

Commission on Staff Policies and Affairs

Minutes

08/23/2022

- Welcome and Introductions
- Presentation by Sue Teel on the new Staff Performance Management System
- Ideas/Projects for this year

Attendees: Akers, Chris <cakers@vt.edu>; Alford, Judy <jualford@vt.edu>; Baker, Joseph <bakerjb@exchange.vt.edu>; Bowden, Brent <brbowden@vt.edu>; Broyles, Doug <dbroyles@vt.edu>; Burleson, LaTawnya <latawnya@vt.edu>; Case, Jennifer <jencase@vt.edu>; Grant, Alan <algrant@vt.edu>; Harper, Bruce <bharper@vt.edu>; Mabry, Curtis <cmabry@vt.edu>; McElfresh, Jamie <jamie70@vt.edu>; Myers, April <abmyers@vt.edu>; Parrish, Alex <x3iv@vt.edu>; Sullivan, Mary <marysull@vt.edu>; Teel, Sue <sateel@vt.edu>; Hartsoe, Justin <justinh22@vt.edu>;

Welcome and Introductions

- LaTawnya welcomed everyone to the meeting and announced Justin Hartsoe and the support that he will be giving CSPA.
- All attendees introduced themselves to the group.

New Staff Performance Management System

- See attached PowerPoint
- New performance management system launching in November for staff
- Modern look and feel
- Ties performance to job duties by importing them into the performance management system from the applicant tracking system
- Successful pilot over the last year with staff from across the university
- Check out resources, including available training, for new PageUp Performance Management system: www.hr.vt.edu/performance-management
- We need your help!
 - Supervisor audit – September 3-30
 - Make sure supervisors are identified correctly in Banner
 - Position Descriptions
 - [How to Access Your Position Description](#)
 - Look at your position description, especially job duties, and update if necessary

Ideas/Projects for this year

- Continued information sessions on the new performance management system for staff
- Increase diversity, equity, inclusion, and belonging initiatives for staff
- Look at leave discrepancies that impact staff