

**Commission on Classified Staff Affairs**  
**October 28, 2004**  
**10:30 AM – 12:00 PM**  
**325 Burruss**

**Present:** Emily Aleshire, Jean Brickey, Brandon Bull, Trudy Epperly, Rachel Holloway, Ken Miller, Phyllis Olinger, Donna Pitt for Gerhardt Schurig, Diane Reaver, Becky Saylor, Linda Woodard, Jon Wooge

**Absent:** Karen Boone, Teresa Lyons, Dianna Martin, Kellie Morris, Shelly Nichols-Richardson, Charles Stott

**Guest:** Doug Martin, Personnel Services

Chair Jean Brickey called the meeting to order at 10:35 AM. The minutes of the September 30, 2004, meeting were approved electronically with corrections. The chair distributed an updated commission roster.

### **1. Computer Privacy Policy, Final Reading and Vote**

The final draft of the policy was presented and discussed by the Staff Senate. Clarifications have been made regarding student and volunteer workers. Privacy issues will be addressed in the procedures rather than in the policy itself. It was moved and seconded that the policy be approved. The motion passed unanimously.

### **2. Reports**

- Benefits Committee - Becky Saylor

The committee has not yet had its October meeting.

- Staff Senate - Jean Brickey

The computer privacy policy was the main topic of discussion and was approved. The work on reorganizing the staff associations is continuing. The next senate meeting will be on November 18 at 11:30 AM in the Donaldson Brown auditorium where President Steger and Minnis Ridenour will discuss the charter university proposal and answer questions. All classified staff and wage employees are encouraged to attend. Information sessions have already been held for the extension units. The SGA is also sponsoring a session for the whole university community.

- Commission on Equal Opportunity and Diversity - Jon Wooge

The commission held meetings on October 11 and 25. Larry Hincker will attend the next meeting to discuss the charter university proposal. The incident of graffiti in Squires Student Center was discussed. Commission drafted letter and passed a statement on situation. Group discussions were held on climate issues. The exit survey recently conducted was reviewed. Separate surveys were conducted for faculty and staff, and the response rate was very good. The survey covered the past two academic years, and will be done on an annual basis in the future.

### **3. Benefits Update – Doug Martin**

- The Benefits Committee is continuing its review of benefits for part-time employees. It is also reviewing the 529 education plans and if there are any benefits to employer sponsorship.
- If the charter university proposal passes, the classified employees will become eligible for the optional retirement plans now available to faculty.
- There have been changes to the current sick leave plan. Employees with banked sick leave can use it for FMLA leave if they have exhausted all other leave.
- There are no anticipated changes to VRS for this year's General Assembly session. The focus at the present is on high risk jobs.
- Personnel Services will be sending out information on 403b tax shelters again.
- More and more employees are delaying retirement due to the cost of health care insurance. The state has continued to increase the amount of the subsidy for employees, but has done little for retirees.

### **4. Announcement**

On November 18, 2004, please join the Staff Senate for a meeting with President Steger and Minnis Ridenour about the Charter University, 11:30 AM to 1:30 PM in the Donaldson Brown Auditorium.

### **5. December Meeting**

The December meeting date must be changed due to the holidays. It was decided to meet on December 16, 10:00 to 11:30 AM.

### **6. Staff Employee of the Week**

The "Faculty Scholar of the Week" is selected from previous faculty award winners. It was decided that the staff employee of the week would be selected from past nominees for the President's Award for Excellence to get the program started. Linda Woodard will obtain copies of last year's nominees for the commission.

There being no further business, the meeting adjourned at 11:50 AM.

