

Administrative & Professional Faculty Senate

November 16, 2022

Via Zoom

Roll

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

Absent: Janice Austin (alternate), Gwyneth Martin (no alternate), Blair Allen (no alternate), Jonathan Bradley (alternate), Chad Proudfoot (no alternate)

Call to Order

The regular meeting of the Administrative & Professional Faculty Senate of Virginia Polytechnic Institute & State University was held on November 16, 2022.

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

Minutes

October minutes to be approved: motion to approve by Terri Pecora and Lujean Babb seconds.

Motion carried.

Unfinished Business

Philanthropic project update

- Advancement is working to get up the site for our project-hopefully after Thanksgiving

New Business

Commonwealth of Virginia Campaign (CVC), Jessica Pharis

- Unable to attend due to zoom issues and other commitments
- [Presentation information for CVC](#)

Board of Visitors Update-Letitia Long

- Thank you to Holli for her service-she does an excellent job representing AP faculty to the Board of Visitors
- Letitia Long is a Hokie alum and a engineering Co-OP student and enjoys serving her alma mater
- The VT Board of Visitors has 14 voting members (one of which is an ex-officio member (President of the Board of Agriculture and Consumer Services)

- 5 non-voting members: AP faculty, faculty, undergraduate students, graduate students, and staff constituent representatives
- Members serve four years with one time reappointment option
- Rector and vice-rector are elected for one year with the option for one more year
- Letitia is rector and runs the board meetings with the current secretary, Kim O'Rourke
- 5 standing committees are established within the BOV
- BOV responsibility is to oversee administration of the university including hiring the president of the university
 - The BOV sets tuition, oversees the budget, assures the rules/regulations/policies/procedures (state and federal) are carried out by the university
- Service of BOV members is voluntary and pro-bono
- One of the large responsibilities of the BOV is to discuss/determine our university land use
- BOV has also been receiving Job Architecture project updates and asked Holli about how she felt the project was going
 - The BOV sees this project as an imperative piece to our goal to be a destination for talent
- How does the BOV interact with the town of Blacksburg?
 - There is not a formal connection, but we often have town officials and local business members that we interact with at functions
 - There tends to be more interaction between university leadership and the town versus the BOV members
 - One topic of discussion continues to be student housing: on campus versus off campus
- The BOV strives to find balance between the university, the businesses of Blacksburg, the town of Blacksburg, and
- Does the BOV interact with similar governing boards at the other Virginia institutions to consider statewide higher education concerns?
 - Yes! As rector, Letitia reached out to other rectors and chief financial officers at other state universities when she was elected. She continues to "compare notes" with them regularly
 - The BOV also interacts through SCHEV meetings with other university officials
- How are members selected to be on the Board?

- In the state of Virginia a search committee is utilized to find BOV members and potential members are nominated (by themselves, the university, or other stakeholders)
- Best efforts are made to assure that the BOV is diverse (in state location, backgrounds, etc)
- The governor approves the final list
- Do you have to be an alum or affiliated with the university in a particular way?
 - 6 board members must be alumni and a maximum of 3 members can reside out of state
- How long does it take for a board member to prepare for a meeting?
 - Material is delivered to members two weeks in advance (could be up to 500 pages of reading prior to the meeting)
 - Committee chairs will complete pre briefs
 - Committees: finance; academic research and student affairs; buildings and grounds; compliance, audit and risk; and governance and administration
 - It takes approximately two years to get comfortable with the material after cycling through one or two academic year or budget year cycles
 - The BOV members are not required to give gifts/donations to the university
- One question about sabbaticals was not answered: Holli will submit via her constituent report and can discuss further with Bryan Garey and Amy Sebring
 - The only sabbaticals that VT offers is for research

Academic Freedom/Freedom of Expression Task Force-Janice Austin (report forwarded via email)

- Thank you to all who provided feedback on the draft statement
- After reviewing and revising the draft based on feedback, the final statement was sent to Provost Clarke and Dr. Weiss on November 11, 2022
- Our remaining task force meetings will be focused on the second part of our charge on policy, procedures, and learning opportunities regarding this statement.
- It was forwarded and discussed at the BOV meeting

Job Architecture Update-Sandee Cheynet and Evans Lusuli

- [Job architecture website](#)
- The importance of this project is very close to this group's heart-so thank you!
- The Job Architecture group continues to collect data/information

- If you haven't had an opportunity to participate in the project yet, you will in the future
- The BOV discussed the Job Architecture project at the most recent meeting
- There is a strategic goal as a destination for talent and this project sets VT up for success
- Part of the project goal is to emphasize AP faculty positions and titles
- [Information on the stages of the project](#): currently wrapping up Stage 2 and beginning Stage 3
- Next steps are a market analysis and then creating the systems and processes to implement
- The BOV is in support of the work on the Job Architecture project
- Feedback has been given from many different stakeholder groups and incorporated willingly into the project
- Is advising part of the pilot program?
 - It is now part of Stage 2 under student services
- Will the website and web tool be through PageUp or a separate site?
 - It will actually be in two locations: PageUp will be updated with information and a website will be created so that faculty may engage with the information

CAPFA Updates-Janice Austin (report forwarded via email)

- [Constitution and Bylaws-tracked changes](#)
- [Constitution and Bylaws-no changes](#)
- At our November meeting, CAPFA appointed Stephanie Trout as our vice chairperson for this academic year
- We also reviewed the draft revisions to the A/P Faculty Senate constitution and bylaws
- Members asked for additional time to review and provide feedback; anyone with feedback please send it to Janice no later than Friday, December 2nd
- CAPFA will also be reviewing and providing feedback on the language revisions to section 3.2.4 of the faculty handbook regarding emeritus or emerita designation that is being proposed by Commission on Faculty Affairs.
- These documents are very important to our stakeholder group: according to the constitution, Holli may have had to step down because of the TLOS move within the university
- There is now language being proposed for the constitution and bylaws to allow faculty who change positions to complete their terms within the faculty senate

Senate Committee Updates

- Communications Committee-Jeri Baker
 - A short questionnaire will be coming out to gather information for our first newsletter
 - There will some basic content questions with some fun questions as an added bonus
 - Visit our website: <https://apfacultysenate.vt.edu/>

- Elections & Nominations-Terri Pecora
 - No meetings were required for the fall: January meeting will prepare for March elections

- Policies and Issues-Nicole Connors
 - Last meeting was October 26 and discussed the Commission on Faculty Affairs proposed emeritus policy changes
 - Materials on that policy were also sent for CAPFA review and feedback

- Other Committees and Commissions
 - Commission on Undergraduate Studies and Policies-Keri Swaby
 - The honor code policies may be proposed with some changes
 - Athletics is revisiting the maximum allowable absences and will be submitting
 - This policy is not under governance and only an operating policy under Athletics
 - Commencement Committee-Marlena Lester
 - The timeline/schedule and speakers were discussed
 - Many behind the scenes plans happening within that committee
 - Fall Commencement Timeline: December 16
 - Student Speakers
 - The Graduate School will have three student speakers again this year. Currently confirming the last two students.
 - There will be three student speakers for the University Ceremony. A meeting will need to be held to discuss having two student speakers in the future.

Other Topics or Business

- None to date

Announcements

- Submit your AP faculty story for the new AP newsletter-Jeri Baker (jab518@vt.edu)
- [AP Faculty Senate Governance Calendar](#)
- Please keep our UVA peers in our thoughts following the recent campus shooting at UVA

Adjournment

There being no further business, the meeting was adjourned at 11:21 am

Next Meeting December 21, 2022

Respectfully submitted,

Jennifer Jones
Secretary/Treasurer