

COMMISSION ON CLASSIFIED STAFF AFFAIRS
September 9, 1998
President's Board Room, 210 Burruss Hall

Present: Spencer Allen, Billie Cline, Marge Dellers, Cindy Harrison,
Tom Kaloupek, Richard Sorensen, Mary Whitlock, Linda Woodard

Excused absences: Betty Greene, Michele Holmes, Bob Olin, Ginny
Viers, Jon Wooge

Chair Cindy Harrison called the meeting to order at 1:30 p.m. She noted that there are still five members to be appointed to the commission. A notebook of informational materials for members was distributed. New members of the Commission will get notebooks as well.

1. Announcement of Meeting Dates and Location:

Meetings are the second Wednesday of the month from 1:30 to 3:00 p.m. Currently the meetings will be in the President's Board Room. As soon as renovations are completed, the meetings will move to 325 Burruss. (Schedule to be distributed.)

2. Nomination and Election of Staff Person from CCSA to the Benefits Committee:

The chair informed the committee that a representative from the commission needed to be appointed to the University Employee Benefits Committee. Spencer Allen volunteered to serve. It was moved and seconded that Spencer Allen be confirmed as the commission's representative. The motion carried unanimously. The first meeting of the committee will be September 14.

3. Pending Appointments:

The chair asked if someone would be willing to serve as vice chair in case of the chair's absence. Marge Dellers volunteered to serve as vice chair.

4. Interactive Exercise on Team Building:

The chair introduced Dick Harshberger, Director of the University Leadership Development Program. Harshberger distributed and reviewed handouts on conducting successful meetings. He also took commission members through a team building exercise, the Team Player Survey.

5. Announcements:

Linda Woodard updated the commission on possible emerging issues for the coming year in Personnel Services.

• Senate Bill 126: Full information on the implementation of this program is expected to come from the state. Training sessions for Personnel Services staff are scheduled for October; the program's effective date is January 1999. Employees will have January, February, and March to make a decision on whether to remain on the old plan or change to the new one. Personnel Services will schedule large group information sessions, then one-on-one or small group sessions as needed. Many aspects of implementing the program are unknown including the effect on the leave sharing program and the current long-term disability plan.

• Pay plan reform: A review of the current compensation plan was included in the 1998 Appropriations Act last session. The original deadline for the committee to report was October 1, 1998. However, there has been a delay in appointment of members. The first meeting is scheduled for September 30. It is unlikely that the committee will make any recommendations to the upcoming General Assembly session. This is not necessarily bad, as it gives the committee more time to work and allows for more time to communicate changes.

• Benefits Fair - October 6: This year's fair will include other departments, including the Adult Day Care Center, the Women's Center,

Performing Arts, Office of Family Support, etc. If anyone has ideas of other departments that provide services or programs, please let Linda Woodard know.

- Governor's Survey and Town Meetings: Town meetings with the Governor for state employees have not yet been announced. It is not known if the Governor's office will provide some kind of feedback to agencies on the results of the employee survey recently completed. Survey results could provide items for the commission to consider.

- Pilot programs: Woodard noted that a number of state agencies have pilot programs in place. The intent is to see what works in different settings to help shape pay plan reform. Many pilots have been submitted to the Department of Personnel and Training, but they have not yet been approved.

1. Future Issues:

Harrison requested possible speakers or topics to be addressed by the commission this year. Suggestions included: Ben Dixon, the new Vice President for Multicultural Affairs; continuation of demographics discussion from last year; problem areas in hiring or finding employees with certain skills; clerical levels; concerns about pay scale; discussion of employee development and training.

There being no further business, the meeting adjourned at 2:55 PM.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
October 14, 1998 - 1:30 to 3:00 PM
President's Board Room - Burruss Hall

Present: Spencer Allen, Billie Cline, Dennis Eavey for Linda Woodard, Liz Greaney, Cindy Harrison, John Hess, Barbara Hise, Michele Holmes, Tom Kaloupek, Richard Sorensen, Virginia Viers, Mary Whitlock, Jon Wooge

Excused Absences: Marge Dellers, Betty Greene, Michael Koechlein, Bob Olin

Guests: Ben Dixon

Timer: Barbara Hise

Facilitator: Ginny Viers

Cindy Harrison called meeting to order at 1:30 PM. She introduced the new members appointed since the last meeting: Liz Greaney, John Hess, and Barbara Hise. An updated membership list and meeting dates were distributed. She noted that future meetings will be in 325 Burruss. The agenda was approved with no additions. The minutes of the September 9 meeting were approved with one correction.

