

**Minutes**  
**Commission on Staff Policies and Affairs**  
January 25, 2011 ~ 2:00 p.m. ~ 210 Burruss

- Present:** Judy Alford, Carlyne Dudding, Hal Irvin, Maxine Lyons for Velva Groover, Teresa Lyons, Johathan Moore for Kathy Webb Farley, Don Taylor, Judy Taylor, Sue Teel, Connie Wilkinson
- Absent:** Lubna Chowdhury, Amanda Grose, Robin McCall-Miller, Wyatt Sasser, Wanda Smith, Richard Sorenson, Tom Wertalik, Lisa Wilkes
- Guests:** Robin Ball, Human Resource Management Consultant  
Sam Camden, Associate Director of Human Resources for Student Affairs

**Call to Order**

The meeting was called to order at 2:02 p.m. The agenda was approved as presented. The minutes from the last meeting on November 30, 2010 were approved electronically.

**Commission Membership Changes**

Beth Osborne has accepted a faculty position; therefore, she has resigned from her position on CSPA. Judy Taylor will be fulfilling Beth's term on the commission. Beth also represented CSPA on the Virginia Tech Dependent Scholarship Committee. Judy will consider fulfilling this position after she learns more about the committee's meeting schedule. Kathy Webb Farley has resigned from her position on CSPA due to illness. A replacement has not been determined yet for her position.

**Communication to Staff without Daily Computer Access**

**Guest Speakers: Robin Ball and Sam Camden**

Robin and Sam discussed the communication plans and the blue sheets that are used in their areas to get important information out to employees without computer access. Robin's area of focus was Facilities. She indicated that housekeeping seems to be doing the best job at following through and getting the blue sheets out to their employees. The carpentry and grounds areas indicated to Robin that they don't get information on a regular basis, but when they do, they print it off and put it in their employee sign-in area. There has been some confusion for some folks with the blue sheets because they also use something referred to as blue sheets in their work management system. Other folks were confused too because their sheets are being copied on white paper. Facilities holds town hall meetings every few months for their employees, and all areas have regular staff meetings. Robin thought the idea of doing focus groups would be helpful. Sam indicated that computers are available in all of the dining units, in area supervisory offices in

housing, as well as in University Unions and Student Activities and Direct Sports. Even though employees know they are supposed to use the computers, many choose not to. Dining Services does distribute the blue sheets and posts them at the time clocks. Housing also distributes the blue sheets, but in both areas, there is a problem with employees throwing them away without reading them. Sam feels that one of the most effective things being done for employees are round table meetings that are done monthly in the dining units and as needed in housing. He feels that the face-to-face interaction is much more effective than the blue sheets.

### **Staff Emeritus Award Committee Update**

After not receiving the support necessary to establish a Staff Emeritus Award, the committee developed a resolution to establish a Staff Career Achievement Award. The President and Provost both felt this was more appropriate for staff than emeritus status. The President offered to provide a monetary award of \$1000 to each award recipient and also felt that the award winners should be recognized at the annual Faculty/Staff Awards Dinner. After much discussion about the resolution, committee members decided on the following three changes to the resolution: (1) change the criteria to distinguish required criteria from other criteria that the selection committee can consider, (2) add that every nominee will be recognized by a certificate of nomination, and (3) add that nominations will be made based on the recommendation of supervisors. A motion was made to accept the amended resolution and seconded. A vote was taken, and the resolution was unanimously accepted. The resolution will now be shared with the Staff Senate.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:13 p.m. The next meeting will be February 22, 2011 from 2:00-3:30 in 325 Burruss.

Respectfully Submitted,

Melissa Ball  
CSPA Support Staff