

Administrative & Professional Faculty Senate

December 21, 2022

Via Zoom

Roll

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

Absent: Sandee Cheynet (alternate), Leanna Blevins (no alternate available), Terri Pecora (no alternate available)

Call to Order

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

President Holli Gardner Drewry called the meeting to order at 10:03 AM

Minutes

November minutes to be approved: motion to approve by Marlena Lester and Lujean Babb seconds. Motion carried.

Unfinished Business

Philanthropic project update

- Our [donation site](#) is live!
- We will begin campaigning with our internal senators only and hope to get to our initial \$3000 with senators only
- After that we will open it during Giving Day
- The site does say there are only 18 days remaining, but that is not accurate
- You can specify your donation amount and/or name at the bottom of the giving screen
- Reports can be generated to document which senators have given regardless of what is chosen when the donation is made

Board of Visitors – [Constituent Report](#)

- No questions about the report

Follow-up on Rector Long discussion (A/P Faculty Sabbatical Working Group)

- Holli has asked Susan Short to lead a working group to explore options which will be charged at the January senate meeting

- If you are interested in serving reach out to [Holly](#) or [Susan](#)

New Business

Academic Freedom/Freedom of Expression Task Force-Janice Austin

- The taskforce has completed their requirements
- Recommendations have been made and final revisions will be completed by 12/22 and submitted to Dr. Weiss

Job Architecture Update-Susan Hughes

- [Job architecture website](#)
- Currently at the “mapping validation” part of the project (about 20 functions to map and then some are broken down into sub-functions and disciplines)
- The PDQs (position description questionnaire) have been used to complete the mapping validation and create the “structure” of our job architecture
- Up to complete by June 2023: implementation by July 2023
- IT Town Hall in early December gave some understanding of current progress
- Stage three of PDQ pilot was just completed
- The transition will go very smoothly if updated position descriptions are accurate

CAPFA Updates-Janice Austin

- [Constitution and Bylaws-tracked changes](#)
- [Constitution and Bylaws-no changes](#)
- [CAPFA Resolution 2022-23A](#)
- Thanks to all who have provided feedback: The new resolution was created and has gone through the first reading through CAPFA
- Initial changes are to align with the changes in governance structure
- The library constituent group and presidential term should be discussed by the AP faculty senate
- Wording in the new proposed document proposes a faculty member become an alternate in their new constituent group and an alternate fill their vacated position (different than the wording for executive board member wording)
- This wording allows for completing current service year in current constituent group and complete term as an alternate in the new constituent group
- There is also proposed language that requires officers to be senators

- An AP faculty member who transfers to another area of the university (staff, teaching faculty, research faculty, etc) is the same as leaving the university since they are leaving the AP faculty senate
- University Library AP faculty constituent group were not included in the previous constitution
- Should the library constituency group have 1, 2, or 3 senators?
- Current numbers require a minimum number of 3 senators per group so that one senator can complete their term per year
- During the second year of elections the university libraries were not included in the elections process
- Library is included as a part of academic support currently
- Getting 3 members from such a small constituent group may be difficult
- A policy for how to create a constituency group should be created moving forward
- Some groups have very small numbers and will not be able to have good representation or be able to be voted into positions
- Moving forward there will be bios with our elections documents to help voting members better understand the reasons behind the members' service reasons
- There are also methods to remove members who do not perform their senator duties written into our bylaws
- Should the constituent group taskforce revisit the topic and bring more specific information back to the group about the numbers/ratios/senator numbers
- The Libraries wants their own constituent group at this point
- There are currently 100 AP faculty in the library currently, but that includes continuing appointment faculty (which are not covered by AP faculty senate and should not be included in our constituency groups)
- There is more discussion that needs to happen before we make bylaw changes on the library constituents and add the information
- New working group will be created in 2023 to address the issue
- New discussion about the term of a president: the recommendation is for a two year term
- Another option could be to have a president-elect position that transitions into president and then past-president
- The vice-president is a learning role as the chair of CAPFA and other duties
- To be a senator "at the time of election" to the office is good wording to allow continuation of service as an officer even if their term ends during the service.

- There were initial conversations about using one year terms in case there were issues with the person in the roll
- The best option to simplify the process would be to create one year terms and rename the vice president to president-elect
- If a term is completed while a member is in office, they will need to be voted on as a member in order to be reelected
- There is already some continuity in the vice president position, but it could be clarified
- Wording should be clear about how president-elect becomes president if/when the president chooses to run for a second term
- Elections for senators currently happen before board elections so we will always understand what senators are available to serve
- It may not be possible to use a president-elect position and a multiple year president term of service
- Can we eliminate the complexity of the names of the positions and make sure to utilize the current mentoring process of the vice president
- In the future the executive board will also have a past president (Holli will be the first) and can be utilized to mentor the incoming president before and during their board service
- One year service terms also allows for more senators to become involved in the senate and executive board
- Holli has created a presidential succession document for the incoming president and will be a resource for the new president whomever they may be
- This was a great conversation!
- The first reading of the Resolution CAPFA 2022-2023A
 - This resolution will be voted on at the January AP faculty meeting
 - Any changes in the bylaws and/or constitution will be mirrored in this resolution

Senate Committee Updates

- Communications Committee-Jeri Baker
 - Thank you to the 28 members who completed the survey
 - A draft of the first newsletter is mostly complete and will come out before our January meeting
 - Any information in the spotlights can be vetted by senators chosen before publication

- Elections & Nominations-Terri Pecora
 - Nothing to report now, but will very busy in January

- Policies and Issues-Nicole Connors
 - Nothing to report
 - Thank you for all who have reviewed/endorsed the resolutions

- Other Committees and Commissions
 - Commencement Committee-Marlena Lester
 - Met on Wednesday, December 7, 2022
 - Fall Commencement Logistics were discussed
 - A conversation to possibly include UG students who are in programs in DC to be included in the DC Spring Commencement (no decision made)
 - The next meeting will be February , 2023
 - Employee Benefits committee-Lauren Pollard
 - Committee received an update from Matt Holt (co-chair of the Access and Affordability taskforce) to share recent developments to create the taskforce and also a steering committee
 - The steering committee is reviewing the employee dependant and spouse benefits towards tuition

Other Topics or Business

- None to date

Announcements

- Consider submitting stories to add to the A/P Faculty newsletter
- [A/P Faculty Senate Governance Calendar](#)
 - President's Office Hours beginning in January
- [A/P Faculty Award Nominations](#) – Deadline Feb. 15, 2023, at 5 p.m.
- Our Scholarship fund has already made \$700!

Adjournment

There being no further business, the meeting was adjourned at 11:51 am

Next Meeting January 18, 2023

Respectfully submitted,

Jennifer Jones
Secretary/Treasurer