1. Welcome and introductions

   - Commission Chair Frances Keene welcomed those in attendance.
   - Members introduced themselves.
   - Dr. Ray Ali, incoming Cooperative Extension Director of Field Operations, will join CAPFA as an *ex officio* member in October. He replaces Dr. Cathy Sutphin as the *ex officio* representative from Extension.

2. Re-cap of 2005-06 commission activities

   - In October 2005, CAPFA conducted a survey of all A/P faculty with the intent of (1) capturing the mood of the A/P faculty and (2) forging a plan of work for 2006-07.
   - In May 2006, commission members held a day-long retreat to thoroughly review the survey results. They identified issues of common concern among the four A/P faculty groups (i.e., academic support, extension, general administration, and student affairs), and proposed ways that CAPFA might address those concerns/issues.
   - Commission members found these major themes to be of concern to many survey respondents:
     - compensation;
     - performance management system;
     - professional/career development;
     - work environment;
     - leadership.
   - Commission members proposed the following action plan:
     - Create and disseminate the CAPFA survey report to members of the A/P community.
     - Visit with administrative leaders to review the report in advance of its release to the A/P community.
     - Increase CAPFA’s visibility by establishing a CAPFA web site and sponsoring forums for A/P faculty.
• Address A/P faculty compensation and performance management concerns by:
  • gathering information about how salary decisions are made and sharing that information with the A/P faculty;
  • recommending that a study of A/P faculty compensation be conducted;
  • conducting private meetings with administrative leaders;
  • collecting information about best practices for standard performance evaluations and advocating the implementation of a standard performance evaluation for A/P faculty;
  • developing a Faculty Activity Report (FAR) for A/P faculty.

• Address A/P faculty professional/career development concerns by:
  • sponsoring leadership teams to create workshops and conferences for A/P faculty;
  • recommending that a professional development conversation be part of the performance management system;
  • recommending the establishment of guidelines for funding and offering opportunities for A/P faculty professional/career development.

3. Survey report update

• P. Hyer prepared a draft version of the survey report and invited comment. Commission members suggested various revisions to the document.

• P. Hyer will incorporate those changes and send a revised report to commission members for their further comment/revisions. All changes must be forwarded to Hyer no later than September 15. The final report will be distributed to commission members soon thereafter.

• The following teams will meet with administrative leaders (* = meeting coordinator):
  • Extension reporting team — R. Ali, L. Gorr, P. Hyer*, S. Puffenbarger, and C. Sutphin
  • Student Affairs reporting team — F. Keene*, P. Hyer, J. Moore, and K. Ayoub
  • General Administration reporting team — P. Hyer, F. Keene, and L. Woodard* (this team will meet separately with the Provost’s Council and the Executive Vice President’s staff).

• L. Gorr will contact Drs. Mark McCann and Mike Lambur to suggest the following presenters and topics for the VCE Staff Development Conference in January 2007:
  • F. Keene = CAPFA survey and report;
  • P. Hyer or M. McNamee = university strategic plan and update.

4. Suggested work item for 2006-07: performance management

• Discussion was delayed until the October 6 meeting.

5. Update on reconciliation/mediation services

• M. Sloane presented information regarding mediation services now available to the university community.
  • Mediation is a voluntary, confidential process that helps willing participants find solutions that are best for their situation.
  • Trained mediators do not have a stake or opinion in how the problem is solved; rather, they facilitate discussion between participants to identify solutions.
• No decision is made unless—and until—it is acceptable to all parties.
• Mediation does not prevent the filing of a formal complaint or grievance.

• P. Hyer presented information regarding reconciliation services now available to all A/P faculty.
  • CAPFA has a unique role in the university governance system. Unlike staff or teaching faculty, the A/P faculty do not have a senate; therefore, CAPFA plays a formal role in the A/P faculty grievance process. The CAPFA chair is responsible for coordinating the establishment of grievance panels, as needed.
  • Services of a reconciliation coordinator are now available to the A/P faculty. The university has bought out one-fourth of Dr. Ken Eriksson’s time to serve as a faculty reconciliation coordinator.
  • As chair of the Faculty Senate Reconciliation Committee, Dr. Eriksson has substantial experience and success in reconciling differences that have reached an impasse.
  • If reconciliation is pursued, the grievance process is formally halted for 60 days while Dr. Eriksson meets separately with the parties to find a mutually-agreeable solution.
  • In the case of A/P faculty reconciliation, Dr. Eriksson chooses an A/P faculty member to join him in the meetings and in finding a solution.
  • Should reconciliation fail, the grievance process resumes.

6. The next CAPFA meeting will be held on October 6, 2006, 9:00 – 10:30 a.m. in the President’s Board Room, 210 Burruss Hall.

Respectfully submitted,

Suzie Karlin
Provost’s Office
skarlin@vt.edu, 231-2350