

**Minutes**  
**Commission on Staff Policies and Affairs**  
September 23, 2014 – 2:00 p.m. – President's Boardroom

**Present:** Osman Ahmad, Bonnie Alberts, Judy Alford, Catherine Caldwell, Mary Christian, Carlyne Dudding, Kim Dulaney, Hal Irvin, Tom Kaloupek, Janet Murphy, Alex Parrish, Julie Shumaker, Sue Teel

**Absent:** Sam Easterling, Alexander Leonessa, Becky Saylor, Robert Sumichrast

**Call to Order**

The meeting was called to order at 2:00 p.m. There were no minutes from the previous meeting.

**Welcome and Introduction.**

Alex Parrish, Chair, welcomed the commission to a new academic year and the members introduced themselves.

**Committee Reports**

- Judy Alford on CEOD Commission. Representatives on other committees are to report to certain commissions as assigned on calendar issues and faculty/staff issues.
- Hal Irvin on CAPFA. Faculty/Staff Dependent Fund has been receiving contributions. The Virginia Tech Retiree's Association made a donation of \$2,000. Randy Holden can visit CSPA to give a more in-depth explanation of fund. The question was asked if payroll deduction is available to make contributions to this fund – the answer is yes.
- Kim Dulaney on Employee Benefits. No report.

**Staff Awards**

The question was asked is there a central list for awards? Hal Irvin responded yes. Judy Alford stated that last year it was discussed getting a list to VPs of those that have been nominated in their areas. The nomination process was discussed.

**Hokie Wellness**

Hokie Wellness is an initiative that CSPA can get involved in. Members can help by making staff aware of what Hokie Wellness has to offer. Most employees are aware of the flu shot program but there are many other valuable programs offered.

**Retirement Contributions**

The VRS Hybrid plan went into effective January 1, 2014. Hal Irvin explained the hybrid and defined contributions plans. He shared information on a new program for women and retirement. Angie King, Director of Benefits and Ann Mason, Retirement Coordinator can visit a CSPA meeting to give a more in-depth explanation.

**Leave Reporting System**

The new system may be ready to roll out in May.

**Child Care Initiative**

Alex Parrish reported that Student Affairs is looking into developing a child care program.

- A joint committee may be put together to address this issue.
- A reduced rate for babysitting (a networking thing.)
- Faculty, staff and students.
- The hope is to someday have a childcare facility associated with Virginia Tech.
- The cost of Rainbow Riders was discussed. Rainbow Riders is a high quality facility - \$750 per month.
- Tom Kaloupek reported that Virginia Tech cannot use public funds to subsidize a childcare.

- Alex Parrish shared that Virginia Tech has a list of approved childcare providers.
- Kim Dulaney reminded to include Jack Finney in any discussions regarding child care.

### **Mission Statement**

In the past, how were employees made aware of programs like Hokie Wellness? Sue Teel recommended checking with Laura Neff-Henderson. Hal Irvin asked if CSPA communicates with the Staff Senate. All staff associations have a listserv. Alex Parrish suggested that staff associations may be the way to communicate. The daily news is the best way to reach everyone. Are we still distributing blue sheets? A blue sheet is a paper communication that goes out to employees who don't have access to a computer.

Alex Parrish reviewed the committee charge. The following was read:

*Charge: To study, formulate, and recommend to University Council policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the university community. Areas for consideration include: staff morale, evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-university professional activity; matters of equity and diversity that affect the university's professional environment; and other matters affecting the staff environment.*

### **Other Business**

- Judy Alford expressed a concern about disability leave for staff employees and gave examples. University staff is 100% ruled by the Commonwealth of Virginia. If a staff employee is out six weeks they receive no pay. If a graduate assistant is out six weeks they receive full pay. Hal Irvin suggested that a representative from Human Resources be invited to a future meeting to discuss short-term disability.
- Judy Alford stated CEOD (Commission on Equal Opportunity and Diversity) is trying to make sure people are aware of the university calendar and interfaith calendars so as to avoid scheduling events that conflict with religious holidays. This affects participation of individuals that may be involved in those events and thus cannot participate in the event. For example, a conference was scheduled on Yom Kippur and Jewish faculty, staff, and students were not able to participate.
- What is the status of the AFLAC program? University is waiting on the bid. Hal Irvin stated that representatives from Human Resources can come to a future meeting to explain the process: Yohna Chambers, Angie King, and Becky Morris
- Discussed leave without pay.
- Hal Irvin provided information on tuition waivers. Auxiliary units are charged for their employees. There are 40 auxiliary units. There is a pool for auxiliary units. Hal Irvin has asked Angie King to do an annual report on the dollars spent on educational benefits. This report is due by the end of fall. This would become a yearly report.
- Hal Irvin reported that 251 employees changed from classified to university staff.
- Out of 1600 employees approximately 50 changed from classified to administrative professional.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:02 p.m. The next meeting will be October 28, 2014 from 2:00-3:30 in 325 Burruss.

Respectfully submitted,

Lesya Young  
CSPA Support Staff