

Minutes
Commission on Staff Policies and Affairs
October 25, 2011 ~ 2:00 p.m. ~ 325 Burruss

Present: Matthew Chan, Jay Crone, Carolyn Dudding, Hal Irvin, Denise Jones for Richard Sorensen, Allison Rubio, Judy Taylor, Sue Teel, Amy Tunison, Connie Wilkinson

Absent: Michael Goodwin, Velva Groover, Judy Jones, Teresa Lyons, Robin McCall-Miller, Waytt Sasser, Lisa Wilkes

Call to Order

The meeting was called to order at 2:05 p.m. The agenda was approved as presented. The minutes from the last meeting on August 23, 2011 were approved electronically. The regular business meeting in September was cancelled.

Proposed Changes to Conviction Check Policy

Hal Irvin provided a handout highlighting the proposed conviction check policy change. The Policy Group on Safety and Security did a review of the policy and determined that there is some unevenness in who is required to have a conviction check and who isn't. The proposed change is to require all new hires, regardless of their position, to have a conviction check. The change will only be for new hires and will not be retroactive. The Commission on Administrative and Professional Faculty Affairs is sponsoring the resolution to change the policy. The new policy will go into effect sometime next year if approved by the Board of Visitors.

How Do We Accomplish Goal of Increasing Spotlight of Staff?

Members were asked for suggestions on how to accomplish the goal of spotlighting staff more. Suggestions included integrating staff into the "spotlight" feature on the university's website, submitting a notice to VTNews to draw attention to the Staff Employee of the Week feature on the HR website, and meeting with communications managers to get advice and suggestions.

Other Business/Announcements

- Hal Irvin discussed the DHRM proposal to change the state employee leave program which is scheduled to go to the General Assembly in the spring. The proposal includes making the following three changes to the current leave program: (1) combine annual, family/personal, community service, and VSDP sick leave into one leave category called "personal time off", (2) a reduction in the amount of leave earned for those with 5 year of service or more, and (3) a yearly rollover cap of 120 hours for everyone regardless of seniority. The Virginia Governmental Employees Association is studying the proposal, and the University Benefits Committee plans to form a sub-committee to study it as well.

- Dr. Paul Knox and Frances Keene, from the Office of Long Range Planning, will provide an update on the long range planning process at next month's meeting.

Adjournment

There being no further business, the meeting was adjourned at 2:58 p.m. The next meeting will be November 29, 2011 from 2:00-3:30 in 210 Burruss (President's board room).

Respectfully Submitted,

Melissa Ball
CSPA Support Staff