**Commission on Classified Staff Affairs**  
**February 1, 2005**  
**10:30 am-12:00 noon - 325 Burruss**

**Present:** Jean Brickey, Walter Hartman, Rick Hiller for Gerhardt Schurig, Ken Miller, Kellie Morris, Trina Pauley for Diane Reaver, Bradley Scott for Becky Saylor, Linda Woodard, Jon Wooge

**Absent:** Judy Alford, Brandon Bull, Trudy Epperly, Rachel Holloway, Teresa Lyons, Shelly Nichols-Richardson, Phyllis Olinger, Charles Stott

**Guests:** John Ashby and Mark Owczarski, University Relations; Dick Harshberger and Terri Tishman, University Leadership Development

Chair Jean Brickey called the meeting to order at 10:35 AM. The agenda was approved as presented. The minutes of the October 28, 2004, were approved electronically.

**1. Communications and Computer Access**

Linda Woodard provided introductory information about the computer access project, which was initiated last year in response to questions raised by the Staff Senate and the Commission for Staff Affairs about the increasing reliance on electronic communications by the university and the state. The program is designed to provide computer access for employees who do not have ready access to a computer in their jobs and are often not able to learn about university events and important announcements, view university policies and procedures, or view their own employee data on-line. A partnership was formed with Information Technology, University Relations, Personnel Services, and the affected areas. Dick Harshberger, who has served as the project coordinator, provided an overview of the project. He explained that most of the employees without easy computer access are in Facilities and Student Programs, and many work in locations remote from their home departments. As part of this highly collaborative effort, many departments have provided locations and Ethernet connections for computers, and Information Technology is assisting by providing the computers. Several colleges have offered access to the computer labs or other locations where computers will be placed to be available to housekeeping staff who work in those buildings. Initially, training for those who have little or no computer experience will be provided using a program developed and piloted by the Agriculture, Human and Natural Resources Information Technology office in the College of Agriculture and Life Sciences. The program will be introduced in stages beginning Spring 2005. A special portal page has been designed by staff in Information Technology to provide easy access to the most frequently used functions. Some questions were raised about the security of these computers, and Dick Harshberger responded that the computers will be re-assigned and that each will have a "home" with one of the sponsoring departments, which will assume responsibility for security.

Mark Owczarski and John Ashby reported that University Relations is also transitioning to more electronic communications. The publication of *Spectrum* has been discontinued and replaced with a daily news update via email. For those who do not have computer access at the present, a weekly newsletter is being distributed. However, when the computer access program is completed, this will eventually be discontinued. University Relations is also serving as a partner in the computer access project and will be assisting with communications about the program.

## **2. Classified Employee of the Week**

The commission has been asked to select employees to be recognized as the "Staff Employee of the Week," similar to the "Faculty Scholar of the Week" program of the Research Division. With the large number of nominations for the President's Award for Excellence and the Governor's Awards each year, Linda Woodard indicated that we could feature each of the nominees over the course of the year. Selection will be made from the nominees for last year's Governor's Awards and President's Awards. Commission members interested in serving on a subcommittee to work with Personnel on the procedures should contact the commission chair.

## **3. Charter University Update**

The charter university plan is being considered by the General Assembly. If it is passed as currently defined in the two bills, a period of discussion and negotiation of agreements will follow, so there would be no changes for employees in the immediate future.

## **4. Reports**

- Staff Senate - Jean Brickey

The main work of the senate at the present is the preparation for elections.

- Commission on Equal Opportunity and Diversity - Jon Wooge

The commission met twice in January. The main topic of discussion was the controversy surrounding Lee Hall. CEOD voted to send a resolution to the President that the name not be changed. There has been discussion as well regarding realignment of the commission membership and the groups represented. The commission is also working on a draft of principles of community for the university.

The next meeting of the commission is scheduled for February 24. There being no further business, the meeting adjourned at 12:05 p.m.

**Commission on Classified Staff Affairs**  
**March 24, 2005**  
**10:30 AM - 12:00 Noon – 325 Burruss**

**Present:** Judy Alford, Jean Brickey, Katherine Cachaper, Teresa Lyons, Phyllis Olinger, Diane Reaver, Becky Saylor, Charles Stott, Linda Woodard, Jon Wooge

**Absent:** Walter Hartman, Brandon Bull, Trudy Epperly, Rachel Holloway, Ken Miller, Kellie Morris, Shelly Nichols-Richardson, Gerhardt Schurig

**Guests:** Steve Mouras, Director of Transportation & Records Management; Richard McCoy, Parking Manager

Chair Jean Brickey called the meeting to order at 10:35 AM. The agenda was approved with one change.

