

Commission on Administrative and Professional Faculty Affairs Meeting Minutes
September 13, 2024
11:00 a.m.
Via Zoom: <https://virginiatech.zoom.us/j/86171762734>

Present: Marlena Lester (presiding), Erica Cooper, Kayla Dean, Cyndi Hutchison, and Renée Ryan,

Absent with Notice: Harrison Blythe and Paige Thacker.

Absent: Juliet Dadras, Arianna DiFillippo, Jenni Gallagher, Rodney Irvin, Lonnie Johnson, Keith Stephenson, and Ruth Wallace.

Guests: Kari Evans and April Myers.

Marlena Lester called the meeting to order at 11:02 a.m. A quorum was not present. As this was the first meeting of the year, Marlena led introductions of commission members and reviewed the charge of the commission.

CHARGE: To study, formulate, and recommend to the Administrative and Professional (A/P) Faculty Senate policies and procedures affecting the working conditions of A/P faculty. Areas for consideration include morale of administrative and professional faculty; procedures for appointing, non-reappointing, evaluating, disciplining, recognizing, and promoting administrative and professional faculty; benefits, educational and personal leave, and extra-university professional activity; and matters of equity and diversity that affect A/P faculty.

1. Agenda

2. Announcement of approval and posting of minutes of February 14, 2024.

Marlena Lester 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

- CAPFA Work Plans ideas for the upcoming semester:
 - Grievance Determination Panel - to determine if the grievance qualifies as a grievance.
 - Proposal - Update grievances policy nomenclature for clarification
 - Develop Guidelines for A/P Faculty Emeritus selection process
 - Continue to consider A/P Leave policy

4. Announcements

The next meeting is scheduled for October 11, 2024 at 11:00 a.m.

5. Adjournment

There being no further business, the meeting was adjourned at 11:22 a.m.