

**A/P Faculty Senate
March 15, 2023
10:00 a.m. to Noon
Videoconference**

Roll: Roll for the meeting was taken and recorded via the Senate's Google Form.

Absent with Notice: Keri Swaby, Lujean Baab, Scott Weimer, Ed Olsen

Guests: Demeteria Somervell

The regular meeting of the Administrative & Professional Faculty Senate of Virginia Polytechnic Institute and State University was held on March 15, 2023. President Holli Drewry called the meeting to order at 10:03 a.m. A quorum was present.

1. Adoption of Agenda

Terri Pecora made a motion to adopt the agenda, Susan Short seconded. The motion carried.

2. Approval of February 15, 2023, Minutes

Hollie Drewry presented the February 15, 2023, minutes. A motion was made to approve the meeting minutes by Terri Pecora and seconded by Leanna Blevins. The motion carried.

3. Unfinished Business

Beyond Boundaries Scholarship Project Update

- A technical problem occurred on the crowdfunding site on Giving Day. At least two donations that were made have not been recorded; this is being explored and will be corrected. The current total listed on the web page is \$1,285.00 but it should be close to \$1,400.00.
- Senators who donated were asked to review the [A/P Faculty Beyond Boundaries Scholarship Fund Drive](#) web page and confirm that their donation was recorded. Donor names can be accessed by clicking on Donor Wall. If you donated and your name is not included, please let Holli know.

A/P Faculty Professional Development Leave Working Group

Susan Short presented an update on behalf of the A/P Faculty Professional Development Leave Working Group. The group is scheduled to reconvene on March 30 and is preparing a survey to be completed in early April. The group is also working with the Division of Human Resources to obtain relevant data points. Holli commented on enthusiasm expressed about this issue and believes it will positively impact employees and demonstrate what shared governance can accomplish.

IT Security – Endpoint Detect and Response & Data Loss Prevention

The Division of Information Technology issued a notice and frequently asked entitled [Improved Endpoint Protection: What you need to know](#). Senators were encouraged to read the notice and reach out via the email address provided in the statement with questions or concerns.

A/P Faculty Awards Nominations Update

Twenty-seven nominations were received for the A/P Faculty Rewards. The committee is currently reviewing these.

4. New Business

Job Architecture Update, Sandee Cheynet and Laurie Stacy

- Sandee Cheynet provided an update on the Job Architecture project. Several phases of the project have been completed: position description questionnaires were collected, that information was used to organize positions into frameworks, every position was mapped. That information is still undergoing harmonization to ensure that positions in one area are mapped the same in others. The next step includes a market analysis completed in collaboration with Ernst & Young. The group is exploring how the job architecture position information will be incorporated into relevant systems such as Banner as well as creating change management plans.
- Laurie Stacy presented the draft web page that will be available on the external website upon completion. The group has identified sixteen primary frameworks, and these are included on the web page. Selecting a specific framework provides related sub-functions and disciplines. It was noted that some positions will be categorized into a sub-function but may not move to the discipline level.
- The next phase of work includes creating a resource where employees can explore their position or one that they are interested in and see possible career paths, competencies, salaries per market data, and related information. Laurie Stacy shared the [Purdue Career Path Maker](#) as an example of what the group hopes to provide.
- Communication will be provided around market ranges and Virginia Tech's philosophy. Some employees will be either above or below market level. The data will be a tool for discussions. Sandee reported that there were 2,100 AP Faculty members in a variety of positions when the Job Architecture project began and, as of yesterday, there were 2,400 AP faculty members. When the project started there were 1,200 unique positions and now there are a total of 1,600 unique positions.
- Several questions were asked about the project, resulting in the following discussion points:
 - There will not be a geographic differentiator in the market range. However, the range will be large enough to provide flexibility and accommodate other areas such as Northern Virginia.
 - Certain employees have job duties that would qualify them for multiple functions. There is usually a primary function that can be utilized, but the process will allow for consideration of all areas of responsibility. Other items considered when determining salary such as experience and geographic location can also be considered. Specific toolkits will be available for senior management areas and supervisors.
 - A question was asked regarding employees who find that their salary is under market range and what steps would be taken in response. Sandee reported that while this is a larger issue, conversation around the topic is already occurring. The Division of Human Resources can provide a cost estimate to bring a group of employees into market range. The decision on how to approach the issue will be an institutional ask and a strategic decision. The merit cycle will help in some cases. Market range data will be updated yearly.
 - The detailed change timeline is currently being created and information is expected to be available in phased stages from May through July, with full implementation expected in August. Some of this information could be utilized in TouchPoints for those who supervise other A/P faculty.
 - Looking at underrepresented groups and disparities in pay across specific groups is not part of Ernst & Young's statement of work. However, this is a separate process that happens in conjunction with the Legal