**1. Appointments to Employee Benefits Committee and CEOD for 2005-2006**

Teresa Lyons volunteered to serve as the commission's representative on the Commission on Equal Opportunity and Diversity for the coming year. Becky Saylor agreed to serve as the representative on the Employee Benefits Committee if another reappointment is allowed.

**2. Parking and Transportation Update – Steve Mouras**

The university is working to improve pedestrian safety on Washington Street. While a number of changes have been implemented in the past few years, it is felt that additional improvements could be made. Changes to be implemented in the near future include: widening the crosswalks, eliminating on-street parking on the tennis court side of the street, more reflective markings, and changing the lighting to make it brighter. When the parking spaces are removed, the street center will be realigned and a bicycle lane will be added. On the dormitory side of the street, posts and chains will be added in hopes to discourage jaywalking. A review of the placement of crosswalks will also be conducted. The university plans to hire an engineering firm to review the lighting master plan within the next year and will include a pedestrian safety review as a part of the study. Many problems are enforcement issues, including bicycles on the sidewalk.

A traffic light will be installed at the intersection of Southgate Drive, Tech Center Drive, and Spring Road. A roundabout will be installed at the intersection of West Campus Drive and Washington Street. Parking garages will be built in the future, but are not likely to appear on campus for at least three to four years. The timeline will be determined by the growth of the university. It is also likely that most faculty/staff parking lots on central campus will eventually be gated.

### **3. Classified Employee of the Week – Linda Woodard and Jean Brickey**

Six commission members are working on writing the brief career highlights to be used for the Classified Employee of the Week program. Nominations from the 2004 President's and Governor's awards will be used. A link on the university's home page will be posted, and the information will reside on the Personnel Services home page. The Library has agreed to archive the information. All nominees have been contacted about the program and asked to have a photo made at Media Services if there is not one on file. It is hoped to have the first employee of the week posted in April.

### **4. Reports**

- Benefits Committee – Becky Saylor

The last committee meeting was cancelled.

- Staff Senate – Judy Alford

Most of discussion centered on Senate business. The Senate voted to approve the resolution changing the representation of the Commission on Equal Opportunity and Diversity. Kurt Krause was guest speaker; his focus was on parking issues.

Because of time constraints, he will return at a later date to discuss other issues.

Robin Atkins is working on this year's McComas Leadership Seminar.

- CEOD – Jon Wooge

The commission reviewed the proposal to change in the number of representatives on University Council. The Principles of Community written by the commission were approved by the Board of Visitors. David Travis and Fain Rutherford reviewed EOAA Policy 1025 on anti-discrimination and harassment.

In other business, Sue Ellen Crocker and Jean Brickey will meet with Linda Woodard to discuss greater participation of off-campus employees in the governance system. Voting for the Staff Senate elections will be done on line and is under way.

At the April 28 meeting, Dean Eileen Hitchingham will review the library's renovations and the new cataloging system to be implemented by August of this year.

There being no further business, the meeting adjourned at 12:00 PM.

**Commission on Classified Staff Affairs**  
**April 28, 2005**  
**10:30 am – 12:00 noon**  
**325 Burruss**

**Present:** Judy Alford, Jean Brickey, Katherine Cachaper, Walter Hartman, Rachel Holloway, Teresa Lyons, Phyllis Olinger, Diane Reaver, Becky Saylor, Charles Stott, Linda Woodard

**Absent:** Brandon Bull, Trudy Epperly, Ken Miller, Kellie Morris, Shelly Nichols-Richardson, Gerhardt Schurig, Jon Wooge

**Guests:** Eileen Hitchingham, Dean of Libraries; Doug Martin, Personnel Services

Chair Jean Brickey called the meeting to order at 10:30 AM. The agenda was approved as presented.

