

MINUTES

Commission on Administrative and Professional Faculty Affairs

December 12, 2025

11:00 a.m.

<https://virginiatech.zoom.us/j/86041505156>

Present: Jennifer Jones (presiding), Florence Adamo, Evans Ahenkorah, Miranda Archibald, Nicole Connors, Erica Cooper, Juliet Dadras, Bob Edmison, Jenni Gallagher, Cyndi Hutchison, Shelton Norwood, Chad Proudfoot, Kayla Robertson, Jenny Vincent, and Ruth Wallace.

Absent with Notice: Mario Feruzzi.

Absent: Ariana DiFillippo and Lonnie Johnson.

Guests: Kari Evans, Kirsti Moose-McConkey, and Lori Rose.

Jennifer Jones called the meeting to order at 11:02 a.m. A quorum was present.

1. Adoption of Agenda

The motion was made by Chad Proudfoot and seconded by Jenny Vincent. Motion carried.

2. Announcement of approval and posting of minutes of November 14, 2025.

Jennifer Jones noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Website: governance.vt.edu

3. Discussion Items

Kirsti Moose-McConkey presented a proposal to restructure the AP Faculty Senate to improve representation and equity. The current structure, with 30 fixed senators, is seen as unbalanced and not intuitive. The proposed new structure uses senior management areas as the basis for representation, with plans to increase the number of senators to between 50 and 70. The Senate will apportion one senator for every 50 employees, with a maximum of three senators per constituent area. Kirsti outlined plans to create working documents for smaller units, establish listservs for better communication, and update the constitution and bylaws. The proposal aims to be implemented over several election cycles, with a target of passing the necessary changes by April.

Chad Proudfoot presented an update on extension employees' classification across regions, noting that most in the South are classified as faculty, with some discrepancies between specialists and agents. He suggested comparing their guidelines and P&T documents with the faculty handbook to determine the best approach for classification. The next step is to gather sample documents from different statuses for further analysis.

The group reviewed section 7.3 of the faculty handbook regarding administrative and professional faculty appointments, with no major concerns raised.

4. Announcements

- The next CAPFA meeting is scheduled for Friday, January 9, 2026, at 11:00 a.m. Also, the March CAPFA meeting has been rescheduled for Thursday, March 5, 2026, at 11:00 a.m.

5. Adjournment

There being no further business, a motion to adjourn the meeting was made by Ruth Wallace and seconded by Erica Cooper at 11:36 a.m. Motion carried.