

Minutes

Commission on Administrative and Professional Faculty Affairs

April 3, 2026

11:00 a.m.

Zoom

Present: Jennifer Jones (presiding), Florence Adamo, Erica Cooper, Bob Edmison, Shelton Norwood, and Amie Pendleton.

Absent with Notice: Juliet Dadras, Mario Feruzzi, Jenny Vincent, and Ruth Wallace.

Absent: Evans Ahenkorah, Miranda Archibald, Nicole Connors, Ariana DiFillippo, Jenni Gallagher, Cyndi Hutchison, Lonnie Johnson, and Chad Proudfoot.

Guests: Kari Evans.

Jennifer Jones called the meeting to order at 11:02 a.m. A quorum was not present.

1. Announcement of approval and posting of minutes of March 5, 2026.

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

2. Discussion Items

Jennifer Jones reported that CAPFA Resolution 2025-26A: Resolution to Revise AP Faculty Senate Representation to Constituent Areas will be progressing through the University Council with a first reading scheduled for April 6 and a second reading on April 20, 2026.

The commission's discussion centered on proposed edits to Section 7.8 of the Faculty Handbook regarding the grievance process, where Kari highlighted two key issues: the need to better inform faculty about available AP Faculty Senate representatives to assist with grievance preparation, and clarification on submission requirements including the use of PageUp profiles to identify Step 1 administrators and the requirement for electronic submission via email. The commission also discussed Sections 7.9 and 7.10, with no major revisions noted.

3. Announcements

- The next CAPFA meeting is scheduled for Friday, May 8, 2026, at 11:00 a.m.

4. Adjournment

There being no further business, the meeting was adjourned at 11:30 a.m.