**1. Appointments to Employee Benefits Committee and CEOD for 2005-2006**

The individuals appointed at the last meeting are not eligible to serve for the coming year. Phyllis Olinger volunteered to serve on the Employee Benefits Committee, subject to the approval of her supervisor. An appointee to the Commission on Equal Opportunity and Diversity will be selected in the fall.

**2. University Libraries Reports – Eileen Hitchingham**

Dean Hitchingham gave an overview of library operations and plans for the future to assist the university with its goal of becoming a top 30 research institution. This summer the library will implement a new cataloging system for Addison. This new cataloging system will have many enhancements. The Library will no longer use VTLS as its cataloging system. Renovations are in progress in Newman Library. Plans include: centralizing Special Collections on the first floor; new study rooms have been added to the 4<sup>th</sup> floor and there will be a study room at the entry of the bridge from Torgersen to Newman Library; reopening the old entries facing the Drill Field and the Mall and consolidating services in that area; covering the center open area between the original building and the addition to create a center court; adding a coffee shop outside of the renovated Special Collections; and, building a storage facility beside Newman for quicker access to stored materials. The library has many challenges due to limited funding and the ever increasing costs of publications, both hard copy and electronic. Approximately 49 percent of the library's budget goes to collections, which is higher than average, while the library staff is smaller than average. In order to meet the vision of major research university, the library must build and sustain collections, preserve research for future generations, and provide up-to-date technologies.

**3. Computer Access for All Employees Update –Linda Woodard**

Personnel Services is continuing to work with Facilities and Student Affairs on providing locations for computers. The project is going very well with the colleges and those

hosting computer stations. Hopefully, additional employee training will begin in the summer. A progress update will be provided in the fall.

#### **4. Reports**

- **Benefits Committee – Becky Saylor**

A proposal for retirement benefits for part-time faculty has been completed and will be presented to the Board of Visitors. This year's legislative session produced no changes in retirement benefits. However, the state will increase health care premiums. The Higher Education Restructuring Act provides that the University would remain under the state's health insurance plan. Topics also considered by the Benefits Committee included options for providing short-term disability for grant-funded employees and feasibility of including summer pay in employee compensation when calculating retirement benefits.

- **Staff Senate – Jean Brickey**

Elections have been completed. Jean Brickey will serve as President. Judy Alford will serve as Vice President and will chair this commission. Sue Ellen Crocker, Carolyne Dudding, Wyatt Sasser, and Walter Hartman were appointed to serve on this commission in the coming year.

- **CEOD – Jean Brickey**

The commission discussed the anti-harassment policy, and recommended that the term "sex" be changed to "gender." The legal perspective is the same; however, the trend in recent years has been toward using "gender." The policy will cover all persons teaching courses, including graduate students and classified staff. David Travis is working on developing university training.

#### **5. Restructured Higher Education Financial and Administrative Operations Act Update - Linda Woodard**

The final restructuring bill has significant changes from the bill as originally presented to the legislature. The university will continue to work with UVA and William & Mary on management agreements to be presented to the General Assembly next year. The final version of the bill eliminated any flexibility in certain benefits; the University would continue to participate in the state's health insurance plan and workers' compensation program, and would not currently have the ability to offer the defined contribution plan to classified employees. The bill also stipulated that current classified employees will have the option to remain in the state's personnel system or convert to a university human resource system. The decision to change to the new system is irrevocable, but employees will be given the option at a minimum of every two years, but possibly more frequently. This will prove challenging to supervisors who may have employees working under different systems. No changes will be implemented until July 1, 2006, after the management agreements have been approved. Comparisons of a university human resources system with the state's classified personnel system would be provided to ensure that employees were well informed of the changes and impacts before having the opportunity to move to a different personnel system. Restructuring updates will



continue to be posted on the university's restructuring web site, <http://www.vt.edu/restructuring/>.

