

MINUTES  
COMMISSION ON CLASSIFIED STAFF AFFAIRS  
August 12, 1997

PRESENT: Terry Lawrence, Jon Wooge, Rich Sorensen, Cindy Harrison,  
Michele Holmes, Mary Whitlock, Linda Woodard, Pat Ballard.

ABSENT: Lenwood McCoy, Bob Olin, William Dougherty, Phyllis Olinger,  
Richard McCoy, Marge Dellers, Virginia Viers

VISITOR: Spencer Allen

Ben Poe called the meeting to order at 1:30 p.m. He explained to the group the change in leadership of the commission to him from Terry Lawrence . Due to business and personal constraints, Terry Lawrence is not able to fulfill the duties of the commission chair therefore, Ben Poe has agreed to assume the chair. Introductions of those present were made. There was no formal agenda.

Ben asked the commissioners if there were any pressing issues that needed to be raised that are appropriate for this commission.

1. Pat Ballard suggested that the replacement of cost of \$10 for a Hokie Passport is expensive.

2. Cindy Harrison informed the group that Delegate Jim Shuler will be taking the issue of benefits for part time employees to the legislature.

Ben Poe introduced Dick Harshberger, the director of Leadership Development at Virginia Tech. Dick gave a slide presentation on conducting effective meeting which was beneficial to this new members as well as those on continuing terms.

The next meeting is scheduled on September 12, from 1:30 - 3:00 in 400 D Burruss Hall. Dr. Larry Moore will be the guest speaker on shared governance at Virginia Tech.

With no other business to discuss, the meeting was adjourned at 3:00 p.m.

Minutes of the Commission on Classified Staff Affairs  
400 D Burruss Hall  
September 10, 1997 - 1:30 p.m.

Present: P. Ballard, M. Dellers, C. Harrison, M. Holmes, T. Lawrence, L. McCoy, B. Olin, B. Poe, R. Sorensen, V. Viers, M. Whitlock, L. Woodard, J. Wooge.

Not Present: W. Dougherty, C. Goodsell, R. McCoy, P. Olinger

Guests: Spencer Allen, Larry Moore, T. McAvoy

Minutes to the August 12 meeting were approved.

#### Shared Governance

Larry Moore, guest speaker on the Role of Shared Governance, currently serves as Special Assistant to the Provost for Diversity Programs. He shared the work of the Task Force on Governance which he chaired in 1991. The constitution was implemented in 1992 after two years of work and development. Dr. Moore gave the members and representatives an overview of the governance process, as well as, as the major areas included under Shared Governance. He reminded this commission that they need to monitor the work of their standing committees, EO/AA and the Benefits Committee, to ensure productivity to meet their charge. He told the group that the Commission on Classified Affairs Committee plays a key role in making significant differences and that all commission share the common by-laws of the University Council which is the primary organization in shared governance.

#### Employee Benefits Committee and EO/AA Committee Appointments

Cindy Harrison and Pat Ballard volunteered to serve as Employee Benefits Committee Representative. Pat agreed to let Cindy serve. This position was previously held by Wyatt Sasser. Bill Dougherty was reconfirmed as the Commission representative on the EO/AA committee.

#### Tuition Waivers for Spouses and Dependents of Faculty and Staff

Tom McAvoy, serving as Chair of the Tuition Support Task Force, reported that the Faculty Senate, Commission on Administrative and Professional Faculty Affairs and the Benefits Committee support the proposal for tuition waivers for spouses and dependents of faculty and staff. Dr. Torgerson, who was presented with the recommendation in May, said he could not support it due to all the past work accomplished to acquire raises for classified staff and because of current limited funds. State money cannot be used to fund tuition waivers as outlined in their proposal. Lenwood told the group that there are opportunities for parents of student age children through a federal program and a Virginia program which, in effect, assists with educational costs. Linda Woodard stated that from a funding perspective several factions are competing for their specific needs and suggested that administration must look at priorities; tuition waivers may not be a priority. She offered to expand communications to educate employees on the issues. Tom MacAvoy asked for guidance from this commission on what should be the next step. He suggested another avenue available could be the Campaign for Excellence which will begin solicitation from faculty and staff this Fall. After much discussion the group asked Tom to follow up with Charles Steger to explore opportunities there. Another suggestion which was agreed upon was to charge the Benefits Committee to research and explore options to fund tuition waivers for dependents and spouses as part of a "cafeteria style" benefits plan. Virginia Viers will take the issue to the Benefits Committee.

Follow up on this issue will be taken up at a later CCSA meeting.