1. Guest Speaker, Dr. Benjamin Dixon, Vice President of Multicultural Affairs

Michele introduced Dr. Benjamin Dixon, appointed to the newly created position of Vice President for Multicultural Affairs. Dr. Dixon most recently served as deputy commissioner of education in Connecticut, and has a bachelor's degree in music education from Howard University, master's degree from Harvard, and doctorate from the University of Massachusetts. Dr. Dixon began by noting that we are all here for same purpose: to sustain and enhance a high quality learning environment for students and to contribute to a positive living environment for workers. His first task is an assessment of the campus climate with regard to multicultural and diversity issues. He will use the data to advise president on diversity and multicultural issues and develop a strategic plan for diversity that will be linked to the academic agenda. That is just the beginning; how the role of the office evolves will depend on the ability to work together and carry out ideas. He noted that Virginia Tech has many assets already in place, as well as tools that can be used to move toward the vision in mind. He will work to enhance and sustain support for existing activities, and find holes and fill in gaps. He plans to establish a campus wide diversity council; the Staff Senate will be invited to appoint a member to the council.

2. Reports

EOAA Committee Report - Michele Holmes

Donna Lisker is serving as chair of the committee this year. She reviewed the committee's purpose and last year's activities. Elyzabeth Holford gave an overview of the activities of the EOAA office activity, as well as an update on the campus climate survey project. Faculty and staff were surveyed last spring, and a report is being written. Students will be surveyed this semester, both undergraduate and graduate.

Benefits Committee Report - Spencer Allen

Spencer Allen reported that Doug Martin, University Benefits Manager, would be attending a meeting tomorrow (October 15) on the new Virginia Sickness and Disability Program. Packets will be sent out to VRS members in late November or early December. Employees must choose to remain on the current plan or switch to the new plan between January and March 1999. Information sessions will be scheduled. Martin and Kathy Gibson gave a presentation on workers compensation. This is a very complex program, and employees and supervisors need to be careful to keep good documentation. It can mean the

difference between being eligible for workers compensation or being denied coverage. All supervisors should have an information packet on the program in their departments. There have been no changes to the inclement weather policy as yet this year. He also noted that leave balance cut off date will be either January 10 or 24; no final decision has been made. Due to schedule conflicts of several members, the November meeting has been cancelled. The next meeting will be December 14.

3. Unfinished Business

Governor's Survey and Town Meetings

Harrison reported that the cut off date to return the Governor's survey had been extended. They did not get as many back as they had hoped. The results are being compiled by VCU and should be available in November or December. Dennis Eavey reported that approximately 500 people participated in person and by satellite in the Governor's Town Hall meeting in Roanoke. Tapes of all the sessions were made and will be distributed to state agencies. They should be ready by mid November.

Benefits Fair

Eavey reported that he had been told that the fair had gone well. Participation was very good.

Pay Plan Reform

Eavey reported that full commission had its first meeting on September 30. The General Assembly called for a pay plan review in response to concerns about the current plan; a number of states have recently made reforms. The commission has been charged with developing a whole new compensation plan. Linda Woodard is serving on the on technical advisory committee to the commission.

4. New Business

Recommendations for speakers for future meetings or topics of interest. Suggested topics included: Linda Woodard on personnel issues; Ralph Byers on legislative action and issues that may come before next year's General Assembly; Scott Hurst on the ten-year master plan for university; parking issues; custodial staff and inclement weather policy.

It was also reported that the group in the College of Agriculture and Life Sciences working on tuition waivers for spouses and families reported last month that they have gone as far as can go. Currently there is no money to support the program and it is not deemed an important faculty/staff benefit by the administration.

There being no further business, the meeting adjourned at 3:00 PM. The next meeting will be Wednesday, November 11, in 325 Burruss Hall

COMMISSION ON CLASSIFIED STAFF AFFAIRS

December 9, 1998 - 1:30 PM

325 Burruss Hall

Minutes Approved by CCSA on 1-13-99

Present: Spencer Allen, Billie Cline, Marge Dellers, Betty Greene, Cindy Harrison, John Hess, Akhilesh Jha, Tom Kaloupek, Bob Olin, Richard Sorensen, Virginia Viers, Mary Whitlock, Linda Woodard

Excused: Liz Greaney, Michele Holmes, Jon Wooge

Absent: Barbara Hise, Michael Koechlein

Guests: Dennis Eavey, Personnel Services

Timer: Mary Whitlock

1. Call to Order and Approval of Agenda

Chair Cindy Harrison called meeting to order at 1:30 PM. The agenda was approved as proposed. Mary Whitlock volunteered to serve as timer.