Department, the Office for Equity and Accessibility, and the Office of Inclusion and Diversity. These reviews are conducted regularly, and one is scheduled for this year.

BOV Constituent Report

- Holli Drewery is preparing the A/P Faculty Report for the Board of Visitors, and has included the following topics:
 - IT Security, EDR & DLP implementation – the A/P Faculty Senate appreciates that members of the IT team attended a senate meeting to provide information and answer questions, but concerns continue
 - Job Architecture Project
 - Professional Development Leave Working Group
 - Resolution for updates to the A/P Faculty Senate Constitution and Bylaws
 - Fundraising efforts for the Beyond Boundaries Scholarship
- Additional topics suggested by the senate include the following:
 - A suggestion was made to emphasize the continued concerns with the IT Security EDR & DLP implementation; the information received is appreciated but broad, and continued communication and transparency are important
 - Expression of appreciation that the A/P Faculty have been added to university award programs.

Constituent Group Representation and Formation Working Group

- The Policies and Issues Committee has agreed to take the lead on constituent group representation. Ensuring appropriate representation on the working group from all areas is a goal; individuals who previously volunteered can be added to the group. If anyone would like to join with the committee on this work, please let Holli know. The work group charge was shared.
 - Discussion was held on whether the current goals include deciding how the total number of senators is determined. The constitution says that there will be 30 senators initially, which provides the ability to make a recommendation on how totals are determined for proportional representation in the future. The working group will be certain to include this in their work.
 - Additional comments were made regarding the data that will be used. The data is provided from the Division of Human Resources, not individual human resource departments, and represents a snapshot in time. The group will seek opportunities to refine the data collection process because there have been complications with data received in the past, particularly in relation to the Library. The working group will be certain that data received is accurate.

CAPFA Updates

Janice Austin reported that a grievance has been received and first steps have been taken in that process.

CAPFA Resolution 2022-23B, Vote

Changes to Chapter 7 of the Faculty Handbook

Janice Austin presented the resolution. No changes were made between the first and second readings in CAPFA, and the resolution was approved by CAPFA last week. Following the vote, someone reached out with a wording change for Section 7.7.4., Valid Issues for Grievance, which Janice shared. The recommendation provides context and clarity around the term “reprisal.” Limited discussion was held around the recommendation.

A motion to approve CAPFA 2022-23B as presented, including the additional wording that provides context for reprisals, was made by Janice Austin and seconded by Stephanie Trout. Motion carried.

The resolution will be presented at University Council for first reading at the next Council meeting.

Senate Committee Reports

Communications: Brandy Morse reported that the committee will meet on Tuesday, March 21, to work on the next newsletter. The committee anticipates providing a newsletter quarterly. Senators are encouraged to share any ideas for items to include.

Policies and Issues: Nicole Connors reported that the committee's next meeting is scheduled for March 29. Two resolutions are expected.

Elections and Nominations: Terri Pecora announced that elections are currently open and will close on March 24 at 5 p.m. Weekly reminders will be provided until that date.

Other Updates from Committees and Commissions

Leanna Blevins provided an update from the Commission on Research. The commission is seeking to better define or redefine VT centers, including what centers are, are not, and the reporting structure. The commission hopes to complete this work by the end of the academic year.

Marlena Lester reported that the Commencement Committee has not met since last the A/P Faculty meeting.

5. Announcements

- Parking Survey – Please complete the survey if you have not.
- Governance Survey – Coming soon from the Office of the Vice President for Policy and Governance. This work will help assess the governance structure and how it is working.
- Consider submitting stories to the A/P Faculty newsletter.
- A/P Faculty Senate Governance Calendar

6. Adjournment-

There being no further business, the meeting was adjourned at 11:09 a.m.

The next A/P Faculty Meeting will be held on April 19, 2023.