

## **MINUTES**

### **Commission on Staff Policies and Affairs**

**Thursday, November 6, 2025**

**1:00 pm**

**<https://virginiatech.zoom.us/j/81589043699>**

**Present** – Gabe Petry (presiding), Chelle Ferguson, Amber Hagan, Sara Lucy, Rachel Miles, Sophia Minor James Perkins, Michelle Raines, Kayla Robertson, and Aqab Zahoor.

**Absent with Notice:** Judy Alford and Dwayne Edwards.

**Absent:** Becky Bott-Knutson, Clay Crumpler, Lacey Doyle, Brandi Evans, and Nikki Gland-Turpin.

**Guests:** Kari Evans, Rebecca Hubble, and April Myers.

Gabe Petry called the meeting to order at 1:00 p.m. A quorum was present.

#### **1. Adoption of Agenda**

#### **2. Announcement of approval and posting of minutes of October 2, 2025.**

Gabe Petry noted that these minutes have been voted on electronically and can be publicly accessed on the Governance Website: [governance.vt.edu](https://governance.vt.edu)

#### **3. Discussion**

Work Plan Goal 1: Address the lack of bereavement leave for staff using benchmarking to form a proposal to support a resolution

Rebecca Hubble, Leave Programs Manager in HR, joined the meeting to discuss current leave information regarding bereavement. The group discussed sick leave policies, focusing on the current system where staff start at 64 hours and increase to 80 hours after 10 years, while family personal leave starts at 32 hours and increases to 40 hours after 10 years. The committee discussed separating bereavement leave from sick time and establishing it as a distinct category, noting that community service hours are already non-payout leave. They explored the category of administrative leave, which Amber and Gabe noted can be used for various purposes including disciplinary situations and interviews, though its specific rules and financial implications remain unclear. Gabe expressed interest in learning more about administrative leave as a potential solution for covering bereavement leave, while acknowledging the need to establish clear limits and caps on its usage. Kayla will draft an initial bereavement leave proposal including questions and considerations about scope and structure. The committee agreed to invite Florence Adamo and Ellen Banks to the next meeting to discuss HR policy change processes.

#### **4. Announcements**

- The next meeting is scheduled for Thursday, December 4, 2025, at 1:00 p.m.

#### **5. Adjournment**

There being no further business, a motion was made to adjourn the meeting at 1:57 p.m.