MINUTES
Commission on Administrative and Professional Faculty Affairs
September 13, 2007


Members Absent: R. Ali, A. Ayoub, and C. Stafford

Guests: T. Gambill and K. Wehner

1. Re-cap of 2007-2008

F. Keene reviewed activities from the 2006-2007 academic year. Information collected last year regarding A/P faculty performance evaluation practices will be revisited at a later meeting.

2. Leadership Development

T. Gambill discussed leadership development workshops for administrative/professional and teaching/research faculty (with supervisory and managerial responsibilities) and staff (pay band 5 and above). Workshop participants must pay a fee to help cover facilitator costs.

Commission members suggested the following as possible workshop topics: time management, conflict resolution, and project management for researchers. Further suggestions included:

- Scheduling workshops during breaks to increase participation;
- Exploring CEUs or certificates for attendees;
- Expanding advertisement through emails or letters from Dr. McNamee;
- Indicating that the fee to workshop participants covers only 40% of the workshop cost, with 60% of the cost subsidized by university funds.

A leadership advisory group will be formed to broaden input on future offerings. Contact T. Gambill, tgambill@vt.edu, for further information.

3. Higher Education Restructuring Act

L. Woodard reported on progress since the adoption of the Higher Education Restructuring Act (HERA). Virginia Tech, William and Mary, and the University of Virginia have led the restructuring effort. These three institutions created a “mirror image” system for salaried non-faculty employees. Design teams are studying staff opportunities and soliciting feedback to improve the current system.

The definition of administrative/professional (A/P) faculty was established by the state, and it is unclear why some positions are “classified” and others are “professional.” Virginia Tech Human Resources is studying language/definitions to differentiate higher-level staff positions (i.e., supervisors and managers) from lower-level staff positions. This raises the following issues:

- Could, or should, the university insist that those in higher-level staff positions move from staff positions to A/P positions?
- Why move staff into A/P positions when A/P policies and practices are not as well known or consistent?
- Are there positive and/or negative aspects for the individual moved into an A/P position? (Sick leave policy, professional scheduling, merit increases, flexibility, job security, annual reappointment, etc.)
P. Hyer, F. Keene, K. Oaks, M. West, and L. Woodard will meet as a CAPFA subcommittee to consider these issues and others related to the affect of HERA on A/P faculty positions. The subcommittee will report to the full commission at a later date.

4. Martin Luther King, Jr. Day

Presidential policy memorandum 221 outlines university policy regarding the observance of Martin Luther King, Jr. Day. Please see [http://www.policies.vt.edu/policymemos/ppm221.pdf](http://www.policies.vt.edu/policymemos/ppm221.pdf).

The memorandum states that, “The third Monday in January shall be designated a holiday in honor of Dr. Martin Luther King, Jr. There shall be no classes on this holiday.” It further states that, “This resolution has no effect on faculty and staff. It remains a workday for faculty and a classified staff holiday. All rules pertaining to classified staff holidays remain in effect.”

In practice, this results in a “holiday” for teaching faculty and staff, but not for A/P faculty.

The commission will:

- Conduct an informal survey of other Virginia institutions to learn whether their A/P faculty receive the third Monday in January as a holiday for observance of Martin Luther King, Jr. Day;
- Inquire about the cost to the university of closing on Martin Luther King, Jr. Day;
- Consider whether closing the university on Martin Luther King, Jr. Day might decrease attendance at special events intended to honor Dr. King and his struggle for civil rights.

5. Other Business

Effective September 17, 2007, Brian Glittens is transferring from Continuing and Professional Education to Human Resources. He will continue to serve as an academic support representative on CAPFA for the remainder of this year. In fall 2008, a representative from academic support will be asked to complete Brian’s term, which ends in 2010.

Recorder: Pat Hyer, Office of the Provost