

Administrative and Professional Faculty Senate

Business Meeting Agenda

June 12, 2024 – 3pm

McConnell Library 170/ RUC 3rd Floor Board Room

Present: Staci Allen, Tom Bennett, Sandra Bond, Ashlee Claud, David Halpin, Chad Hyatt, Eric Lovik, Debra Johnson, Elizabeth McCormick (for Kay Johnson), Mark Lambert, Deana Sentman, Scott Shull, Tom Snediker, Juan Urista, Meghan Viet

Not Present: Vanessa Conner, Charley Cosmato, Emily Fitzgerald, Matt Harman, Stephanie Hovsepian, Jess Rothe, Malinda Tasler

Guests: Tonia Andrews, Avraham Boruchowitz, Brandon Cohen, Mary Fowler-Hughes, Mel Fox, Connie Phillips, Sean Ramsey, Margie Vest

- 1. Call to Order:** The meeting was called to order at 3:00 pm by President Ashlee Claud.
- 2. Approval of Minutes:** The minutes from May 15, 2024 were approved.
- 3. Contract Letters:** Ashlee Claud gave a brief update on and thanks for work on the A/P Faculty contract letters. Human Resources will send something out over the summer for the newly worded letters.
- 4. Administrative and Professional Faculty Recognition:** Ashlee reported for Stephanie Hovsepian. The awards are still a work in progress; a better funding source is needed than the Foundation. The piece not funded is the student's award.
- 5. 2024 AP Morale Survey Update:** The survey is coming out this summer for two weeks (July 8-19). We will need to re-populate the survey committee as well as the elections committee. A question arose about Ashlee Claud receiving any response from the President's Office about tying the survey to the university's strategic plan; Ashlee said she had not gotten a response and would add it to the list of things to do for the new officers.
- 6. Discussion: Adding Zoom Option to Senate Meetings:** Ashlee received feedback including some from a few out-of-state employees. Telework is an option so employees should be able to attend when at home. The University has five licenses for a zoom video conference, but it can't be a recurring meeting; it would need to be set up ahead of each meeting. Tom Snediker has been a "gatekeeper" for other Zoom webinars and can do it for this (A/P Senate meetings). CITL wants to Zoom into meetings. Ashlee suggested that Senators should attend in-person whenever possible. A new motion is needed on this, since there was a similar motion last year that enacted in-person attendance at Radford and Roanoke with a Zoom between the meeting rooms. We also need rules regarding attending as a Senator via Zoom, and a list of the meeting dates to send to the Zoom setup person. There was a question about guests who are not AP faculty being allowed to attend. There was a general feeling was it is ok but the meeting announcement email will continue to go only to AP faculty.

7. Officer Elections: Elections will be held at the July Business Meeting. We will need a new parliamentarian.

8. Additional News:

- a. We will need a Handbook review working group for next year. A question was raised about whether there should be a policy stating that the Handbook will be reviewed on a regular cycle – related to accreditation. Discussion ensued.
- b. The Bylaws may also need to be reviewed.
- c. Pay grades: Any questions about your pay grade or a pay adjustment need to go to Human Resources. Divisions will not have to come up with the money to pay for adjustments since salary money comes from central funds. Also, the State's raises change the pay grade salary ranges.

9. Adjournment: The meeting adjourned at 3:32 pm.

Future Meeting Dates:

- July 10
- August 14
- September 11