## **6. Benefits Updates – Doug Martin**

Open enrollment for health care is in progress. The deadline for employees to make changes to their health care plans, and begin or renew flexible spending plans is May 16.

The management and oversight of optional retirement plans (ORPs) will begin July 1, 2005. Virginia Tech and some other universities opted out from VRS oversight of the faculty defined contribution retirement plans. As of July 1, 2005, the university will have the responsibility for managing the plans, making prudent investments, and contracting with approved vendors. The authorized vendors will be TIAA-CREF, Valic, and Fidelity. Faculty who are currently enrolled in other plans will be required to put any new funds into one of these three plans. However, employees will not be required to move any contributions already invested with other vendors prior to July 1, 2005. Personnel Services will work with employees to make any necessary changes. Information sessions will be held in May and June.

## **7. Other Business**

- There is no new information as yet on the raises scheduled for November. It will probably be late May or June before Personnel Services receives any information from the Department of Human Resource Management.
- The next meeting will be May 26. Jean Brickey will contact Randy Marchany about doing a presentation on computer security.
- The McComas Leadership Seminar is scheduled for May 5. The speaker will be Kyle Hauth, and this year's theme is "Dancing with Jellyfish."

There being no further business, the meeting adjourned at 11:55 AM.

**Commission on Classified Staff Affairs**  
**May 26, 2005**  
**10:30 AM – 12:00 Noon**  
**325 Burruss**

**Present:** Judy Alford, Jean Brickey, Ken Miller, Diane Reaver, Becky Saylor, Charles Stott, Linda Woodard, Jon Wooge

**Absent:** Brandon Bull, Katherine Cachaper, Trudy Epperly, Walter Hartman, Rachel Holloway, Teresa Lyons, Kellie Morris, Shelly Nichols-Richardson, Phyllis Olinger, Gerhardt Schurig

**Guest:** Randy Marchany, Director, IT Security Lab

Chair Jean Brickey called the meeting to order at 10:30 AM. The agenda was approved as submitted

**1. Guest Speaker: Computer Security – Randy Marchany**

Identify theft is becoming an ever increasing problem, particularly in education. A great deal of personal information is available on the web. Software vendors are compounding the problem by selling poorly designed software. Computer users must take steps to secure their computers and safeguard data. Currently, 95 percent of the campus has wireless service available, and many employees are using wireless connections on and off campus. Users should ensure that they are using an encrypted service. Currently, much spam is filtered, particularly from known “spammers.” However, there is still a great deal that cannot be filtered. Employees need to be careful when opening email, particularly attachments, from unknown sources. The VTNET CD, available at no cost to faculty, staff, and students, contains software to assist in keeping computers safe.

**2. Approval of Minutes**

The minutes of the April 28, 2005, meeting were approved as presented.

**3. Reports**

- **Benefits Committee – Becky Saylor**

There was no meeting in May.

- **Staff Senate – Jean Brickey**

The senate is working on the transition of officers. The senate is also working to assist in setting up associations in areas that have no representation or active staff association at this time.

- **CEOD – Jon Wooge**

The last meeting for this academic year was May 9. Ray Plaza will chair the commission next year. Two names were forwarded to the President's Office for two at-large seats. The commission will also be electing two new at-large representatives for University Council, one student and one faculty or staff. Elections are currently in process for next year's members.

#### **4. State Perks Card – Linda Woodard**

The PerksCard is a program being implemented by the state's Department of Human Resource Management. The PerksCard program provides employee discounts for a variety of services and products. . Some information is available on their website, <http://www.dpt.state.va.us/>. Cards were distributed at Staff Appreciation Day in May. Personnel Services has requested additional cards to distribute to faculty and staff on and off campus, and hopes to mail these to departments before the beginning of fall semester.

#### **5. Next Meeting in the Fall 2005**

Judy Alford will serve as the chair next year, and will schedule the next meeting after the semester begins.

There being no further business, the meeting adjourned at 11:55 a.m.