#### Old Business

Hokie Passport

Ben Poe reported that he followed up on an agenda item from the last meeting related to the high cost of replacing an identification card. Ben has written a letter for review by the members present today asking Julie Wesel, Director of the Hokie Passport Office, to consider some flexibility to change the rules governing the replacement cost.

#### New Business

##### Sponsored Programs Compliance to OMB A-21

Ben Poe asked for clarification on the concern about continued funding for employees in restricted positions. The issue is that federal law no longer permits administrative and clerical costs to be charged directly to federally funded projects. Lenwood said that his office is working with the Office of Management and Budget to resolve ways to clarify department charging salaries to direct and indirect costs in order to stay in compliance with the law.

##### HIPAA (Health Insurance Portability Accounting Act) for New Employees

Cindy Harrison asked about some of the aspects of Virginia Tech's compliance to the HIPAA. Linda Woodard gave some details and offered to provide more information at a later date if requested.

##### Lag Pay shift affect on Retirees

Cindy Harrison asked if, at the time of separation, retirees are receiving information on how lag pay will have affected their retirement and the cost of living. Linda Woodard said she would follow up to ensure this information is given to each employee applying for retirement.

##### Errors in Cash Buyouts

Cindy Harrison asked how Virginia Tech employees fared in the investigation of accurate buyout calculations. Linda Woodard reported that there were four employees underpaid - one due to clerical error, two because of changes made to benefits coverage between the time they applied and separated; and one due to a difference in calculation for other employment. They have all been compensated or the process is in final stages of computing the accurate amounts due to the employee(s).

Minutes of the Commission on Classified Staff Affairs  
400 D Burruss Hall  
October 8, 1997 - 1:30 p.m.

Present: M. Dellers, C. Harrison, M. Holmes,  
B. Olin, B. Poe, R. Sorensen, V. Viers, M. Whitlock, D. Eavey (for  
L. Woodard), J. Wooge, W. Dougherty, W. Aliff, J. Wojcik,

Absent: P. Ballard, C. Goodsell, N. Gniazdowski, L. McCoy,  
R. McCoy,

Guests: Spencer Allen, E. McPherson, T. Lawrence

Minutes of September 10 were approved.

#### Hokie Passport

Ben Poe reported that there had been a delay in sending the letter he has developed asking the Hokie Passport Office to evaluate and reconsider the cost of replacement of an identification card. Cindy Harrison offered to contact the Budget Office to determine if they review auxiliary departmental budgets and how the Hokie Passport charges would be determined.

#### Sponsored Programs - Compliance with OMB A-21

The issue is that federal law no longer permits administrative and clerical costs to be charged to federally funded projects. Lenwood had said in previous CCSA meeting that his office is working with the Office of Management and Budget to resolve ways to clarify department charging salaries to direct and indirect costs in order to stay in compliance with the law. Lenwood was not available to give an update on the status of progress.

#### Benefits for 1500 Hour

Dennis Eavey, substituting for Linda Woodard reported that Linda would give an update on progress of working with Jim Shuler at the next meeting. There was a discussion on issues of wage or part-time employment with concerns about fairness. The group asked that data be gathered so they would have factual information on which to base further discussion and requested that Personnel Services furnish the following information

unemployment costs of 1500 hour employees who have separated from Virginia Tech,  
a comparison of hourly wage employees and full-time salaried employee numbers from 1986-1996  
how many vacant positions have been lost and equate those vacancies into FTE's.

The group would also like to know if by policy, the university can offer benefits to wage employees.

Terry Lawrence suggested that a focus group of wage employees be formed to get a perspective on how they view their wage employment status. The commission members want to study the issue further to make recommendations to University Council.

#### Decentralization

Members asked for a definition to clarify what decentralization means and requested monthly updates on the status of the work. Discontent was voiced on the bureaucratic role of the state department in issues such as computer purchases and the number of regulations involved. Dennis stated that the only decentralization issue currently being pursued by Personnel Services deals with flexibility in compensation.

#### New Business

##### Work Schedule Changes due to Fall '98' Timetable

The change in the Virginia Tech class schedule to extend the time between classes for the upcoming academic year may affect the work schedule of some classified non-exempt employees placing them in an overtime status. It could present departmental problems in having to use alternate work schedules involving placing employees in on call situations or split shifts. Some members felt they were addressing a problem before it happens; others felt it was anticipating a problem before there is one. Discussion about how this will affect employees ensued; the group decided to let the University Council know of their concerns and make aware the potential problem and address this before the Fall 1998 Semester. John Wooge will bring the overtime issue to the Staff Senate

Promote Staff Participation in Faculty Development Institute

Edward McPherson, who is directly involved with the Institute was in attendance specifically to address this agenda item; however, due to lack of meeting time the topic was not fully discussed. Mr. McPherson was invited to return to the November 12 meeting for further discussion on the availability of the training for staff as well as faculty .

