

**Commission on Administrative and Professional Faculty Affairs Meeting Minutes
February 14, 2024
2:30 p.m.**

Via Zoom: <https://virginiatech.zoom.us/j/86041129753>

Present: Stephanie Trout (presiding), Harrison Blythe, Juliet Dadras, Jenni Gallagher, Cyndi Hutchison, Rodney Irvin, Lonnie Johnson, Renée Ryan, Megan Seibel, Keith Stephenson, Sophie Thompsen, Paige Thacker, and Marty Wyatt.

Absent with Notice: Saonee Sarker

Absent: Arianna DiFillippo, Kara Latopolski, and Katie Polidoro.

Guests: Kari Evans and April Myers.

Stephanie Trout called the meeting to order at 2:35 p.m. A quorum was present.

1. Adoption of Agenda

2. Announcement of approval and posting of minutes of November 8, 2023

Stephanie Trout noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

3. Other Items

- Stephanie Trout shared that the A/P Faculty Senate is planning to discuss the charge for the Commission on Administrative and Faculty Affairs at the upcoming A/P Faculty Senate meeting. The discussion and outcomes will be communicated to CAPFA members at the next convened meeting. Going forward if there is no new business to be discussed a survey of members will be sent for meeting items. If no CAPFA members have pending business the monthly CAPFA meeting may be cancelled.

4. Announcements

The next meeting is scheduled for March 13, 2024 at 2:30 p.m.

5. Adjournment

There being no further business, the meeting was adjourned at 2:44 p.m.