

Commission on Staff Policies and Affairs
Tuesday, August 27, 2024
11:00 am
<https://virginiatech.zoom.us/j/83285387815>

Present: Callan Bartel (presiding), Judy Alford, Brent Bowden, Lacey Doyle, Amber Hagan, Amanda Hill, Curtis Mabry, Jamie McElfresh, James Perkins, Michelle Raines, Susanna Rinehart, and Jillian Waller.

Absent with Notice: Dwayne Edwards, Nikki Gland-Turpin, and Julie Ross.

Absent: Sarah Henderson

Guests: Kari Evans and Dee Dee Somervell.

Callan Bartel called the meeting to order at 11:02 a.m. A quorum was present. As this was the first meeting of the year, Callan led introductions of commission members and reviewed the charge of the commission.

CHARGE: To study, formulate, and recommend to the Staff Senate 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; and matters of equity and diversity that affect staff.

1. Adoption of Agenda

A motion was made and seconded to adopt the agenda. The motion carried.

2. Approval of or Announcement of approval and posting of minutes of April 23, 2024

A motion was made and seconded to approve the April 23, 2024 minutes.

3. Old Business

Callan discussed changes to the Resolution to Form a Task Force to Review Compensation for Staff and Non-Student Wage Employees (formerly CSPA Resolution 2023-24B, now CSPA Resolution 2024-25A) which is set to be discussed at the University Council's first reading on September 16th. The supplement language has been removed from this resolution, as that issue has been addressed by EVPCOO Amy Sebring and VP of HR Bryan Garey. Concerns have been raised by staff regarding compensation, particularly the lack of impact of merit increases and the significant increase in parking and insurance costs. The resolution, modeled after one introduced last year by the Commission on Faculty Affairs, aims to reevaluate staff and non-student wage employee compensation to ensure the university maintains its workforce. The task force will study compensation levels by reviewing cost of living increases, current compensation at peer institutions, and other local employers. The updated resolution is attached.

4. New Business

No new business

5. Senate Updates

Callan provided updates from the Staff Senate, sharing about a proposal to change the staff supplement from a \$500 supplement to a \$608 one-time base salary adjustment for staff earning less than \$43,175 annually, effective for current employees. Callan mentioned that the Staff Senate had requested to be involved in the

communication about these changes to the university and that a meeting was scheduled to discuss the communication plan.

At future CSPA meetings, all constituency representatives will be encouraged to share what their senates and/or committees are working on.

6. Other Items

Callan outlined the work plan for 2024-25, a document that will be shared with the public and discussed with the University Council Cabinet members. She presented draft goals to the commission members, including researching and addressing compensation issues for non-student wage and staff, establishing bereavement leave for staff, reviewing and improving benefits, particularly childcare resources, and increasing diversity, equity, inclusion, and belonging initiatives for staff. She also proposed a new goal to increase the visibility of staff and non-student wage at the university, specifically by getting more representation on steering committees for university initiatives and high-level searches. It was suggested to consider reintroducing a professional development item into the goals and to explore ways to balance the need for professional development with other priorities.

7. Announcements

The next CSPA meeting will be Tuesday, September 24, 2024 at 11:00 a.m.

8. Adjournment

There being no further business, a motion was made to adjourn the meeting at 11:47 a.m.

Commission on Staff Policies and Affairs
Resolution to Form a Task Force to Review ~~Supplement Program for Eligible Staff~~
~~and Compensation for Staff and Non-Student Wage Employees~~
CSPA Resolution ~~2023-24B~~2024-25A

Draft Notice Sent to University Council Cabinet	February 12, 2024
First Reading by Commission	February 27, 2024
Approval by Commission	March 26, 2024
First Reading by Senate	April 18, 2024
Approval by Senate	May 16, 2024
Faculty Senate Comment	<u>N/A</u> Date
Staff Senate Comment	Date <u>N/A</u>
Administrative and Professional Faculty Senate Comment	Date
Graduate and Professional Student Senate Comment	<u>Date</u> <u>N/A</u>
Undergraduate Student Senate Comment	<u>Date</u> <u>N/A</u>
First Reading, University Council	<u>September 16,</u> <u>2024</u> Date
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, Virginia Tech (University) staff employees perform important and varied roles across the university in support of the University’s mission and initiatives;

~~**WHEREAS**, the University implemented a supplement program for eligible staff employees effective January 1, 2020;~~

~~**WHEREAS**, this supplement program was implemented based on input from the University’s Staff Senate, Faculty Senate, and other campus groups regarding work-related expenses including childcare, medical premiums, and parking costs;~~

~~**WHEREAS**, the University provides a \$500 supplement to full-time, benefits-eligible staff employees making an annual salary of \$35,500 or less;~~

~~**WHEREAS**, 993 employees were eligible to receive this supplement in January 2020 and 150 employees were eligible for the supplement in January 2024;~~

~~**WHEREAS**, the cost of a standard Faculty/Staff parking permit in the 2023 to 2024 fiscal year was \$420, or 84 percent of the total supplement amount;~~

WHEREAS, the overall cost of living in the University vicinity and the rapidly increasing cost of parking and insurance ~~has increased since the implementation of this~~

~~supplement program, leading to a need to reevaluate the supplement amount and has outpaced compensation increases; salary threshold level;~~

WHEREAS, staff and non-student wage employees are facing salary or wage compression related to recruiting and retaining staff; and

WHEREAS, there is a need for the University to reevaluate staff and non-student wage employee compensation to ensure that the University maintains its talented and varied workforce.

NOW, THEREFORE, BE IT RESOLVED that the President of Virginia Tech shall create, with the advice of all constituent groups, a Staff and Non-Student Wage ~~Supplement Program and~~ Compensation Task Force consisting of members of the undergraduate and graduate student bodies, faculty, staff, and university administrators. The President will choose the chair of the Task Force in consultation with the Staff Senate. The Task Force shall be charged with studying ~~the amount and salary threshold for the supplement program for eligible staff employees and~~ compensation levels for staff and non-student wage employees by reviewing cost of living increases in the University's vicinity, current compensation at peer institutions and other local employers. The Task Force shall be convened in the ~~Fall-Spring~~ semester of 2025⁴ and shall deliver a report no later than twelve months after its formation that details its findings and recommendations for addressing ~~the staff supplement and~~ staff and non-student wage compensation.