2. Approval of Minutes

The minutes of the November 11, 1998 meeting were approved as written. Harrison asked the commission if they would like to approve minutes of future meetings electronically. It was noted that University Council uses this process for their minutes. It was moved and seconded that minutes of commission meetings be approved electronically. The motion passed.

3. Reports of Committees

A. EOAA Committee:

Mary Whitlock reported on the November 19, 1998 meeting. The committee reviewed and discussed a draft report on the outcomes of searches for tenure track faculty positions during 1997. The guest speaker was Myra Gordon; she is the new Associate Dean for Diversity and Instruction in the College of Arts and Sciences. The committee also viewed the new university website on diversity.

Harrison reported on a university multicultural reception on December 2, 1998. It included displays depicting how special holidays are celebrated in other countries.

B. Employee Benefits Committee:

Spencer Allen noted that the next Benefits committee meeting would be December 14. He also expressed concern that information packets on the Virginia Sickness and Disability Program had not yet been distributed to Virginia Tech employees. Dennis Eavey reported that the packets just arrived from VRS and Personnel Services is working on the distribution. Employees have until March 31, 1999, to make a decision on which program they would choose.

C. Reduced Tuition

John Hess reported on this newly formed ad hoc committee which met for the first time today (December 9). It was formed to study a proposal of reduced tuition for spouses and dependents of Virginia Tech fulltime faculty and staff. Members of the committee include John Hess (chair), Rick Claus, Betty Greene, Terry Lawrence, Tim McAvoy (vice chair), and Dennis Eavey; Cindy Harrison serves as liaison. The committee reviewed a survey Claus has prepared to be sent to CALS faculty and staff regarding this issue. The deadline for the survey to be returned is December 21. The committee will meet again on December 16 to begin work on looking at a foundation account for this project. Additional information will be requested from the Development Office. February 1, 1999, is the deadline for having an account in place for the 1999 funding raising drive. In January the committee will look at the results of the survey and make a

decision regarding next steps. Claus suggested contacting other colleges to determine interest in the survey. Also discussed was the possibility of having regular Spectrum articles to make campus aware of the project.

4. Unfinished Business

There was no unfinished business to be discussed.

5. New Business

A. New Dimensions

Harrison brought forth a recommendation from the Staff Senate that faculty and staff who are near retirement age might be able to join New Dimensions just prior to their retirement, perhaps as a transition from active employment to retirement. She noted a need for increased awareness of the New Dimensions program. New Dimensions is composed of university retirees, both faculty and staff. In response to a question about the type of affiliation that New Dimensions has with the university, Linda Woodard said that the program is formally affiliated with university, but autonomous in its operation. They define their own processes and programs, have their own charter and officers. The university provides meeting space and clerical support; Doug Martin and Gloria Smith serve as the university liaison. It was moved and seconded that a spokesperson from New Dimensions be invited to the February meeting of CCSA. The motion passed.

6. Personnel Services Update

A. Governor's Town Hall Meetings

Woodard reported that the university had received a set of four tapes, one for each of the four sessions held around the state. The tapes are being duplicated, and she will send out an announcement when they are ready. Copies will be placed on reserve in the university library, and will also be provided to the Staff Senate, College of Agriculture and Life Sciences for distribution to off-campus Cooperative Extension and Research Station offices, NOVA Graduate Center, and the Equine Center. Employees can use work time to view the tapes. She also reported that there is no new information regarding the report on the results of the Governor's employee survey.

B. Pay Plan Reform:

Woodard is serving on the Technical Advisory Committee working with the Commission on Pay Plan Reform. Pay plan reform was included in Appropriation Act at last year's General Assembly session. An employee advisory committee is also being appointed and should meet after the first of the year. The committee will represent different agencies, types of employment (part-time and full-time), and different occupations. A web site is in development and should soon be available so that employees can track the commission's work and progress.

In response to a question about pilot programs around the state, she noted that pilot plans now in place in some state agencies, such as Virginia Commonwealth University and Virginia Department of Transportation, preceded the Pay Plan Reform effort. As a part of their study, the Technical Advisory Committee has reported on these pilots to the Pay Plan Reform Commission. The pilots will be very helpful in identifying effective compensation policies and programs that may benefit other state agencies. No extra money has been made available for pilots; they must be fully funded by the sponsoring agency. Virginia Tech currently does not have any pilots but several proposals are being developed.

