Commission on Staff Policies and Affairs

November 26th, 2019

2:00-3:00 p.m.

Attendees:

Lori Buchanan, Tami Foutz, Margaret Radcliffe, Serena Young, and Elizabeth Daidone (Staff Support)

Meeting Minutes:

Call to order and Welcome by Serena Young at 2:03 p.m.

Approval of Agenda- Not approved because of absence of quorum

Discussion of Commission topics survey results

The results of the survey were briefly discussed by the commission. There were 13 responses out of the 18 that were invited to take the survey. That means there was a 72% response rate. The results of the survey showed that reviewing pay increase practices for staff was the highest priority.

The top three results were the following:

1. Review pay increase practices for staff

2. Improving relationships between staff and supervisors

3. Improve communications

Serena gave her opinion which is that the number two priority of improving relationships between staff and supervisors may be out of the wheelhouse of the commission.

A discussion about what to do with the results will resume in the next meeting on December 17th, 2019.

Reports:

- Employee Benefits Committee given by Margaret
  Margaret presented that the Employee Benefits Committee is going to look at a comparison of leave benefits between the different types of hires (staff/faculty/a/p faculty). She also explained that they will be looking into tuition reimbursement and waiver benefits, specifically benefits for spouses and dependents.
- CAPFA given by Margaret

Margaret told the commission that CAPFA is going to move forward with a resolution for A/P faculty to get community service leave. She also explained that CAPFA is seeking information about A/P faculty gaining representation in the form of an A/P faculty senate. She also mentioned that the Ombudsmen office presented at CAPFA.

<u>Presentation on Fast Track for New Supervisors Training</u>

The presentation was given by Marsha McKay, Avery Bakeley, and Sarah Dreier-Kasik. The program has been developed for new supervisors who are in their first 6 months to year on the job. This is the group of individuals who will be strongly recommended to go through all 4 modules. It was mentioned that any existing supervisor may be allowed in the program if they are interested/need it.

The program itself is 4 modules, which last 9 weeks or 16 hours. The program is a blended learning experience with both online and in-person learning. The online learning is for information that someone needs to know and learn, and frees up instructor led time to work through scenario problems/cases. Marsha also mentioned that this is not a cohort program, and that someone does not need to take all 4 modules. The modules are scaffolded and build off one another. The program also provides the managers of attendees a leader's guide. The program is being previewed on December 9th and December 16th, with the official launch on January 15th. Following January, there will be courses in March, June, August, and October.

Upon discussing the details of the modules, the commission began asking questions. One question that came up was what kind of content that supervisors would learn during the training. The answer was that the information is foundational, and rather basic, but very critical for individuals who are new to supervising. Yet again, the foundational information may be helpful to anyone in any part of their supervising career.

Another question that came up was what other things the talent development team was working on. Sarah and Avery shared that they are considering the idea of a professional development week which would include break-out sessions, subject matter experts, and staff development. The idea is still in the planning and brainstorming stages.

Another question was would there be a way to "strongly recommend" all supervisors into the program, and the answer was that the talent development team could not see who all of the supervisors across Virginia Tech were. The prescriptive approach is not the way that they are wanting to go in regards to this program. The program is going to evolve and change over the coming sessions, and plans to potentially be a completely online program by 2021. If one is interested in the program, or wants to learn more

about it, there is additional information on the website: https://www.hr.vt.edu/talent-development/fast-track-new-supervisors.html

<u>Next Steps/Action Items</u>

At the next meeting, we will review the survey results and discuss as a group what the next steps will be.

Sarah Dreier-Kasik of the talent development team said she would be willing to come back and speak to CSPA if needed.

Adjournment- 2:53 p.m.

Next meeting: December 17th, 2019 2:00-3:00pm, 3600 North End Center