

## Commission on Staff Policies and Affairs

September 22, 2020

2:00-3:00 p.m.

**Attendees:** Nicole Akers, Judy Alford, Joseph Baker, Patricia Donovan, Dryden Epstein, Tami Foutz, Bruce Harper, Curtis Mabry, Margaret Radcliffe, Serena Young, Liz Daidone

### Meeting Minutes:

Call to order and Welcome by Serena Young at 2:01pm

Approval of Agenda-Approved at 2:02pm by Serena and Margaret

Introductions- welcoming of new members—Bruce, Dryden, and Joseph

#### University Committees and CSPA Subcommittees – Updates and Discussion

The group did a quick update of each subcommittee and what they did in 2019-20.

The Benefits Committee's update for 2019-20 was that they did a comparison of leave across Virginia Tech and comparisons to other universities. They also touched upon the need to bolster tuition assistance, specifically the dependent and spouse scholarship program. In response to that, Curtis Mabry mentioned that HR worked with Student Affairs to pilot the SkillUp VT Initiative last fall. It was hosted by the Literacy Volunteers of the New River Valley to provide employees with basic skills such as Basic computer skills, and English for speakers of other languages. Curtis explained that the program would likely start up again in the future.

CAPFA's Update for 2019-20 was that they were able to get a resolution passed for A/P Faculty Senate. They are currently working on creating a constitution and bylaws for the A/P faculty senate and work on the related policy changes. They are working on the creation of the senate.

The conversation then turned into a discussion about what CSPA really wants to work on. The members reviewed the options from last year that we didn't quite work on due to the COVID-19 crisis. Of the choices, CSPA members decided that they would like to work on the following three items:

1. Improving Communications—Clearer messaging and in a centralized location
2. CSPA and Employee Benefits maybe working on the Staff Pay and getting it to Market Value, as a follow-up to the leave work that they did last year.
3. Improving relations with employees and supervisors, specifically how Fast Track for Supervisors is going and how to give supervisor feedback that does not go directly back to the supervisor who is giving you a performance evaluation.

This work will require CSPA to form two sub-committees, which are the University Communications subcommittee, and the Work life balance subcommittee. More details about these subcommittees are here:

**University Communications** (sub-committee)

This committee will look into options for fine tuning communications between the University and Staff. Researching centralized options and better clarity of the information that's provided. Recommendations will then be made and sent through Staff Senate/University Council.

**Work life Balance** (sub-committee)

This committee will look into reviewing the current telework agreements and supporting documents. In addition to the telework agreements for Staff, this committee will also review current childcare support documents and provide recommendations on current status and any possible revisions that need to be made. These recommendations will then be sent through Staff Senate/University Council.

Next Steps- What's Next?

CSPA will be looking into getting different members/stakeholders in HR to discuss the three things they would like to work on, and there has been the creation of two new sub committees—the University Communications sub-committee, and the Work Life Balance sub-committee.

Adjournment- 3:00pm