C. Employee Training and Development:

University Leadership Development and Information Technology are working together to develop technology certificate programs for office technology staff and technology support staff. The programs will be announced in January, 1999. Woodard also reported on a group of eight departments that have training as

part of their mission and are working to coordinate training efforts. One of their first projects is to develop a training web site that would list all available classes in one location with dates, costs, training objectives, and target audience. They hope soon to have a prototype. Following this effort, other training needs, not met by existing programs, will be identified.

The second module of the CPS (Certified Professional Secretary) program will be completed on December 17, 1998. All Virginia Tech employees participating are being funded by their departments.

D. New Leave Reports:

Woodard reported on the new leave system. Employees will be asked to enter leave taken for the first nine days of December 1998 as a transition between the two systems. The new system will begin effective December 10. Leave will now be reported on the 10th through the 9th each month, allowing leave reporting to coincide with pay periods. The new system is web-based. Employees can enter their own leave, or departments can have a designated leave representative enter leave for all department employees. Demonstrations have been conducted, and training will take place right after the holidays. Management reports to assist with monitoring leave usage and other information will be available in the near future.

7. Next Meeting: January 13, 1999

Harrison announced that at the next meeting, at the request of members of CCSA, the guest speaker would be William Elvey, Director of Physical Plant Operations, regarding the custodial staff, inclement weather clearing of parking lots and walking areas, and other areas relating to physical plant. She asked members if there were other topics they would like to have addressed. Suggestions included: renovations and special projects; university plan for painting; the renovation process; general maintenance schedule; reserve maintenance funds; sidewalk clearing. Mr. Elvey will accept questions from the floor.

8. Adjournment

There being no further business, the meeting adjourned at 2:55 PM.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
WEDNESDAY, JANUARY 13, 1999
325 BURRUSS HALL

Present: Cindy Harrison (chair), Jha Akhilesh, Spencer Allen, Billie Cline, Marge Dellers, John Hess, Barbara Hise, Michelle Holmes, Tom Kaloupek, Richard Sorensen, Ginny Viers, Mary Whitlock, Linda Woodard, and Jon Wooge.

Guests: Dennis Eavey, Personnel Services; William Elvey, Physical Plant

Absent: Liz Greaney, Betty Greene, Mike Koechlein, and Robert Olin

Chair Harrison called the meeting to order at 1:30 p.m. Barbara Hise agreed to take the minutes for today's meeting. The agenda was approved with no additions. Spencer Allen was timer for the meeting. On motion from M. Whitlock, the minutes of the December 9, 1998 meeting were approved.

1. Guest Speaker

B. Hise introduced William Elvey, Director of Physical Plant. Elvey gave an overview of his responsibilities supporting the university and his background that prepared him for this work. The Physical Plant is one of three major areas that report to the Vice President for Facilities, Spencer Hall. The other areas are Capital Design and Construction, which is responsible for all capital construction, i.e., most new buildings and projects over \$500,000, and the Utilities Department, which includes Virginia Tech Electric Service. The two departments are directed by Jim McCoy and Ray Powell, respectively. Physical Plant is responsible for maintenance of all Education and General Buildings and all university grounds. There are 900 acres of campus grounds that are intensely maintained to keep the campus beautiful. The Physical Plant provides significant facilities support to Auxiliaries and Residential and Dining Programs.

The seven functional divisions within Physical Plant are: Building Services, Contracts, Customer Service, Electro-Mechanical Services, Grounds, Housekeeping, and Renovations. Building Services is managed by John Beach and provides structural support and repair to the campus buildings. This division also has a very unique quarry operation, where rock is blasted and mined for our buildings. Contract Services, headed by Lynn Eichhorn, manages about 60 term contracts which provide specialized or temporary services for the department. Customer Service, managed by Barbara Hise, provides university departments with access to one-stop shopping for questions, complaints and work order status. They can be reached at x1-4300, vtrepair@vt.edu and through their web page, www.facilities.vt.edu. Electro-Mechanical Services, headed by Jim Clemens, performs the preventive maintenance and urgent services for all interior electrical and mechanical needs. The Grounds Division is under the new direction of Maria Cimilluca, who is responsible for four areas which include heavy equipment, trash and recycling, landscaping, and a small moving and hauling crew.