Announcement

Due to lack of time for the planned brainstorming activity, Ben Poe asked members to send to him, by email, their suggestions for brainstorming topics as well as agenda items for the November meeting.

Meeting adjourned 3:00 p.m.

Minutes of the Commission on Classified Staff Affairs  
400 D Burruss Hall  
November 12, 1997 - 1:30 p.m.

Present: B. Aliff, P. Ballard, M. Dellers, C. Harrison, M. Holmes,  
L. McCoy, B. Poe, M. Whitlock, J. Wojcik, J. Wooge, L. Woodard

Absent: M. Conrad, W. Dougherty, N. Gniazdowski, C. Goodsell, R. McCoy, B.  
Olin, T. Shanklin, R. Sorensen, V. Viers

Guests: S. Allen, T. Lawrence, D. Martin

Chairperson Ben Poe called the meeting to order at 1:30 PM.

1. Benefits Update:

Poe introduced Doug Martin, Benefits Manager. Martin gave an overview of how the state's benefits have changed over the twenty-eight years he has been with the university. He updated the commission on projects he is currently working on, including long-term health care. He added that he would like to see more employees "taking ownership" of their individual options to maximize benefits, especially retirement.

2. Benefits for 1500-hour Employees:

Linda Woodard reported on a health care study that was recently done. The plans of affiliated groups (such as the CRC, Virginia Tech Services, etc.) were reviewed. These Trigon plans mirror the state/university plan. Costs would vary according to the plan(s) selected and the number of employees participating. George Mason University has put together a task force in collaboration with other schools. It is not likely that the General Assembly will provide funds for benefits for wage employees any time soon. In response to a question about the health care contract, Martin noted that the contract is reviewed every five to seven years and that Trigon has been the only bidder. Martin added that the General Assembly subsidized a recent increase in premiums for salaried employees. However, he does anticipate that future increases will be passed on to employees.

3. Employment Levels:

Woodard provided a breakdown of the changes in salaried employee levels over the years (see breakdown at the end of the minutes). Generally, the number of faculty has increased and classified has decreased. The maximum employment level (MEL) was discussed. The MEL level is assigned by the state and reported monthly to the Department of Planning and Budget. Woodard suggested that the commission invite someone from the Budget Office to a future meeting to discuss how the MEL process works. The wage numbers for a recent payroll period showed 576 non-student regular wage employees, and 396 emergency hires. The university averages between 800 and 1200 wage employees per month. While there are no limits on the number of wage employees, the university is required to report the number to the state.

Salaried Personnel Headcount

Fall	Faculty	Classified	Total
1985	2077	3272	5349
1986	2114	3383	5497
1987	2157	3418	5575
1988	2213	3508	5721
1989(1)	2360	3960	6320
1990(2)	2340	3777	6117
1991(3)	2633	3270	5903
1992	2644	3253	5897
1993	2688	3271	5959
1994	2682	3221	5903
1995	2574	2959	5533

1996    2594    2967    5561

NOTE: These figures include all full-time and part-time members of the faculty and classified staff on the salaried payroll. Faculty includes administrative, professional and academic faculty, as well as research associates.

(1) The increase in salaried personnel for Fall 1989 includes:

á the addition of 71 employees of the Athletic department who were not counted in previous years, and

á the conversion of wage positions to salaried status in early 1989

(2) Layoffs & employment reductions mandated by Wilder Administration

(3) Conversion of Extension Agents (Classified to A/P Faculty) in Academic Year 1990-91 (Reflected in 1991 Count)

Minutes of the Commission on Classified Staff Affairs  
400 D Burruss Hall  
January 14, 1998 - 1:30 p.m.

Present: P. Ballard, M. Dellers, S Dunn, for B. Aliff, C. Harrison,  
L. McCoy, B. Olin, B. Poe, R. Sorensen, V. Viers, M. Whitlock, J. Wojcik,  
L. Woodard

Absent: W. Dougherty, N. Gniazdowski, C. Goodsell, M. Holmes, R. McCoy, J. Wooge

Guests: S. Allen, D. Eavey, T. Lawrence, D. Martin

Chairperson Ben Poe called the meeting to order at 1:35 PM.

