

Commission on Classified Staff Affairs
August 17, 2006
3:00 p.m., 325 Burruss Hall

Present: Judy Alford, Jean Brickey, Catherine Caldwell, Lay Nam Chang, Maxine Lyons for Sue Ellen Crocker, Walter Hartman, Cathy Hill, Kenneth Miller, Fred Piercy, Diane Reaver, Wyatt Sasser, Becky Saylor, Linda Woodard

Absent: Alicia Cohen, Carlyne Dudding, Shelly Nickols-Richardson

Chair Judy Alford called the meeting to order at 3:00 PM. Commission members introduced themselves. The chair stated that the purpose of this meeting is to plan the commission's goals for the coming year. She and the other commission chairs will be meeting with President Steger shortly, at which time she will present these goals.

1. Change name of commission to Commission on Staff Policies and Affairs (CSPA). This is being done in order to accurately reflect the commission's purpose to represent all staff. With the addition of University Staff effective July 1, 2006, the change became necessary. (A copy of the resolution is attached.)
2. Staff Employee of the Week – Members of the commission will continue to support HR in writing the articles for employee of the week. Review / develop procedures for identifying individuals for employee of the week when there are not enough to pull from the President's award and Governor's award.
3. Publicity/Awareness – Work with HR and Staff Senate to promote communication / publication of information regarding new HR policies and obtain staff input.
4. Staff Development -- The commission will work closely with Human Resources to provide input on staff training and professional development needs, promote support for staff development and publicize programs.
5. Work with HR to promote / review policy for flex work schedule, alternate work schedule as well as leave policies. Staff are not familiar with the different types of leave (e.g. jury duty).

Issues from last year for continuing discussion

- Computer Access for All Employees

The commission is concerned that many employees still do not regularly use computers to access email or the university's web page, which hampers communication efforts. However, more employees now have computer access in a number of areas with the support of the colleges and administrative units. Commission members inquired about the status in the Student Programs areas.

Human Resources is evaluating the initial stage of this effort and is willing to continue to work with departments to assist them in providing access.

- **Alternate Transportation**

The commission decided to invite Steve Mouras to provide an update on the van pool proposal, as well as other transportation issues.

Other Business

After a review of calendars, the fourth Thursday of the month, 10:00 to 11:30 AM was proposed for the regular commission meetings. The meeting was later confirmed for this time and will be held in room 325 Burruss Hall.

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

Commission on Classified Staff Affairs
September 28, 2006
10:00 a.m., 325 Burruss Hall

Present: Judy Alford, Jean Brickey, Catherine Caldwell, Lay Nam Chang, Alicia Cohen, Sue Ellen Crocker, Cathy Hill, Eric Johnson, Emily Mashack, Diane Reaver, Becky Saylor

Absent: Carolyn Dudding, Walter Hartman, Kenneth Miller, Shelly Nickols-Richardson, Fred Piercy, Wyatt Sasser, Linda Woodard

Guests: Sam Camden, Student Programs; Curtis Mabry, Human Resources; Steve Mouras, Director of Transportation

1. Approval of Agenda

Chair Judy Alford called the meeting to order at 10:00 AM. The agenda was approved as presented.

2. Reports

- CEOD – Sue Ellen Crocker

The commission's first meetings have focused on establishing task forces and committees for the current year.

- Staff Senate – Jean Brickey

At their August meeting, the university's Board of Visitors appointed the Staff Senate President, currently Jean Brickey, to the Board as a non-voting representative.

At the September meeting, the recently revised Virginia Tech home page was discussed. At the next meeting, scheduled for October 19, Linda Woodard will discuss the status of higher education restructuring.

- Name Change Status – Judy Alford

The resolution to change the name of the commission to "Commission on Staff Policies and Affairs" had its first reading at University Council without comment. Assuming that the vote is positive at the second reading, the resolution goes to the President for his approval. It will then be presented to the Board of Visitors for final approval at their meeting in November.