The Housekeeping Division is headed by Wyatt Sasser. Housekeeping has a staff of 152 full time employees. They are responsible to provide cleaning and housekeeping services and pest control for 77 buildings with a total of 3,700,000 square feet of space. The budget for this division is almost totally expended on salaries. Their working hours are earlier to accommodate heavy classroom scheduling. Housekeepers are the "eyes and ears of Physical Plant" and help departments anticipate their needs.

Renovations is managed by Steve Fischer and includes, planning, estimating, design, scheduling and a storeroom operation. The Physical Plant is not budgeted to do renovations for the university. All funds come from university departments or grants. The amount of renovation projects has more than tripled in 3 years. Physical Plant now performs \$7-8 million of

renovations. All work must be consistent with the University's Master Plan, historic preservation concerns, university standards of quality and aesthetics, and compliance with environmental health and safety standards. Adhering to the renovation process also ensures all work is performed by qualified tradesmen who are licensed and registered with the state.

The Snow Removal Operations fall within the Grounds Division, managed by Maria Cimilluca. All roads, sidewalks, and parking lots on campus are to be cleared of snow. There are a few exceptions where Physical Plant interfaces with the Corporate Research Center and the Town of Blacksburg. Parking lots are the responsibility of Parking Services; however, Grounds performs this as a service to them. These efforts require a tremendous amount of coordination with VT Police, Blacksburg Transit, Parking Services, and upper administration. There are established priorities, but each storm must be handled differently depending on the time it starts, the activities on campus, and the type of precipitation. All employees at Physical Plant are emergency personnel and this sometimes involves reporting for work on holidays or weekends, for which they receive compensatory time. It is not the decision of Physical Plant to close the university, but they do provide input. Elvey stated, "There is a delicate balance between overkill and being a good steward of our budget." In response to a question about what can be done about buildings that do not have air conditioning, Elvey stated that costs for additions to buildings fall back to the departments occupying the building. There is a major project in the upper quad converting dorm space similar to Major Williams where those buildings will have air conditioning added within the scope of the capital project. Unfortunately, buildings that have no air conditioning remain as is, unless the department has the funding to provide that upgrade.

In response to a question about out-sourcing, Elvey stated that the decision to out-source is made on a case by case basis. When is it most efficient and most effective to hire an outside contractor? Housekeeping services were contracted out in several campus buildings prior 1996. Customer satisfaction was carefully monitored and the decision was made to bring the function back in-house until it was acceptable. Harrison and Whitlock commended Elvey on the department's prompt and courteous customer service and responsiveness. Elvey stated that many within the department will receive very formal Customer Service training in February.

2. Reports of Committees

A. EOAA Committee:

Mary Whitlock stated she does not have the finalized report of the December meeting. The office of UUSA has moved.

B. Employee Benefits Committee:

Spencer Allen reported that the Personnel Services is receiving many questions about the new Virginia Sickness and Disability Plan (VSDP). January is the start of decision making but all decisions must be final by March 31, 1999. Brenda Husser, representing a group of Tech employees who hold Certified Professional Secretary certifications, reported to the Benefits Committee about a new employee development opportunity. Personnel Services and Continuing Education have been working with the CPS Group to provide training for the CPS examinations. The classes have been well attended, and employees taking the classes have been very satisfied. To date, the cost of classes for the employees have been funded by their department heads or deans. Mildred Johnson and Lisa Duncan Raines presented a program on the Academic Common Market. This is a group of southern universities that have agreed to provide in-state tuition for students coming from out-of-state from other Academic Common Market universities, when the program of study is not offered by the home state. This program undergoes constant change. Virginia Tech is a member of the Academic Common Market. More information is available from Mildred Johnson.

3. Scholarship Committee

John Hess reported on the ad hoc scholarship committee. The College of Agriculture and Life Science (CALC) distributed a survey to their faculty and staff asking for support for a scholarship program for dependents and spouses of full-time Virginia Tech employees. The respondents gave strong support for such a program. The committee meets weekly with advisors for guidance on the program, which is named the Virginia Tech Family Scholarship Program. There are six criteria to make it simple and functioning within a reasonable time frame. Planning for the reality of it all is the difficult task. The committee has met with representatives from Scholarship and Financial Aid, University Development, Personnel Services, the President's Office, and the Virginia Tech Foundation. Faculty and staff will be asked to make a contribution to the program, which will be tax deductible. Members on the ad hoc committee represent both faculty and staff. Dr. Hess was thanked for his excellent leadership on this project. Dr. Hess submitted a recommendation of the committee that the reduced tuition committee's name be changed to the Virginia Tech Family Scholarship Program. The recommendation was accepted.

