

## Minutes

### Commission on Administrative and Professional Faculty Affairs

March 5, 2026

11:00 a.m.

Zoom

**Present:** Jennifer Jones (presiding), Miranda Archibald, Nicole Connors, Erica Cooper, Juliet Dadras, Bob Edmison, Jenni Gallagher, Cyndi Hutchison, Lonnie Johnson, Shelton Norwood, and Jenny Vincent.

**Absent with Notice:** Florence Adamo, Mario Feruzzi, Chad Proudfoot, Kayla Robertson, and Ruth Wallace.

**Absent:** Evans Ahenkorah and Ariana DiFillippo.

**Guests:** Allen Fellers, Amy Hogan, Christen Jandreau, Sharon Kurek, and Kirsti Moose-McConkey.

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

#### 1. Announcement of approval and posting of minutes of February 13, 2026.

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

#### 2. Unfinished Business

##### **CAPFA Resolution 2025-26A: Resolution to Revise AP Faculty Senate Representation to Constituent Areas**

The resolution was presented for second reading. A motion was made by Jenny Vincent and seconded by Erica Cooper. The motion carried.

##### **Tabling of Proposal for Resolution CAPFA 2023-2024A**

A Proposal for Resolution CAPFA 2023-2024A has been stuck in the resolution tracker for nearly two years due to lack of approval from other groups. Jennifer proposed withdrawing the proposal to clean up the tracker, noting this would not prevent revisiting the issue in the future. Motion to table the proposed resolution was unanimously approved.

#### 3. Discussion Items

Christen Jandreau, Director of the Research Conflict of Interest Program, presented an overview of the current Conflict of Interest and Commitment process, highlighting its limitations and the need for a more robust system. She outlined a new approach, which includes regular communications, training for employees, centralized support for units, and a streamlined policy. The initiative aims to extend across all benefited employees and graduate student employees, with a phased rollout expected by 2027

The commission agreed to review the entirety of Chapter 7, Section 7.8, Grievance Policy and Procedures for Administrative and Professional Faculty, at the April meeting.

#### **4. Announcements**

- The next CAPFA meeting is scheduled for Friday, April 3, 2026, at 11:00 a.m.

#### **5. Adjournment**

There being no further business, the meeting was adjourned at 11:57 a.m.