3. Update on Transportation Issues – Steve Mouras, Director of Transportation

Transportation Services includes Transportation, Parking Services, Fleet Services, Air Transportation Services, Blacksburg Transit, and Alternate Transportation, which covers ride-sharing services, bikeways, and carpooling. Currently, his office is working on a proposal to begin a vanpooling service. The service would be offered to employees who work in the outer areas of Montgomery County, and neighboring counties of Floyd, Pulaski, and Giles. The Fleet Services would purchase a small number of vans, which

they would maintain and provide fuel. Groups of riders would be formed, with one person volunteering as the driver and another as the alternate driver. The van would be parked in a central location, and riders would drive to that spot. The costs would be divided among the riders, with the driver paying a smaller share. There are still many details to be worked out, but it is hoped that the program can be offered sometime early next year.

Other challenges include the loss of parking spaces when buildings are built on existing lots. Parking garages are part of the master plan, and three are likely to be built in the next several years. The cost of parking permits will have to increase significantly to cover the costs. Many options will have to be explored to deal with the increase, and may include building remote lots with shuttles to central campus, charging for permits based on salary, and zoned parking where permits to park close to buildings will cost more. All of the possible solutions have their own drawbacks and could create new problems. The cost of parking is an especially serious issue for employees in the lower pay bands. Even now, the cost is having a negative effect the willingness of individuals to apply for these jobs, and increasing the costs will exacerbate the problem.

4. Discussion of a Possible Resolution to Add a Staff Representative to the Board of Visitors as a Non-Voting Seat on University Council

Now that a non-voting staff representative has been added to the Board of Visitors, it has been suggested that this staff representative be added as an ex officio member of the University Council. The chair will draft a resolution to amend the University Council Constitution to add the staff representative to the Board of Visitors as an ex officio member of University Council, and will forward it to members for their review and approval.

5. Other Business

The Graduate School is currently considering a proposal would require applications by employees to the Graduate School be signed the employee's supervisor and/or department head. This affects mainly staff and A/P faculty. While supervisors do need to know when an employee has been accepted and will be attending classes, there was a question why the signature is necessary simply to apply. There was concern expressed that this might discourage some employees from applying. A meeting has been scheduled with representatives from the Graduate School, Human Resources, the Office of the Provost, the Commission on Administrative and Professional Faculty, Staff Senate, and this commission.

6. Staff Employee of the Week

The chair requested volunteers to assist with the write-ups for the "Staff Employee of the Week" to be featured weekly. Since there are only a total of 18 nominees, the commission will need to find other sources to fill in the remainder of the year.

The next meeting is scheduled for October 26. There being no further business, the meeting adjourned at 11:35 PM.

Commission on Staff Policies and Affairs
January 25, 2007
10:00 a.m., 325 Burruss Hall

Present: Judy Alford, Jean Brickey, Catherine Caldwell, Lay Nam Chang, Sue Ellen Crocker, Emily Mashack, Fred Piercy, Becky Saylor, Diane Reaver, Wyatt Sasser, Linda Woodard

Absent: Alicia Cohen, Carlyne Dudding, Walter Hartman, Cathy Hill, Eric Johnson, Ken Miller, Shelly Nickols-Richardson

Guest: Dixon Hanna, Associate Provost for Academic Planning, Resources & Space

Chair Judy Alford called meeting to order at 10:05 a.m. The agenda was approved with revisions.

1. Speaker – Dixon Hanna

The university is looking for ways to increase its space for research. The CRC now has three new buildings underway, and a fourth will be started soon. Available space at the CRC for new buildings is limited. The original track of land as zoned for the CRC has but one or two parcels left for development. The university is now leasing the old VBI facility, RB XV, as swing space for research groups who have no space on campus. However, some research projects have very special requirements because of special or sensitive equipment. The university is using indirect cost recovery to pay for leased space for research.

The state approved general obligation bonds for campus buildings, but the expenditure of the money has been spread over six years. Inflation in construction costs over the years has required significant adjustments to be made. Additional laboratory space for life sciences is currently being built. Life Sciences I behind Litton-Reaves is scheduled to be opened this fall. The new ICTAS building on Turner Street is scheduled to be completed in March 2008. Other lab space needing renovation is Derring, Davidson, and Randolph.

