongly agree = 210 (59%)
   - somewhat agree = 102 (29%)
   - somewhat disagree = 25 (7%)
   - strongly disagree = 17 (5%)
   - no answer = 3 (1%)

f) I am generally satisfied with my work environment.
   - strongly agree = 171 (48%)
   - somewhat agree = 126 (35%)
   - somewhat disagree = 45 (13%)
   - strongly disagree = 15 (4%)
   - no answer = 0 (0%)

g) I receive fair treatment in my department/unit.
   - strongly agree = 197 (55%)
   - somewhat agree = 99 (28%)
   - somewhat disagree = 38 (11%)
   - strongly disagree = 21 (6%)
   - no answer = 2 (1%)

h) I would recommend Virginia Tech as a good employer to friends and colleagues.
   - strongly agree = 162 (45%)
   - somewhat agree = 139 (39%)
   - somewhat disagree = 39 (11%)
   - strongly disagree = 15 (4%)
   - no answer = 2 (1%)

5) Salary:
   a) My salary is in line with others at the university who perform similar duties and have comparable qualifications and experience.
      - strongly agree = 42 (12%)
      - somewhat agree = 103 (29%)
      - somewhat disagree = 77 (22%)
      - strongly disagree = 71 (20%)
      - don’t know = 63 (18%)
      - no answer = 1 (0%)

   b) Salary decisions for A/P faculty are made consistently and fairly.
      - strongly agree = 20 (6%)
      - somewhat agree = 87 (24%)
      - somewhat disagree = 76 (21%)
      - strongly disagree = 79 (22%)
      - don’t know = 91 (25%)
      - no answer = 4 (1%)

6) Policies:
   a) The Commonwealth of Virginia has good policies and procedures for employee travel reimbursement.
      - strongly agree = 40 (11%)
      - somewhat agree = 118 (33%)
• somewhat disagree = 88 (25%)
• strongly disagree = 98 (27%)
• don't know = 13 (4%)
• no answer = 0 (0%)

b) As part of my position duties, I must travel:
• daily = 81 (23%)
• weekly = 72 (20%)
• monthly = 89 (25%)
• yearly = 97 (27%)
• never = 17 (5%)
• no answer = 1 (0%)

c) Are there university administrative or business policies which you find problematic?
• yes = 186 (52%)
• no = 149 (42%)
• no answer = 22 (6%)

7) University Governance:
   a) My views and issues are adequately represented within the university’s system of shared governance.
   • yes = 188 (53%)
   • no = 132 (37%)
   • no answer = 37 (10%)
   b) Prior to this survey, I was aware that the Commission on Administrative and Professional Faculty Affairs (CAPFA) was my representation in the university governance system.
   • yes = 178 (50%)
   • no = 174 (29%)
   • no answer = 5 (1%)

8) The two most important issues I would like to have CAPFA address are:
   • salaries
   • travel reimbursements
   • Of the 172 responses to item #8, these were the two most-often mentioned issues.
   • Other issues mentioned were professional development, administrative and/or policy concerns, recruitment and promotion issues, benefits and leave policy, and the system for evaluating A/P faculty.

9) Respondent Demographics:
   a) gender
   • male = 163 (46%)
   • female = 189 (53%)
   • no answer = 5 (1%)
   b) age range
   • under 30 = 37 (10%)
   • 30-39 = 89 (25%)
   • 40-49 = 90 (25%)
   • 50-59 = 119 (33%)
   • 60+ = 18 (5%)
   • no answer = 4 (1%)
   c) ethnic/race group
   • African American = 26 (7%)
   • Asian/Pacific Islander = 3 (1%)
   • Caucasian = 315 (88%)
   • Hispanic/Latino = 3 (1%)
   • Native American = 1 (0%)
• no answer = 9 (3%)

d) I have worked at Virginia Tech for
• under 5 years = 134 (38%)
• 5-9 years = 80 (22%)
• 10-20 years = 92 (26%)
• 20-29 years = 37 (10%)
• 30+ years = 11 (3%)
• no answer = 3 (1%)

e) My work location is
• on-campus = 196 (55%)
• off-campus = 156 (44%)
• no answer = 5 (1%)

2. Next Steps:

• Data must be analyzed and summarized in general and by the 4 groupings (academic support, Cooperative Extension, general administration, and student affairs). Please note that the 20 who self-identified as "other" will be moved to one of the four above-mentioned groups.
• CAPFA Chair Joan Moore will send an e-mail message to the current A/P faculty:
  • thanking them for their survey participation;
  • informing them of the general survey results (questions 2-8);\(^1\)
  • informing them that the commission will meet for an intensive one-day retreat to prepare a "white paper," which summarizes the data, looks at specific comments, determines which concerns to tackle first, creates a plan, recommends further action, and charges the appropriate administrators and/or groups with follow-up activity;
  • and restating CAPFA’s purpose, mission, and reason for the survey (for the benefit of any A/P faculty new to Virginia Tech since the 2005 survey was conducted).
• Lori Anne Sheppard is willing—with her supervisor’s permission—to undertake an analysis of the survey data.

3. Suzie will contact CAPFA members to schedule the CAPFA retreat.

Respectfully submitted,

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\(^1\) The commission had promised that no identifying information would be shared with others, so responses to questions 1 and 9 and respondent comments will not be conveyed in the general survey results.