

**Commission on Staff Policies and Affairs**  
**March 23, 2021**  
**2:00 p.m.**  
**Zoom Videoconference**

**Attendees:** Serena Young, Curtis Mabry, Mary Helmick, Rajesh Bagchi, Pat Donovan, Judy Alford, Tami Foutz, Bruce Harper, Lisa Boothe, Sue Teel, Joseph Baker, Margaret Radcliffe, Dryden Epstein, Debra Stoudt (attending for Laura Belmonte), Ellie Monnig

**Absent:** Nicole Akers, Laura Belmonte

**Guests:** Alicia Cohen, Jennifer Earley

**Opening:**

The regular meeting of the Commission on Staff Policy and Affairs was called to order at 2:01 p.m. on Tuesday, March 23, 2020 by Chair Serena Young.

**Approval of Agenda**

A motion was made and seconded to approve the agenda as distributed.

**Approval of Minutes**

The minutes of the previous meeting were unanimously approved as distributed and can be publicly accessed on the Governance Information System on the Web (<http://www.governance.vt.edu>).

**Discussion**

CAPFA update - Margaret shared that the BOV approved the constitution and bylaws for AP Faculty Senate and asked the commission members to help spread the word throughout their respective areas that AP Faculty Senate elections are forthcoming and encourage nominations. Contact Margaret or the CAPFA chair for nomination forms.

Alicia Cohen, Associate Director of Diversity and Training, shared a Diversity Education presentation with the group and demonstrated InclusiveVT website content, including videos, courses, and documents. There are many professional development opportunities available related to diversity and inclusion initiatives. Alicia suggested that the group reach out to her for more information and also to engage with their staff senators with any concerns regarding staff issues.

Curtis presented information on the upcoming 2021 Climate Survey. The survey will be open from April 13, 2021 - May 3, 2021, and there is an effort to increase participation rates from the last survey by communicating with different groups in advance. CSPA members are asked to help encourage participation in their areas. Concerns about confidentiality of responses were discussed and suggestions were made to keep reporting at a higher level and communicate the confidentiality of responses clearly on the survey.

Serena shared that she participated in a conversation with Kim O'Rourke about CSPA's charge and membership as part of ongoing governance assessment. She mentioned declining membership and attendance, and Rajesh suggested reaching out to members who have not been attending. Margaret believes it would be helpful to clarify roles and responsibilities when they are appointed to CSPA, and Judy suggested specific standing agenda items for committee

reports. Serena asks that all members review the charge and membership information and email her any feedback or suggestions by April 2, 2021.

**Adjournment:**

The meeting was adjourned at 2:45 p.m. by Chair Serena Young. The next general meeting will be held at 2:00 p.m. on April 27, 2021.