The General Obligation Bond (GOB) program also includes a series of renovation projects. Currently part of Burruss is being renovated for several departments in the College of Architecture and Urban Studies. A second renovation project that will soon go out on bid is Henderson, currently occupied by several groups, Theatre Arts, Music, and Art and Art History. Other buildings scheduled for renovation or additions include Agnew, Cowgill, McComas, and Litton-Reaves. Price and Sandy are also under consideration in the capital planning process for major renovations. Renovations to older buildings can be especially problematic. The cost to bring these older buildings up to current codes can be very expensive, and often result in less desirable space. Classroom renovation was also included in the GOB program. Classrooms must be renovated before new instructional technology can be added. The first phase of eight

classrooms scattered across campus has just been completed. An additional 3000 seats are needed to allow more flexibility in class scheduling and usage.

2. Updates

- Resolution 2006-07B to Add the Staff Senate President as a Non-Voting Member of University Council

The resolution has had its first reading at University Council; the second reading will be at the meeting on February 5. It will then go to the president and the Board of Visitors.

- Update for President and Provost

Judy Alford and other commission chairs met with the president and provost to update them on this year's goals. Both were pleased with the commission's progress.

- Discussion of Staff Leadership Award (Linda Woodard)

A small working group has begun to outline the components of the proposed university staff leadership award. It will be co-sponsored by the commission and Human Resources. It will focus specifically on leadership, which would be broadly defined and not limited to participation in the university's governance system. The group proposes that: the award be given annually; nominations may be made by any member of the university community and self-nominations will be accepted; two letters of endorsement will be required, but no more than three will be accepted; the award will consist of a monetary award and a plaque or other non-monetary award. There was discussion on whether the department head of the individuals nominated should be required to provide one of the letters of support. It was decided that a letter would not be required, but the department head should sign the nomination form. It was felt that the department should at least be aware of the nomination of an employee in the department. The award presentation will be included as part of the McComas Leadership Seminar held annually in May. Funding for the award has not yet been confirmed. The group will write up the award proposal and present it to the commission at a later meeting this spring. It is hoped to present the first award in May of 2008.

- Staff Employee of the Week

All award nominees will be featured by the end of February. Beginning after spring break, the governance members will be featured until the end of the semester. This will include Staff Senate officers as well as the various staff association officers.

3. Reports:

- Benefits Committee – Wyatt Sasser

The main topic discussed at last week's meeting was short term disability for research faculty. These faculty members earn 10 hours of sick leave per month and are not eligible for VSDP unless they are in VRS. The intent is to bridge the gap

between the onset of a significant sickness or disability and the six months wait before long term disability begins.

- CEOD – Sue Ellen Crocker

CEOD received a document drafted by the Faculty Senate's Ethics Committee. A proposed draft describes the role of the Faculty Ethics Committee relating to consideration of faculty behaviors alleged to be in violation of the Principles of Community. Of concern to CSPA was the inclusion of a statement regarding the Staff Senate's role in addressing issues of behavior regarding individual staff members. The university has policies and procedures for dealing with staff members, and therefore the Senate did not support including reference to staff in the Faculty Senate proposal. The Staff Senate, however, could provide an educational component for staff. Sue Ellen will provide updates as the document is revised.

- Staff Senate – Jean Brickey

In some previous years, the McComas Leadership Seminar has invited representatives from one or more other universities to participate in the seminar. Staff members from ten Virginia universities will be invited to participate in the McComas Leadership Seminar this spring.

An invitation will be sent to all salaried staff members regarding the Employee Advisory Committee to be formed as part of the restructuring process. Interested individuals will be asked apply, and 20 individuals will be selected by a working committee of the Staff Senate. It is hoped to have a diverse group that will cover all aspects of the university.

The next meeting is scheduled for February 22. The speaker will be Tom Gabbard from Athletics. There being no further business, the meeting adjourned at 11:45 a.m.

