

AP Faculty Senate

August 18, 2023 – 10 am to 12 pm

Meeting Minutes

Roll

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

Absent with notice: Marlana Lester (Lujean Babb), Juliet Dadras (Susan Short), Ed Olson (Paige Thacker), Keri Swaby (Brandy Morse), Cathy Duerbeck (Ian Heflin), Jenni Gallagher (no alternate), Blair Allen (work-related)

Call to Order

The regular meeting of the Administrative & Professional Faculty Senate of Virginia Polytechnic Institute & State University was held on August 16, 2023.

President Janice Austin called the meeting to order at 10:03 AM

Minutes

July minutes to be approved: Motion to approve by Terri Pecora and a second by Brandy Morse. Motion carried.

Old Business

[Beyond Boundaries Scholarship](#) update-Holli Gardner

- We do not know who the recipient is yet, but it may not have been awarded since the funds were collected during the 2023 year
- The recipient may not be awarded until 2024-2025 year

A/P Faculty Professional Development Leave Working Group-Susan Short

- [Presentation slide](#)
- There is an educational leave policy already in place that AP faculty are allowed to utilize
- That wording was removed from the Professional Development Leave proposal
- Surveys determined that an appropriate time for the use of leave to be 1-3 months
- Full pay will be offered in the proposal
- The group intends to have a draft for review for the AP faculty senate September meeting
- The group understands that inequities could be created since some units have better ability to cover the PD leave periods than others

- Conversations will be started with colleges and units so that it will not be a surprise to them and they can plan for implementation when the time comes
- Is there any requirement of expectations of the faculty member that utilizes the leave and what happens when they return? Should there be language about requirements about staying in the current position for a certain period of time or consequences if they leave that position? Yes-there is language in other MOUs that the group is using as a model
- Please include extension agents in the group discussions. Perhaps have an example of how an extension agent might use the policy
- 5 years of service is the current timeline for being able to utilize the leave; perhaps language about extension agent reaching that official rank before utilizing the leave
- Please make sure there is a strong application and selection process in place
- In addition, language that not everyone will be approved for the leave should be very clear

Job Architecture update-Evans Lusuli

- [Website](#)
- The process continues to update the leadership function
- Some data elements have been tested and continue ongoing
- November is still the goal for all information to be in the online system
- Trainings and communications are also being created at this time to use during implementation

New Business

Electronic voting for meeting minutes

- We will begin using email voting for minutes
- Example for new email: The attached University Council meeting minutes of April 17, 2023, are ready for electronic voting. Please remember that the absence of a response indicates a positive vote.
- Voting will happen via email beginning with the August 16th meeting

AP Faculty Senate overview/onboarding

- [Presentation slides](#)
- If senators have not had a chance to review the [governance website](#) at VT, please do so
- There are 5 senates: AP, Faculty, graduate, undergraduate, and staff
- Commissions are housed under individual senates

- [AP faculty senate website](#)
- AP senate meets monthly on the third Wednesday of every month
- The executive board also meets monthly
- There are three standing committees within the AP faculty
- Senators also are representatives on standing university level committees
- Senator responsibilities
 - attend monthly meetings or find alternates if unable to make a meeting
 - Represent your constituent group appropriately
 - Serve on at least one standing committee
 - Alternate senators are responsible for voting when they are attending in place of a standing senator
- Resources available
 - [Constitution and Bylaws](#)
 - Shared google drive
 - Sharepoint Site

Goals, initiatives, and discussion items for the year

- Updating our procedures including our storage of documents and access (Sharepoint)
- Continue the strides we have made on our PD working group
- Presentations to be scheduled
 - Beyond Boundaries-fall
 - Rector Baine-spring
 - President Sands-spring
- What other discussion items are needed this academic year?
 - A periodic update from different units of the university on how they relate to AP faculty and/or our outreach and service missions at the university
 - Please send any additional requests to [Janice Austin](#)

2023-2024 Philanthropic project-Holli Gardner Drewry

- Last year was the first year of our philanthropic project and it was one of the very first at the university, too
- Do AP faculty senate want to support another project? Consensus is yes
- What other ideas or projects do we want to support?

- [Employee's spouse and dependent children scholarship](#)
- We can also continue to support our Beyond Boundaries scholarship
- When the AP Faculty Development Leave program is approved, we may want to give individuals an opportunity to provide financial support. Perhaps for the 2025 fiscal year
- Thanks to Holli for her continued hard work on this endeavor

Treasurer's Report

- AP Faculty Senate has \$0 in funds
- Do other senates have money? Yes, but we don't have any more information on what they do with their funds
- Amy Sebring was at a previous meeting and said she would look into it and get back to us
- Staff Senate has funds, but it may historical and they are being asked to spend it to get rid of it
- A little bit of funds would be helpful for small things like printing
- Janice will discuss with other senate presidents and return

CAPFA Updates-Stephanie Trout

- Stephanie has just taken over
- More information to come as the year progresses

Senate Committee Reports

- Communications Committee-Ariana DiFillippo
 - A standing committee meeting is being scheduled for fall
 - Do we need to transition any committee documents to Sharepoint? Yes
- Elections & Nominations-Scott Weimer
 - First meeting on August 15 to discuss feedback on awards from last year
 - Looking to improve the process for this year
- Policies and Issues-Nicole Connors
 - First meeting last week and will meet
 - Next meeting Sept 11 at 3pm
 - A robust discussion was had on representation and finalizing the survey to be presented to leadership and get additional feedback

Other Updates from Committees and Commissions

- none

Other Topics or Business

- none

Announcements

- Consider submitting stories to add to the A/P Faculty newsletter-email Ariana DiFillippo or Enrique Noyola
- [A/P Faculty Senate Governance Calendar](#)

Adjournment

There being no further business, the meeting was adjourned at 11:00 am

Next Meeting September 20, 2023

Respectfully submitted,

Jennifer Jones
Secretary/Treasurer