

Administrative & Professional Faculty Senate

September 21, 2022

Via Zoom

Roll

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

Absent: Susan Short (alternate), Cathy Duerbeck (alternate), Ed Olson (no alternate)

Call to Order

The regular meeting of the Administrative & Professional Faculty Senate of Virginia Polytechnic Institute & State University was held on September 21, 2022.

President Holli Gardner Drewry called the meeting to order at 10:04 AM

Minutes

June minutes to be approved: motioned by Lujean Babb and seconded by Terri Pecora; motion passed

August minutes to be approved: motioned by Chad Proudfoot and seconded by Stephanie Trout; motion carried

Unfinished Business

Philanthropic project update

- Holli has been working with someone in Advancement to determine how to track the donations specifically to the campaign
- A "Beyond Boundaries" scholarship can be named if we raise at least \$3000
- The other campaigns were also discussed, but we continue to strive to choose a fund that will make a significant difference
- The goal would be to get it together by Giving Day in November, but that is a lofty goal
- This is a year long project and we don't want to rush into anything

New Business

Human Resources Performance Management-Sue Teel, Sandee Cheynet, and Tricia Simpson

- [Slides from presentation](#)
- New performance management system is being launched for staff; supervisors of staff will need to understand how to use the new system to complete evaluations
- A longer term goal will be to determine what performance management system will be used for AP faculty
- Some significant issues occurred with the banner performance system (previous platform)
 - PageUp provides a way to document continuous performance management
 - PageUp also improves the probationary review process
 - PageUp is much more integrated with TLOS, banner, and other university platforms

- Much more user friendly with a new dashboard
- Pilot program has been running 2021-2022
- Please help HR: have staff review their position descriptions and review your supervisor position: update if needed
- Next steps: feedback sessions with pilot group before launch on November 7th
- There are resources and training for the new platform and performance management on the [HR website](#)
- Question from senate member: What is actually populated in the performance management system? the actual job duties and there is an additional section where supervisors can assign goals and a “journal” to update goals that may not have been fully met yet
- Thank you to HR for giving us your time

Academic Freedom/Freedom of Expression Task Force-Janice Austin

- Group is meeting every other Friday
- Stan Barnhill came to speak more about the first amendment
- The task force is working on a draft document regarding academic freedom; After the wording is initially drafted, Janice will send it to the AP faculty for feedback to the task force
- Is the taskforce limited to the classroom version of freedom of expression? It is more broad than that including principles of community and the university as a whole
- Student Engagement and Campus life deals with this often-who can we connect with to join the conversation? Dr. Robin Queen is the chair of the taskforce

Job Architecture Update-Sandee Cheynet

- Stage 1-3 were reviewed last meeting
- PDQ-position description questionnaires were released for the stage 3 pilot and include Business/Finance/Operations, CALS, and the Finance Department
- Lessons learned
 - we did not anticipate information log jams and now appreciate the difficulty getting information out to the correct stakeholders at all levels
 - Turn around time was actually double or triple of what was anticipated: we updated based on that
 - Calendar availability of leadership at the university level (much longer timelines to get on the calendar before next steps can occur)
- The goal is to continue to improve everyone’s understanding of the project and navigating the change management process for the project
- Every faculty member will be mapped, but it strictly a first pass and given to the supervisors for feedback/updates
- We are still working in the design process; nothing is final at this point
- A goal is to have office hours set so that stakeholders can get the assistance they need

Community Service Leave

- University Council Minutes - [Feb. 3, 2020](#), [Feb. 17, 2020](#)

- [CAPFA Resolution 2019-20A](#)
- What has happened in the past for AP faculty in regards to community service leave?
- There is currently not anything equivalent for AP faculty that staff receive for service leave
- Previously, this discussion went through the approval process (discussed in Feb, 2020) but did not pass
- As a university with a motto of service, it should be a priority for us to allow all staff AND faculty to perform service
- The pushback occurred because AP faculty already receive an appropriate amount of leave and staff earn much less leave in the first 5-10 years
- There is also a current resolution proposed to additional service leave for first responders
- Is this something that we should take up again as a senate?
- This should be a priority considering our “Ut Prosim” motto.
- President Sands was previously in favor of this in 2020
- With Governance structure changes, there could be different feelings on the topic at this point
- We should also continue to partner with our colleagues in Staff Senate if we continue the discussion
- 24 AP faculty members agree that the discussion should be continued
- As professionals within the university it is our responsibility to serve at the university level and outside of the university; this ties directly to our motto and the ability to have service leave

CAPFA Updates-Janice Austin

- First meeting has been held
- Introductions were completed and goals were set for the year
- BrainTrust presentation occurred within CAPFA meeting-Janice recommends reviewing the information (link below)
- The first to do item is the AP faculty constitution

Senate Committee Updates

- Communications Committee-Jeri Baker
 - Met previous week and are working to complete the first newsletter
 - Goal is a first publication in January 2023!
 - AP faculty senate website will be navigated from BAMS to Ensemble
- Elections & Nominations-Keri Swaby
 - Scheduled to have the first meeting, but did not meet since there was nothing to meet about
 - Will be ready for future elections this year!
- Policies and Issues-Lujean Babb
 - Have met for the first time and discussed the process and committee member roles

Other Topics or Business

- Holli will be setting up Office Hours to be available on a regular basis for our stakeholders
- She will use her office space off campus (parking is free) and zoom options, too
- She recommends that AP faculty senators do the same once per month

Announcements

Submit your AP faculty story for the new AP newsletter-Jeri Baker (jab518@vt.edu)
[BrainTrust Fall 2022 Talent Development Program](#)

Adjournment

There being no further business, the meeting was adjourned at 11:14 AM.

Next Meeting October 19, 2022

Respectfully submitted,

Jennifer Jones
Secretary/Treasurer