MINUTES
Commission on Administrative and Professional Faculty Affairs
October 7, 2005

Present: Ellen Biltz, Christie Boone, Tom Gabbard, Lou Gorr, Pat Hyer, Frances Keene, Joan Moore, Mike Roberts, Lori Anne Sheppard, Cathy Sutphin, Matt Swift, and Greg Troy representing Gerhardt Schurig

Absent: David Moore, Kerry Redican, Carl Stafford, Toni Stroter, and Linda Woodard

1. Revisions to Survey of Administrative/Professional (A/P) Faculty

   - Committee members discussed the draft version of the survey of A/P faculty.
   - Action: Suzie Karlin will incorporate all suggestions into a new survey.vt.edu form and provide the revised survey to Joan Moore.
   - Action: The survey subcommittee (Gorr, Keene, Moore, Sheppard, and Swift) will further revise the survey and share the document with the full committee by the end of October.

2. Replacement of CAPFA representatives

   - Charlie Stott, current A/P faculty representative to the Commission on Classified Staff Affairs, will be unable to complete his term of service, which ends in Spring 2006.
   - Mara Barker, current A/P faculty representative to the Commission on Faculty Affairs, will be unable to complete her term of service, which ends in Spring 2007.
   - Commission members returned to the original election ballots for each position and found that Mara Barker ran unopposed; Charlie Stott ran against Mike Freel (Rec Sports) and Bill Sanders (Information Technology).
   - Action: Commission members asked Joan Moore to contact Mike Freel to ask if he would be willing to serve as the CAPFA representative to the Commission on Classified Staff Affairs, and to contact Bill Sanders to ask if he would be willing to serve as the CAPFA representative to the Commission on Faculty Affairs.
   - Matt Swift will be moving in October from the Budget Office, which is part of the general administration grouping, to a position in Mechanical Engineering, which is part of the academic affairs grouping. Commission members agreed that Matt should continue to serve on CAPFA for 2005-06, but would need to be replaced for the remainder of his term by someone in general administration.

3. CAPFA Meeting with Provost Mark McNamee

   - The next CAPFA meeting will be held on November 4, 2005, 9:00 – 10:00 a.m., in the President’s Board Room, 210 Burruss Hall. Dr. McNamee will discuss the update to the university strategic plan.

Respectfully submitted,

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