4. Personnel Services Report

Linda Woodard reported that the new leave system was implemented this week. The leave representatives designated by each department have done a tremendous job learning to use the new system and providing support and information to their departments. Personnel has also provided training to approximately 500 employees in addition to several hundred departmental leave representatives. The new electronic leave system will eliminate approximately 50,000 opscan forms ("bubble" sheets) annually. The new system will make management reports and leave balances more accessible. All non-exempt employees (those required to be compensated for over-time worked) must continue to report daily "hours worked" on separate forms retained in the departments.

Woodard reported that there will be more training in February and March for leave and the new Virginia Sickness and Disability Plan (VSDP). Personnel Services will be holding small groups for faculty and staff to assist them in making the decision which best suits their particular situation.

Woodard announced there will be two technology certificate programs for staff beginning January. Announcements for these programs were being distributed this week. The programs are offered under a joint effort of Administrative Information Systems and University Leadership Development. The Office Technology classes are fully funded, but there will be a charge for no shows. The class instruction is provided by two companies that specialize in technology training. This will become an on-going program.

Woodard asked the Commission's input on videos supplied to Personnel on the four Town Meetings held by the Governor. Woodard asked the Commission if it would be helpful to employees and departments if Personnel Services scheduled several sessions for employees to view the video. A viewing of the 2 hour video could be held at the CEC to minimize potential work disruption. Staff Senate has a set of tapes; copies have been placed in the Library; and copies have been provided to Extension for distribution to some of the off-campus offices. Based on the recommendation of the Commission, Woodard confirmed that sessions would be scheduled at the CEC, probably in February .

Other:

Cindy Harrison reported on some state legislation that is proposed. The Governor has agreed to sign three bills if they pass the House and Senate in acceptable form.

1. 30 Years and Out, regardless of age, if you have 30 years of state employment, you can retire with full VRS benefits.
2. All state employees with 3 years of service or more as of July 1, 1999, are to receive a 2.25% salary increase.
3. An across the board raise of 4.0% to all classified staff who receive a satisfactory performance evaluation effective in their December paycheck.

The 1999 legislation is already looking at proposed changes to the new sick leave policy that would improve the plan. One is to permit two days of sick leave to be carried forward to the next year. Another piece of legislation (HB 1754) would offer payment for family and personal leave balances not used by the end of the year. There are two pieces of legislation to address health care for part-time employees: HB 1541 (sponsored by Shuler) and SB 728 (sponsored by Edwards).

There being no further business, the meeting adjourned at 3:10 p.m.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
WEDNESDAY, MARCH 10, 1999
325 BURRUSS HALL

PRESENT: Billie Cline, Dennis Eavey for Linda Woodard, Betty Greene, Cindy Harrison, John Hess, Akhilesh Jha, Tom Kaloupek, Sonya Veltri for Richard Sorensen, Virginia Viers, Mary Whitlock, Jon Wooge

ABSENT: Spencer Allen, Marge Dellers, Liz Greaney, Barbara Hise, Michele Holmes, Michael Koechlein, Bob Olin

GUESTS: Doug Martin, Personnel Services; Tom McAvoy, Entomology

Chair Cindy Harrison called the meeting to order at 1:30 PM. There were no changes or corrections to agenda. Billie Cline served as timer for the meeting. The minutes of the January 13, 1999, meeting were previously approved electronically.

1. AD HOC SCHOLARSHIP COMMITTEE

In October 1998, an ad hoc committee was appointed to continue the work begun in the College of Agriculture and Life Sciences to study tuition waivers for the spouses and dependents of university employees. John Hess chaired the committee and Tom McAvoy served as vice chair. Hess reviewed the proposal to be presented to the Staff and Faculty senates. A fund for donations has been established in University Development. Scholarships will be distributed equally based on need and merit. The amount and number awarded each year will depend upon the amount of money in the fund. The committee to award the scholarships will be appointed by the President and will include equal representation between faculty and staff, as well as a representative each from Scholarships & Financial Aid and Personnel Services. The Development Office will include the scholarship in this year's campaign. It was moved and seconded that the commission approve the program as presented. The motion passed.

Harrison thanked the committee for the exemplary job done by them. She presented certificates of appreciation to the committee members: John Hess, Tom McAvoy, Dennis Eavey, Betty Greene, Tom Kaloupek, Terry Lawrence, Joe Boling, and Jim Claus.

