

# MINUTES

## Commission on Staff Policies and Affairs

*Date | time* 9/25/2018 2:03 PM | *Meeting called to order by* Tammie Smith

### Approval of Agenda and Minutes

Members Present: Tammie Smith, Sue Teel, Susan Hughes (for Bryan Garey), LaTawnya Bureson, Robert Sebek, Lori Buchanan, Teresa Lyons, Betty Wilkins, Judy Alford, Mary Helmick, Margaret Radcliffe, Susanna Rinehart, Hazem Sharaf, Lisa Boothe and Rosemary Blieszner

Minutes: The minutes from the June meeting were approved electronically with no revisions.

Agenda: Approval of the agenda was moved and seconded. The agenda was approved unanimously.

Introduction of Members: Chairman Smith requested that everyone introduce themselves since this was the first meeting of the new academic year.

Review of Commission Charge: The commission's charge was provided to all members via the agenda.

### New Business

Staff@VT Taskforce Meeting Update: Met through the summer of 2018. Key areas that were addressed were:

- Pay
- Recruiting
- Professional Development
- Parking

The work done by this taskforce is considered as Phase I. The committee's report will be presented to the BOV in November. Chairman Smith asked for feedback on this report be provided back to her.

The commission goals for the 2018-2019 academic year have been identified as:

- Child care issues, benefits
- Mandatory Holiday Closings
- Improving upon the president's endorsement of shared governance participation
- Training for staff on how to develop themselves
- New benefits for university staff under the Restructuring Act
  - UVA and W&M have already offered new benefits and compensation models
- Benefits for Wage Staff
- Taskforce Issues

Commission Subcommittees are being formed for this year. Expectation for the subcommittees is that the groups work separately from the monthly CSPA meetings. Guidelines will be sent out by Chairman Smith that overview how these subcommittees should do their work. Members should expect brainstorming to identify barriers and then to come up with suggested action steps. Subcommittee work will be expected to be well underway by the time of our November meeting.

Mandatory Winter Closing: (Survey of options, benchmarking to other state institutions, presentation of current policies)

- LaTawnya Burrelson (\*)
- Mary Helmick
- Sue Teel
- Betty Wilkins

Pay and Benefits: (Wage staff benefits, compensation packages, childcare, community services for lower pay band, retirement packages)

- Teresa Lyons
- Susanna Rinehart
- Lisa Boothe
- Judy Alford (\*)

Recruitment and Retention: (Training staff on how to help themselves, participation in university governance, childcare, supervisor training, potential changes/enhancements to annual evaluation process for staff)

- Margaret Radcliffe (\*)
- Lori Buchanan
- Sally Shupe
- Hazem Sharaf

(\*) designates team lead of subcommittee

Additional Officers and Representative for other commissions and committee

- Staff representative from CSPA to the Employee Benefits Committee: Sally Shupe
- Virginia Tech employees spouse and dependent scholarship committee representative: Margaret Ratcliffe
- Staff Career Achievement Award Committee Representative: Judy Alford, Sue Teel, LaTawnya Burleson

The October meeting will be a presentation on the Strategic Planning process. All commission members are reminded to bring their laptops to the next meeting. Part of the presentation will require immediate input through an electronic device.

The meeting was adjourned at 3:08 PM.

Respectfully Submitted by Mary Helmick