Call to order and welcome by Tamarah Smith at 2:01 p.m.

November minutes approved and in the SharePoint drive.

Agenda amended to add above.

Sub Committee Reports

- Pay Benefits - priorities
  - #1 Staff/wage benefits and community services for lower pay bands
  - #2 Retirement packages
    - Staff retirement plans set by VRS; ORP (faculty only) has a quarterly committee that reviews the plan to ensure that it is competitive.
    - Look into voluntary contribution plans and cash match – talk to Central HR and do benchmarking research
  - Retiree insurance rates
    - There has been a move in the general assembly to increase retiree health insurance credit

- Recruitment/Retention/Training
  - #1 Improve communications with staff – find a better way to reach out to staff
    - Newsletter?
  - #2 – 4 possible options:
    - Articulate the advantages of working at VT
    - Career and professional development pathways for staff
    - Increase staff participation in university governance and service to VT ***
      - How do we encourage supervisors and departments to not only allow but encourage staff participation in university governance?
Commission on Staff Policies and Affairs  
2018-2019

- Is there a grievance process for an employee whose service in university governance has been denied by their supervisor?

- Improve training for supervisors
  - Often there are disparities; let’s create a consistent experience
  - Evaluate performance as a supervisor –
    - How do we identify all the supervisors accountability?
  - How do we prevent/manage retaliation?
  - **HR is owning this process – a top priority for the learning and development team**
    - “Chicken and the egg” situation – articulate the advantages of working at VT (recruitment) while also actually improving things to make this a better place to work

- Updates
  - Mandatory Winter Closing (Benefits Committee)
    - Update – mandatory winter closing
  - Faculty Senate
  - Commission on Professional Faculty Affairs
    - Found a way to communicate to AP Faculty
  - Graduate Student Assembly
  - Student Government Association
    - Ad hoc committee reviewing Title IX legislation
    - Parking concerns

- Next meeting –February 26, 2019; NEC 3600 Conference Room
- Adjournment