2. DISCUSSION ON NEW DIMENSIONS

Doug Martin gave an overview of the New Dimension program, an organization of Virginia Tech retirees and spouses. Martin currently serves as the program director. The group has monthly programs, except in the winter, and two major functions per year. The organization currently has 700 members and is governed by a 12 member advisory board. Dues are \$32 year. The group currently does not have a brochure; however, information on the program is given to employees before they retire.

3. COMMITTEE REPORTS

A. EOAA

Mary Whitlock distributed minutes of the January and February meetings. The committee accepted the minutes as written.

B. Benefits

Ginny Viers reported that the committee did not meet during March since the meeting was scheduled during spring break.

4. PERSONNEL SERVICES ISSUES

Dennis Eavey distributed a resolution regarding faculty use of sick leave for family illness. The resolution increases the number of sick leave days from six to ten per year that a faculty member may use for family emergencies and removes the limitation on number of days per

instance. This gives more flexibility to faculty members. The resolution has gone through the governance system and has been approved effective July 10, 1999. Eavey also reported on classified increases for 1999. Effective November 25, 1999, employees will receive an across the board increase of 4 percent; in addition, there will be a 2.25 percent for employees who meet expectations.

Doug Martin reported that approximately 3,000 employees have not yet turned in their forms for the Virginia Sickness and Disability Plan. The deadline is March 31.

The Commission on Reform of the Classified Compensation Plan is continuing to work. A web site had been set up for the interim report. The address is <http://www.hrs.virginia.edu/hrs/compcomm/>.

LEGISLATIVE UPDATE:

Martin reported on some of the actions taken by this year's General Assembly. Final passage depends upon the Governor signing the bills. Actions this year include:

á Employees who are at least 50 years of age and have 30 years of state service will be allowed to retire will full benefits effective July 1, 1999. The age had previously been 55.

á Health insurance credit amount for retirees was increased effective July 1, 1999.

á The Deferred Compensation Plan was changed to provide for the state to match contributions by employees up to \$50 per pay period. The program will be available to employees beginning January 1, 2000. á Law enforcement retirement has been upgraded, which does include Virginia Tech Police, and a supplement provided between retirement and age 65. á The Senate Workforce Commission will review the Virginia Retirement System. á Long-term care review was turned over to the Department of Personnel and Training.

á Health care for part-time employees and graduate students was defeated in the Senate.

5. NEW BUSINESS

Harrison reported that the Staff Senate brochure is in the final stages and should be completed soon. The Staff Senate has decided to have a phone mail box for messages. The Communication Committee will regularly check for messages. The Communications Committee is also considering issuing a classified staff newsletter that would be patterned after several association newsletters. The current plan would be for four issues a year.

Staff Appreciation Day is May 20. The planning committee has requested one additional member from the commission. Anyone interested can let Harrison know.

The next meeting will be Wednesday, April 14, at 1:30 p.m. The guest speaker will be Pat Hyer. The meeting adjourned at 2:55 PM.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
WEDNESDAY, APRIL 14, 1999
325 BURRUSS HALL

Present: Spencer Allen, Marge Dellers, Dennis Eavey for Linda Woodard, Betty Greene, Michael Koehlein, Richard Sorensen, Mary Whitlock

Absent: Jha Akhilesh, Billie Cline, Liz Greaney, Cindy Harrison, John Hess, Barbara Hise, Michele Holmes, Tom Kaloupek, Bob Olin, Virginia Viers, Jon Wooge

Marge Dellers, chairing for Cindy Harrison, called the meeting to order at 1:35 p.m. The agenda was accepted with two changes: approval of the minutes of the March 10, 1999, meeting and a presentation by Pat Hyer were postponed to the next meeting.

1. Announcement

The commission extends its congratulations to member Bob Olin who received the XCaliber Award on Founders Day.

2. Staff Appreciation Day

Staff Appreciation Day is scheduled for May 20 this year. A flyer is being distributed for teams to sign up to participate in "Family Feud" which will replace the relays this year.

3. McComas Leadership Seminar

The McComas Leadership Seminar is scheduled for May 5. Flyers went out this week; reservations are required by April 28. To be eligible to participate in the seminar, classified staff must be a member of Staff Senate or serve as an alternate, serve as an official representative to a commission or committee, or be a staff association officer.

4. Reports of Committees

A. EO/AA

Mary Whitlock distributed minutes of the March 18 meeting; she noted that these minutes have not yet been approved.

B. Benefits

Spencer Allen reported on the Employee Benefits Committee which met on Monday, April 12. Doug Martin gave an update on the Virginia Sickness and Disability Program. There are few problems and it seems to be going well. Martin also discussed the possibility of offering another type of benefit for university employees. Many companies have contacted him regarding services to university employees. Among these are homeowners and car insurance, as well as prepaid legal expenses. There is a cost savings to employees if premiums are payroll deducted. The committee will discuss this further at the next meeting. Martin gave a brief legislative update: the governor has signed the change in the state retirement plan which allows full retirement at age 50 with 30 years service; long term care insurance is to be implemented by the Department of Personnel and Training.

5. Scholarship Program

Terry McGuire has done a second Spectrum article on the scholarship program that will appear in the April 22 issue.

6. Nomination and Election of Representatives

Nominees for 1999-2000 are needed by the President's Office for the following committees: i Benefits Committee (current representative is Spencer Allen) i EO/AA Committee (current representative is Mary Whitlock) Allen's term in the Staff Senate expires this year, so he is not eligible to serve again. Whitlock is eligible and is willing to serve again. Persons willing to serve should contact Cindy Harrison.

The next commission meeting will be on May 12, 1999. It will be the last meeting until September 1999. There being no further business, the meeting adjourned at 1:55 p.m.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
WEDNESDAY, MAY 12, 1999
325 BURRUSS HALL

Present: Spencer Allen, Billie Cline, Marge Dellers, Betty Greene, Cindy Harrison, Akhilesh Jha, Bob Olin, Sonja Veltri for Richard Sorensen, Mary Whitlock, Linda Woodard, Jon Wooge

Absent: Liz Greaney, John Hess, Barbara Hise, Michele Holmes, Tom Kaloupek, Michael Koechlein, Virginia Viers

Guests: Dennis Eavey and Judy Ridinger, Personnel Services

Chair Cindy Harrison called the meeting to order at 1:30 PM. There were no changes or corrections to agenda. The minutes of the March 10 and April 14 meetings were approved as written.

1. Committee Reports and Summaries

A. Benefits

Spencer Allen reported on the May 10 meeting of the Employee Benefits Committee. Steve Mouras, the university's Director of Transportation and Records Management, reviewed some of the results of the recent Parking Services survey. He noted that more parking lots will disappear as buildings are built in the central campus area. One reason is that it is cheaper to build on an already prepared site; the other is the necessity for keeping classroom buildings as close together as possible. No decisions have been made on what may be done; however, any changes will likely increase the cost of parking permits. Mouras also noted that more commuter students need to be using the BT rather than driving on campus. A copy of the Parking Services budget was distributed. Allen noted that fines bring in the most revenue.

B. EOAA

Mary Whitlock reported on the last meeting of the year. The committee reviewed the EOAA annual report. The main topic of discussion was qualities that committee members would like to see in the new president. These include a person who is active and successful in promoting diversity. Whitlock volunteered to serve on the committee again. The commission voted to reappoint her for another year. A representative for the Employee Benefits Committee for next year is needed as well. This item was tabled until after new members are appointed for the next year.

C. VT Employees Spouse and Dependent Scholarship

Harrison distributed copies of the information distributed by the Development Office. A web page has been developed. The address is <http://www.fst.vt.edu/vtsp/>.

2. Pay Plan Reform

Judy Ridinger gave a presentation on pay plan reform. The current compensation plan was adopted in the early 1980s. The 1999 General Assembly established the Commission on Reform of the Classified Compensation Plan. The commission includes two advisory committees, the Technical Advisory Committee (of which Linda Woodard is a member) and the Employee Advisory Committee. The Commission has a web site at <http://www.hrs.virginia.edu/hrs/compcomm/>. The General Assembly set an aggressive schedule for the commission that includes having a prototype of the plan finished in late summer or early fall.

3. Personnel Update

Medical insurance costs will go up slightly in July. Rebidding of the state's health insurance plans is in process; an RFP has been written. Any changes will be effective in July 2000.

4. Announcements

A. Staff Senate Brochure

The brochure is being printed and is due by May 15.

B. Classified Staff Newsletter

Terry Lawrence is working on a quarterly newsletter.

C. Staff Appreciation Day

Staff Appreciation Day is May 20, 1999. Information has been distributed.

5. New Business

The commission will meet in the summer if issues arise. Harrison thanked the members for their service this year. She presented certificates of appreciation to members retiring from the commission. The commission expressed its thanks to Chair Harrison for her hard work and leadership this year.

There being no further business, the meeting adjourned at 2:55 PM.