Commission on Staff Policies and Affairs  
November 13, 2007  
8:30 A.M. – 210 Burruss  
MINUTES


Absent: Robin Atkins, Catherine Caldwell, Carolyne Dudding, Wyatt Sasser

Guests: Judy Ridinger and Kirk Wehner, Human Resources

Chair Tom Tucker called meeting to order at 8:34 AM. The agenda was approved as presented. Minutes of the October 16 meeting were approved electronically

1. New Business

- Proposed Changes to the Definitions for Administrative/Professional Faculty.
  Under the Higher Education Restructuring Act, the Virginia colleges and universities have the authority to revise the definition of administrative and professional faculty. CAPFA is reviewing the current definitions and exploring how to clarify and expand definitions to more accurately reflect the roles and credential requirements for these types of positions. Under the current definitions, Administrative faculty members generally include senior administrative leaders in administration, colleges, and VP areas, and directors of major units. Professional faculty includes extension agents, coaches, librarians, counselors, and development officers. Many areas have AP faculty members and staff members doing essentially the same work. Under the proposed plan, Pay Band 5, 6, and 7 staff positions would be reviewed for conversion to AP faculty. Only those positions that are exempt from overtime compensation under the Fair Labor Standards Act can be considered; non-exempt positions are not eligible. The conversion would alleviate equity issues within departments. It is also felt that recruiting for these positions would be enhanced since there would be more flexibility in compensation and retirement, since only faculty are eligible to participate in the faculty optional retirement plan. Under the proposed plan, staff members in positions identified for conversion to AP faculty status would be given the choice of remaining staff or converting to AP faculty. For positions where staff members choose not to covert, they will be filled as AP faculty when the positions are vacated and refilled. Since the conversion will affect the number of staff members in various areas, it could have an impact on the number of staff senators allocated to those areas. Several CAPFA representatives will also attend a meeting of the Staff Senate to brief them on the proposal. A final proposal will be drafted and presented to the Commission on Administrative and Professional Faculty. If the commission approves, then a resolution will be drafted to be sent though the governance system for approval and finally to the Board of Visitors.
The commission endorsed the proposal. When a formal resolution has been written, it will return for formal approval.

2. Old Business

- Staff Employee of the Week Program
  It has been suggested that employees with 35 years of service and up be featured as “Staff Employee of the Week.” The counts for the 2008 Service awards have been obtained. Jean Brickey and Walter Hartman volunteered to serve on a subcommittee to coordinate obtaining information on these employees. Lou Ann Phipps in Human Resources will assist.

- Diversity Dimension Guidelines
  Judy Ridinger shared the latest draft of the guidelines to be provided to supervisors and employees for use in preparing performance plans for 2008. The final version will be printed in booklet form and mailed to all staff employees and faculty who supervise staff.

- Restructuring - Employee Advisory Committee Design Teams
  The three design teams are in place. These include Compensation and Rewards, Performance Management and Employee Relations, and Staff Benefits and Work Life. An orientation meeting will be held on Thursday, November 15. The teams have good representation from all areas of the university, types and levels of work, and employees and supervisors. The EAC reviewed nominations and placement on teams.

- Committee for Energy and Sustainability
  The Commission on University Support has established a Committee for Energy and Sustainability. Tom Tucker has been appointed to the committee from Staff Senate. Sherwood Wilson, VP for Administrative Services, will chair the committee for the first year.

- December Speaker
  Ennis McCreary has been invited. She is the student ombudsperson in the Graduate School. It was suggested that the commission might want to explore the possibility of a similar position for staff.

There being no further business, the meeting adjourned at 9:50 a.m.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary