

**COMMISSION ON CLASSIFIED STAFF AFFAIRS  
NOVEMBER 30, 2001 — 2:30 PM — 4:00 PM  
210 BURRUSS BOARD ROOM**

**Present:** Althea Aschmann, Pat Ballard, Donna Ferrandino for Bob Bates, Paul Grist, Sue Merez, Suzanne Piovano, Wyatt Sasser, Becky Saylor, Joyce Smith for Judith Shrum, Linda Woodard

**Absent:** Susie Ayers, Barbara Crawford, Michele Holmes, Mike Koechlein, Christine Porterfield, M. Thompson, Mary Whitlock

Wyatt Sasser served as chair in place of Mike Koechlein, who was unable to attend. The meeting was called to order at 2:35 PM. The agenda was approved as presented. The minutes for the October 1, 2001, meeting were approved with one correction.

**1. Employee Training and Development**

**Guest Speaker: Steve Van°Aken, University Leadership Development**

Linda Woodard introduced the guest speaker, Steven Van°Aken. Van°Aken gave an overview of the mission of University Leadership Development (ULD) and the many different services and programs provided. ULD has put in place many new programs over last couple of years, many of which are steered by staff. Programs are continually being added and existing programs updated. Information on their programs and services are provided on their website, <http://www.uld.vt.edu/>. Programs and services can be customized to fit a department or group's special needs. Some are free, while there may be a small charge for others. There is also a centralized web site for all university training, <http://training.vt.edu/>.

**2. Other Business**

**A. Meeting Schedule for the Remainder of the Academic Year**

The meeting schedule for the rest of the academic year was determined to be the fourth Friday of the month through May, 2:30-4:00 PM, in 325 Burruss. The April meeting conflicts with Founders' Day and will probably need to be rescheduled. The following topics were selected for the next three meetings:

- Update on Campus Security and Emergency Response Planning Efforts
- Plans for Merging the EOAA Committee and the Advisory Committee for Diversity/ Multicultural Affairs
- Review Results of the Parking Survey and Update on the Parking Master Plan

**B. Performance Management**

Personnel Services will be offering training for classified staff on the new performance management program. Large open sessions will be held in January to acquaint classified staff with the new P112, Employee Work Profile. One of the new features is the opportunity for employees to provide a self-assessment. Training for supervisors and managers will begin in December. Linda Woodard has met with the Staff Senate to update senators on the changes.

There being no further business, the meeting adjourned at 4:00°p.m.

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**JANUARY 25, 2002 — 2:30-4:00 PM**  
**325 BURRUSS HALL**

**Present:** Althea Aschmann, Susie Ayers, Pat Ballard, Barbara Crawford, Paul Grist, Becky Saylor, Joyce Shelton for Suzanne Piovano, Judith Shrum, Mary Thompson, Mary Whitlock, Linda Woodard

**Absent:** Bob Bates, Michele Holmes, Mike Koechlein, Sue Meredith, Christine Porterfield, Wyatt Sasser

**Guests:** Zack Adams, Sandra Kulik, environmental Health and Safety Services; Billy Cardwell, Debra Duncan, Virginia Tech Police

Pat Ballard served as chair in place of Mike Koechlein, who was unable to attend. The meeting was called to order at 2:30 PM. The agenda was approved as presented. The minutes for the November 30, 2001, meeting were approved as written.

**1. Update on Campus Security and Emergency Response Planning Efforts**

Guest Speakers: Debra Duncan, VT Police Chief

Zack Adams, Co-Director, Environmental Health and Safety Services

Zack Adams distributed a handout of the table of contents of the university's Emergency Response Plan. In the wake of September 11, emergency response plans have received closer attention. The plan has been updated and is currently being reviewed by the administration. The final plan should be in place by April. Adams reviewed the main focus of the plan and the different areas that are involved. It is a procedural document designed to assist the many university units involved in coordinating responsibilities and resources in response to an emergency situation. After the plan is finalized, a university-wide emergency response exercise will be held to ensure that the plan works. He emphasized that every department should have its own emergency action plan and is encouraged to practice fire drills. While drills are not now mandatory, they could be in the future.

**2. Other Business**

Linda Woodard will invite Doug Martin, University Benefits Manager, to attend a future meeting to provide an update on benefits related issues and bills discussed during the current legislative session. The guest speaker will be Dr. Ben Dixon, VP for Multicultural Affairs, who will discuss plans for merging the EOAA Committee and the Advisory Committee for Diversity/Multicultural Affairs.

There being no further business, the meeting adjourned at 3:15 PM.

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**FEBRUARY 25, 2002 — 2:30-4:00 PM**  
**325 BURRUSS HALL**

**Present:** Althea Aschmann, Susie Ayers, Pat Ballard, Donna Ferrandino for Lay Nam Chang, Barbara Crawford, Paul Grist, Christine Porterfield, Becky Saylor, Mary Whitlock, Linda Woodard

**Absent:** Michele Holmes, Mike Koechlein, Sue Meredith, Suzanne Piovano, Wyatt Sasser, Judith Shrum, Mary Thompson

**Guest:** Dr. Ben Dixon, VP for Multicultural Affairs

Pat Ballard served as chair in place of Mike Koechlein, who was unable to attend. The meeting was called to order at 2:35 PM. The agenda was approved with one addition. The minutes for the January 25, 2002, meeting were approved as written.

**1. Plans for Merging the EOAA Committee and the Advisory Committee for Diversity/Multicultural Affairs**

**Guest Speaker: Dr. Ben Dixon, VP for Multicultural Affairs**

Dr. Dixon reviewed the proposed merger of the EOAA Committee and the Advisory Committee for Diversity and Multicultural Affairs. The two groups met last summer and determined that the issue of diversity of community at Virginia Tech in terms of the status of underrepresented groups and the climate for minorities needed to be addressed in many ways, including policies. They then determined that a formal commission on equal opportunity and diversity would best serve this need. A formal resolution has been prepared and will be presented to the Faculty and Staff Senates in March for approval. If they approve, the resolution will be presented to the University Council. Upon approval there, it will then go to the President and the Board of Visitors. It is hoped to have the commission in place and operating by fall 2002. The commission will include faculty, staff, and student representation. Concern was expressed regarding the number of classified staff representatives. Dr. Dixon explained that the representation from the eight colleges would rotate between faculty and staff, so that there would always be four staff representatives. The Staff Senate will also have one representative, so that the commission is guaranteed to have at least five staff representatives. Another concern was the lack of representation from administrative areas. Dr. Dixon noted that the makeup of the representation will be reviewed every three years and adjustments made as needed. The proposed resolution can be accessed at [http://www.provost.vt.edu/diversity/Background\\_on\\_Com\\_Prop.html](http://www.provost.vt.edu/diversity/Background_on_Com_Prop.html).

He also gave a very brief overview of the Diversity Initiatives Inventory Report, which was piloted by Dr. Myra Gordon. It was initiated by the Advisory Council on Diversity and Multicultural Affairs in an attempt to look at the number of activities at the university that can be classified as diversity initiatives. The full report is available at <http://www.multicultural.vt.edu/docs/inventoryreport.PDF>.

## **2. Other Business**

- The issue of a Classified Staff Recognition Week was raised at the last Staff Senate meeting. It was noted that there is a recognition week for both faculty and students. It could be in conjunction with Staff Appreciation Day or during the fall when the President's Awards for Excellence are given. Another option would be to tie it in with the state's public service week. Linda Woodard will contact DHRM to see if Governor Warner plans the same program this year. If the Staff Senate would like to make a proposal, it was suggested they form a group to review what recognition programs already exist in the different college and VP areas, and recommend a program to enhance and increase the visibility of these programs.
- The April meeting conflicts with Founders' Day. It was suggested that the date be changed to the preceding Friday, April 19. A note will be sent out to poll members for availability on that date.

There being no further business, the meeting adjourned at 3:45 PM.

**Commission on Classified Staff Affairs**  
**Friday, March 22, 2002**  
**2:30 PM — 325 Burruss Hall**

**Present:** Rosemary Fenn for Althea Aschmann, Donna Ferrandino for Lay Nam Chang, Paul Grist, Michele Holmes, Sue Meredith, Suzanne Piovano, Mary Thompson, Linda Woodard

**Absent:** Susie Ayers, Pat Ballard, Barbara Crawford, Mike Koechlein, Christine Porterfield, Becky Saylor, Wyatt Sasser, Mary Whitlock

**Guests:** Tim Hodge, Budget Director; Steve Mouras, Director, Transportation and Records Management

Suzanne Piovano served as chair in place of Mike Koechlein. The meeting was called to order at 2:40 PM. The agenda was approved as presented. The minutes of the February 25, 2002, meeting were approved as written.

**1. Review Results of the Parking Survey and Update on the Parking Master Plan:  
Tim Hodge, Budget Director; Steve Mouras, Director, Transportation and  
Records Management**

Tim Hodge began by giving an overview of how university auxiliaries, which include parking, operate. By law, auxiliaries receive no state funding and must be completely self-supporting and recover all costs. Every direct cost is charged. Indirect costs such as payroll, personnel, and budgeting, must also be reimbursed to the university. SCHEV does cost study each biennium that determines the administrative fee paid. During the Allen administration, the university looked at privatizing the parking function. At that time it was determined that it would not be cost effective.

Steve Mouras then reviewed the final draft of the Transportation and Parking Master Plan, which may be viewed at <http://www.ot.vt.edu/masterplan.asp>. An architecture firm, Hayes, Seay, Mattern & Mattern, was hired to do plan. It was felt that an outside firm would be more objective and have the additional advantage of having working knowledge and experience with other universities. The intent of plan is to identify where the university wants to be in ten years and determine how to solve problems in future. The number of cars on campus will continue to increase; at the same time, parking on central campus will likely decrease due to building infill. Student ridership on buses is very low and must be increased. The master includes several strategies such as building parking garages, providing satellite parking, zoned parking, changing roads to reduce traffic through campus, and installing traffic signals. All alternatives being considered have advantages and disadvantages, but it is highly likely that parking fees will increase as the university works to solve its transportation problems.

## **2. Announcements and Other Business**

- Planning for April and May meetings. Suggestions included legislative and benefits updates, as well current issues including budget reductions.
- Alternative severance option. Linda Woodard reported on this plan, which would allow the university to provide employees the opportunity to request to substitute for involuntary separation identified in the college or administrative area budget and personnel reduction plans. She emphasized that this is not a buyout program, and the state will not be implementing any buyout plans. Under the Alternative Severance Option, the state's severance benefits, which are provided to employees who are involuntarily separated for reasons other than performance, would be available to employees who are approved for this plan. Employee eligibility and the criteria for selection are described in a business plan approved for colleges or senior management units that intend to offer the alternative severance option to facilitate personnel reductions. Not all units will offer the option, nor will all employees who apply necessarily be selected to participate. The Board of Visitors has approved the alternative severance option for faculty members (note that tenured faculty cannot be laid off). However, the plan for classified staff requires approval at the state level from the state's Department of Human Resource Management, and this is still pending. The proposal submitted by the university was written so that it would be applicable to all state agencies, not just higher education, and does have the support of other state colleges and universities.

There being no further business, the meeting adjourned at 4:45 PM.

**COMMISSION ON CLASSIFIED STAFF AFFAIRS**  
**APRIL 19, 2002**

**Present:** Althea Aschmann, Pat Ballard, Dennis Cochran for Lay Nam Chang, Barbara Crawford, Paul Grist, Michele Holmes, Christine Porterfield, Donna Roberts for Mary Thompson, Becky Saylor, Joyce Skelton for Suzanne Piovano, Linda Woodard

**Absent:** Susie Ayers, Mike Koechlein, Sue Meredith, Wyatt Sasser, Mary Whitlock

**Guests:** Doug Martin, Personnel Services

Pat Ballard served as chair in place of Mike Koechlein. The meeting was called to order at 2:35 PM. The minutes of the March 22, 2002, meeting were approved with one correction.

### **1. Benefits and Legislative Update**

Doug Martin provided an update on the recent legislative session.

- **Cash Match:** there is no longer a waiting period for new employees to participate in the Cash Match program.
- **VSDP:** Enrollment will be reopened October 1 to December 31, 2002, with an effective date of January 10, 2003. All employees currently enrolled in the old sick leave plan will automatically be enrolled. Employee must opt out if they do not wish to participate. Currently sick leave balances can be banked to use to bring disability payments up to 100 percent. Any unused balance will be converted to VRS credit at retirement. The plan now includes employer paid long-term care.
- **Retirement Legislation:** Most legislation on retirement was postponed. A commission will meet for the next two years to study retirement; it is unlikely any changes will be made until after the commission has finished the study.
- **Health Care:** Rates will be going up July 1. Information is now being mailed to employees. However, the increase will not be as much as has been proposed by DHRM. Extra money was added to the funding by the Governor to offset some of the increase.
- **Under tax reform legislation** that became effective January 1, 2002, University faculty and staff are now able to tax shelter 100 percent of salary up to \$11,000 through their university 403(b) tax shelter program. Those over age 50 can shelter an additional \$1,000 in calendar year 2002. In addition to using the 403(b) program, tax reform legislation separated the 457 Deferred Compensation Plan from the 403(b) allowing faculty and staff to shelter an additional \$11,000 in the 457 program.

- There is still no information from Richmond on the bonus and leave, and related tax issues, budget issues, and contributions to tax shelter.
- Alternate Severance Option (ASO) recently approved by the Board of Visitors for faculty. The program allows an alternative to the state's layoff policy. Departments that have included layoffs as part of their budget reduction plans would be able to offer the ASO to longer term faculty rather than laying off instructors. Since the program has high up front costs, not all areas of the university will offer the ASO. The Board approval applies only to faculty. Approval for the program to be offered to classified staff has to come from the state. DHRM has reviewed the proposal and forwarded it on to the Governor's Office for approval.

## **2. Other Business**

- Virginia Public Service Week: The state has designated May 6-10 as Virginia Public Service Week. A note to dean, directors, and department heads has been sent out. Again this year, there was very little advance notice. Because of this, the university nominees for Governor's Awards were the President's Award for Excellence winners from last fall.
- May meeting: Since the date of the May meeting falls on the Friday before Memorial Day, it was decided to change the meeting to the preceding Friday, May 17, at the same time.

There being no further business, the meeting adjourned at 3:45 PM.