Commission on Staff Policies and Affairs
March 22, 2007
10:00 a.m., 325 Burruss Hall

Present: Judy Alford, Jean Brickey, Alicia Cohen, Sue Ellen Crocker, Jack Finney for Lay Nam Chang, Walter Hartman, Eric Johnson, Diane Reaver, Wyatt Sasser, Becky Saylor, Linda Woodard

Absent: Catherine Caldwell, Carolyne Dudding, Cathy Hill, Emily Mashack, Ken Miller, Shelly Nickols-Richardson, Fred Piercy,

Guests: Tom Gabbard, Athletics; Richard McCoy, Parking Services; Cara Walters, Athletics; Kirk Wehner, Human Resources

Chair Judy Alford called the meeting to order at 10:00 a.m. The agenda was approved as presented. Minutes of the February 22 meeting were approved electronically with one correction.

1. Speaker: Tom Gabbard

The Athletics Program is currently undergoing a study in order to be recertified by the NCAA, which is required every ten years. The study takes 18 to 24 months and is conducted by outsiders. The three main areas of review include: governance and commitment to rules compliance; academic integrity; and equity and student-athlete well-being. A university steering committee directs the work of the three subcommittees which address each of these areas. The steering committee will prepare a self-study with documentation to present to the NCAA by May 1 of this year. The NCAA will review the study, and then visit for two to three days in September or October. In early 2008, the reviewers will announce their recommendation. The university can be fully certified, certified with conditions, or not certified. Most schools are certified with conditions, and given a specified time to make changes. Among the many items focused on are how the university governs athletics, how they are integrated into the university, academic integrity, and observance of the rules, not only by athletics staff, but also by boosters. Student athletes are required to take 12 hours every semester and pass 9, or they are not eligible to play. Students must also make satisfactory progress toward graduation each academic year to remain eligible. Information on the certification process is available at <http://www.ncaacert.vt.edu>.

He also discussed the impact of weekday football games. While he realizes that the games can be an inconvenience, he asks that faculty and staff bear with them since it is only once a year. Schedules and logistics are, in many ways, controlled by television. Athletics does make changes each year to minimize disruptions. This year they plan to staff the parking lots earlier to discourage tailgaters from blocking employee cars. He also noted that Athletics does pay Parking Services for support as well as sharing profits.

2. Updates

- Resolution 2006-07B (Add Staff Senate President as Non-Voting Member of University Council)

The resolution will be presented to the Board of Visitors at their June meeting.

- Virginia Tech Employees' Spouses and Dependent Scholarship Fund
Jean Brickey volunteered to serve on the fund committee.
- Benefits Committee
Becky Saylor had volunteered to serve, but she is not eligible for another term. It was decided to wait until fall when the commission reconvenes and ask for volunteers among the new members.
- Staff Appreciation Day
Additional volunteers are needed for the planning committee. Please send the names of volunteers to Judy Alford.
- Leadership Award
Linda Woodard provided drafts of the proposed program, which incorporated comments from the January meeting. It was decided to include non-student wage employees. The working group will begin working on the process for reviewing nominations, and mechanisms for publicizing the award. The criteria should also include criteria for individuals who are not in a supervisor, manager, or team leader role. It will also include wording to allow senior management to piggyback onto the program for leadership awards in their areas. It will be proposed that all nominees get a certificate, special recognition for the top award finalists, and a monetary award for the winner.

3. New Business – Staff Emeritus

Jean raised question about emeritus status for staff similar to that awarded to some faculty. There is policy; however, it provides no provides guidance on the conditions and circumstances for awarding the status. Pat Hyer from the Provost Office will be invited to the April meeting.

4. Reports

- Benefits Committee – Wyatt Sasser
Minutes of the last meeting have been sent electronically to commission members.
- CEOD – Sue Ellen Crocker
Task forces are meeting, trying to define where diversity should be placed in the job performance to allow more feedback. The commission is also working on descriptions of relevant policies on principles of community, and the supporting policies.
- Staff Senate – Jean Brickey
VCU has invited to go to Jean Brickey and Judy Alford to attend their April 30 staff leadership seminar.

The next meeting is scheduled for April 26, 2007. There being no further business, the meeting adjourned at 11:30 a.m.