

Minutes
Commission on Staff Policies and Affairs

January 27, 2015 – 2 p.m. – NEC Conference Room 3600

Present: Bonnie Alberts, Judy Alford, Catherine Caldwell, Mary Christian, Carolyne Dudding, Sam Easterling, Jamie Hollimion, Hal Irvin, James McClellan, Alex Parrish, Julie Shumaker, Sue Teel

Absent: Osman Ahmad, Kim Dulaney, Alexander Leonessa, Janet Murphy, Robert Sumichrast

Call to Order

The meeting was called to order at 2:00 p.m.

Alex Parrish, Chair, informed the group that there would be no speaker at today's meeting.

Approval of Agenda

Agenda was approved as written.

Committee Reports

Sue Teel reported that two issues being discussed by the **Employee Benefits Committee** are communication and tuition waivers and reimbursements. The committee will be trying to find ways to increase communication in the best way possible. The committee is looking forward to the release of the new employee dashboard. Sue asked for suggestions from the group for finding the best way to communicate with employees.

The committee is finding that employees are stating that they are not aware of the tuition reimbursement/wavier benefit. Sue brought up the past partnership with NRCC that allowed staff to take classes through NRCC and is unsure why that program is not in place at this time. The process can be very overwhelming and confusing and there is a need to create a step by step guide with information about requirements and procedures. Sue recommends CSPA raise awareness for the program and review the process and requirements and create a guide that can be posted to the website.

The last item for the Employee Benefits Committee is the supplemental insurance bid. JMU has the insurance plans out to bid. This will allow employees to purchase supplemental insurance at a greatly reduced group rate. Judy Alford suggests that CSPA review the disability policy to increase the leave time from five weeks paid to six weeks, to more closely correspond to new Federal guidelines.

Judy Alford gave a CEOD Update:

- CEOD is revising their charge / mission statement to better reflect their purpose. This is in the beginning stages and will be forwarded through the governance system.
- CEOD is also looking at adding ethnicity to the Principles of Community.

- The notice regarding religious holidays and scheduling of events was published through the VT news during early December. The committee is revising the notice so that it can be sent out quarterly.
- CEOD is working on two resolutions regarding CEOD's purpose and mission at the university. The resolutions are an effort to ensure the committee is kept up-to-date and informed on issues from the InclusiveVT group.

Alex thanked Lesa for all of her work for the committee and welcomed Amanda Lucas. The new leave system will be in place in July, the pilot program should be released in May. The President's Award for Excellence deadline for nomination is Sunday. Numbers are low this year; members were urged to encourage people submit nominations. The fact that so many awards deadlines are at the same time puts a strain on individuals who have to review and approve nominations. One solution could be to change the deadlines so that submission to the reviewers and approvers are staggered with submission to the final selection committees.

There has been no communication regarding the 2015 McComas Staff Leadership Award and the McComas selection committee needs to be named. Sue Teel volunteered to serve on the McComas award committee. Bonnie Alberts volunteered to serve on the Staff Career Achievement Award committee.

Alex spoke to the group about using a text alert system to communicate with faculty, staff and students. He asked the group if they felt like this initiative should come from CSPA. The group will start meeting with other groups to brainstorm and map out the specifics.

Commission heads met with the President last week. CAPFA is reviewing the grievance policy. Student Affairs gave an update about the pilot phase of the child care initiative for grad students. Scholar will be replaced in the future, as there is currently a pilot program being used by a department on campus. Ensemble is being replaced with an Adobe based system on June 1st.

There were no further committee updates.

Adjournment

There being no further business, the meeting was adjourned at 2:55 p.m. The next meeting will be February 24, 2015, 2:00 - 3:30 pm in North End Center, Conference Room 3600.

Respectfully submitted,

Amanda Lucas
CSPA Support Staff