

**Minutes**  
**Commission on Staff Policies and Affairs**  
March 27, 2012 ~ 2:00 p.m . ~ 325 Burruss

**Present:** Jay Crone, Carolyn Dudding, Velva Groover, Hal Irvin, Allison Rubio, Wyatt Sasser, Richard Sorensen, Judy Taylor, Sue Teel, Connie Wilkinson

**Absent:** Matthew Chan, Michael Goodwin, Judy Jones, Tom Kaloupek, Teresa Lyons, Robin McCall-Miller, Amy Tunison

**Guest:** Laura Neff-Henderson, HR Communications Manager

**Call to Order**

The meeting was called to order at 2:03 p.m. The agenda was approved as presented. The minutes from the last meeting on January 24, 2012 were approved electronically.

**Goals for Commission for Next Year**

Members were asked for suggestions for goals for the next academic year. One suggestion was to come up with ideas on how to highlight staff in ways that go beyond the staff employee of the week feature on the HR website. With that suggestion, Hal Irvin introduced Laura Neff-Henderson, the new HR Communications Manager. She will be working to improve employee communications and will be working on ideas for highlighting staff. Other suggestions were ensuring that university podcasts be made accessible in some way for the deaf and hard of hearing and coming up with ideas on how to make off-site employees feel more included.

**Updates**

Richmond – Information regarding changes to retirement benefits will be shared with the university whenever definitive information is received from DHRM and VRS.

Employee Benefits Committee – Approximately 100 employees signed up for the McComas Gym memberships that were made available on a trial basis. It has yet to be determined if the membership availability will continue on a permanent basis. A new short-term disability program for restricted faculty has been approved by the Board of Visitors that will go into effect on July 1, 2012.

Staff Career Achievement Award – Nominations were accepted in February. There were 52 eligible retirees, and 10 nominations were received. The selection committee chose 5 winners. Certificates of nomination were prepared for all nominees. Deans and Vice Presidents were notified of the winners from their Sr. management areas. The 5 winners will be invited to the annual Faculty and Staff Awards Dinner in August. They will each receive \$1000 and a plaque.

James D. McComas Staff Leadership Award – Nominations are currently be accepted by University Organizational and Professional Development through April 6. The selection committee will meet in mid-April to decide on the winners. The winners will be introduced at the McComas Leadership Seminar.

### **Announcements**

- The results from the 2011 climate survey are currently being shared with all Deans and Vice Presidents. They will each receive reports containing survey results for their specific areas.
- The Benefits and Wellness Fair will be held on Wednesday, April 4 at McComas Gym.

### **Adjournment**

There being no further business, the meeting was adjourned at 2:40 p.m. The next meeting will be April 24, 2012 from 2:00-3:30 in 325 Burruss.

Respectfully Submitted,

Melissa Ball  
CSPA Support Staff