1. Review of Virginia Tech Employee Handbook:

Linda Woodard gave a brief history of the handbook, which has not been updated by the state for several years. Personnel Services is beginning work on an update. While most of the policies are available on the university's web pages, it is not always convenient to employees and supervisors. A first draft has been created and Personnel Services is in the process of putting together a task force to assist with the development. She requested that the commission appoint two to three representatives to serve on the task force. The Staff Senate and Personnel Advisory Committee will also be asked to appoint representatives. Ben Poe, Mary Whitlock, and Pat Ballard volunteered to serve on the task force.

2. Status of Trigon/Columbia Negotiations:

Doug Martin told the commission that at the present time he had no more information than had already been shared with the university community. He and Linda Woodard have a meeting scheduled in Richmond with Department of Personnel and Training (DPT) personnel. DPT manages the state contract with Trigon. He noted that contracts between hospitals and Trigon are negotiated individually, and thus have different ending dates. Non-renewal of a hospital contract has happened before in other areas of the state. Martin added that area state legislators are also working to see what options are available to aid in resolving the problem. With open enrollment scheduled for April, he feels that a resolution will have to come fairly soon in order for open enrollment materials to be printed for distribution to employees.

3. Update on Sponsored Programs Compliance to OMB A-21 Circular:

Lenwood McCoy informed the commission that while the university is still looking for solutions, he does not foresee any major impact on the university or employees. The change in regulations prohibits employee salaries from being charged directly to research projects. Salaries must be paid though indirect or overhead costs. Research centers will mainly be affected.

4. Further Discussion of Employment Statistics:

Linda Woodard continued her discussion of university employment and hiring levels. Statistics show that 30 percent of salary appointments are filled by wage employees. The number of reallocations has increased significantly in the last two years. There are a number of factors contributing to the increase including: no significant increases from the state for employees in recent years, as well as no financing for pay for performance; departmental restructuring and reorganizing; and the feeling that there is no other way to reward employees. Some of the increase may also have to do with the WTA and remaining staff taking on added responsibilities. Dean Sorensen noted a significant increase in reporting requirements that often fall on support staff.

5. Hokie Passport:



There was a discussion regarding the cost of replacing a lost or stolen Hokie Passport. While Personnel Services reimburses the Hokie Passport Office for the cost of the original cards, the office receives no money to support the cost of replacements. The office is an auxiliary and must be self-supporting; therefore, they must charge enough to cover all costs. Since the \$10 cost is not prohibitive, no further action will be taken at this time.

Minutes of the Commission on Classified Staff Affairs  
400 Burruss Hall  
April 8, 1998 - 1:30 PM

Present: Pat Ballard, Marge Dellers, Cindy Harrison, Michele Holmes,  
Lenwood McCoy, Bob Olin, Ben Poe, Rich Sorensen, Virginia Viers, Mary  
Whitlock, Janet Wojcik, Linda Woodard, Jon Wooge

Absent: Bill Aliff, William Dougherty, Nina Gniazdowski, Charles Goodsell,  
Richard McCoy

Guests: Spencer Allen, Dennis Eavey, Terry Lawrence

Chairperson Ben Poe called the meeting to order at 1:35 PM.

1. Selection of Commission Members to Serve on Committees:

Poe informed the committee that he had received a request from the President's Office for nominees to serve on the EOAA and University Benefits committees. Mary Whitlock volunteered for the EOAA Committee and Terry Lawrence for the Benefits Committee.

2. Preliminary Discussion of Classified Staff Pay Increases/Merit Pay Scenario:

Linda Woodard updated the commission on the pay plan passed by the 1998 General Assembly. There will be no across the board increase this year. Increases will be based on performance, with a 2.25 percent increase for meets expectations and a 4.55 percent increase for exceeds or exceptional performance. Personnel Services is waiting for details of the pay plan from the Department of Personnel and Training. The current understanding is that the intent is for the plan to be fully funded. DPT will be reviewing trend data from previous years; Personnel Services will also review data for the university. A placeholder increase of 2.25 percent for the second year of the biennium was passed.

3. Final Comments/Discussion of Recent Legislative Session:

Senate Bill #126, the revised sick leave plan, has been signed and is now law. Woodard suggested that the commission meet again in early to mid summer. By then more details on the implementation of the sick leave plan and the pay plan should be available, as well as an update on the state's review of the compensation plan. She also informed the committee that DPT is in the process of issuing an RFP for a new health care contract.

4. Evaluation of Commission's Effectiveness This Academic Year:

Poe distributed an evaluation form. He asked that members complete the form and return it to him. He hoped that this input would be helpful to next year's commission and chair.

There being no further business, the meeting adjourned at 2:10 p.m.