

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

July 12, 1995

PRESENT: John Ashby, Pat Ballard, Jeanette Bowker, Marge Dellers, William Dougherty, Spencer Foster for Ann Spencer, Betty Greene, Wyatt Sasser, Tony Sutphin

VISITORS: Clara Cox, Spectrum

Wyatt Sasser called the meeting to order at 1:35 p.m. Sasser introduced himself and thanked the members for serving on the commission for the coming year. He then asked members to introduce themselves.

Sasser handed out the meeting schedule for the year (second Tuesday of each month, 1:30-3:00 PM, in 400 Burruss). He then reviewed the commission's charge and responsibilities within the university governance system. He also noted that two university committees, Benefits and EOAA, report to the University Council through the Commission on Classified Staff Affairs.

Sasser advised the commission that the Faculty Senate has a member who attends Board of Visitors meetings, invited by president. It was noted that the undergraduate and graduate student representatives are non-voting members of the Board. After some discussion, it was agreed that the commission would like to pursue having a Staff Senator attend Board of Visitors meetings at the invitation of the president. Sasser will follow up with the Staff Senate.

Sasser asked that the members be thinking about projects for the commission to focus on this year. Some topics suggested include benefits for wage personnel, the accreditation process, and leave accrual. He stressed that these must be Virginia Tech issues, not state issues. Send any suggested projects or agenda items to his e-mail at JSASSER@VT.EDU.

There being no other business, the meeting adjourned at 2:35 p.m.

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

September 13, 1995

PRESENT: John Ashby, Pat Ballard, Jeanette Bowker, JoAnn Craven for Wayne Worner, Marge Dellers, William Dougherty, Spencer Foster for Ann Spencer, Betty Greene, Lenwood McCoy, Peggy Rasnick, Wyatt Sasser, Chuck Shorter, Tony Sutphin

VISITORS: Clara Cox

Wyatt Sasser called the meeting to order at 1:35 p.m. The minutes were approved as written. Sasser announced that Minnis Ridenour will attend the October 11 meeting. He requested that all members attend if at all possible.

Gym Fees: Bill Dougherty distributed copies of a draft letter written with Pat Ballard at the request of the commission regarding the usage fee for War Memorial Hall facilities by staff and faculty. Two of the main concerns stated in the letter are the erosion of benefits and the lack of communication. Sasser stated that part of the fee is being assessed to pay for a new facility. He feels it is unfair to ask faculty and staff to pay to use building paid for by tax dollars. Peggy Rasnick suggested that the word "privilege" should be used, rather than "benefit." In response to a question about payroll deduction for the fee, Lenwood McCoy said that the Controller's office was contacted only two weeks before the fee was to be implemented. This was not enough lead time to integrate it in the payroll system. Sasser said he felt that since this affects faculty and staff, it should have been brought to governance system for information purposes at least. Jeanette Bowker felt that the commission should ask for something in the letter. It was agreed to ask that the fee be rescinded. The letter will be addressed to Dr. Torgersen with copies to Bill Campion, Lanny Cross, and the Faculty Senate. Dougherty will redraft the letter with changes as discussed. Sasser will distribute it electronically and asked that members respond by September 21.

Wage Insurance: Sasser noted that this matter was brought to the Staff Senate's attention at the last meeting. Wage employees do not have access to benefits, although temporary faculty can purchase health insurance. Staff Senate will discuss it at an upcoming meeting which Doug Martin will attend. It was suggested that the Benefits Committee work on this. Betty Greene noted that with the current administration in Richmond that more and more salaried employees are being replaced by wage. Spencer Foster noted that most wage policies are set by the state and the university is limited as to what it can do in this area. It was moved and seconded that insurance for wage employees be studied by the Benefits Committee. The motion passed.

Decentralization: Foster informed commission that the first Decentralization Task Force meeting is set for October 9. Tony Sutphin is the commission's representative.

EO/AA Committee: Sutphin reported that the university plans to come out very strongly in favor of affirmative action and plans to issue a letter. He will bring the letter to the commission for review. There are many issues, and it should be an active year.

Smoking Policy: Foster reported that Ann Spencer is pulling together a task force. However, this has been delayed due to the many demands put on her time from Richmond. Sasser noted that there is a great deal of concern on campus regarding this issue, and he hopes that it can be done within a timely manner.

There being no other business, the meeting adjourned at 2:45 p.m.

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

October 11, 1995

PRESENT: John Ashby, Pat Ballard, Jeanette Bowker, Marge Dellers, William Dougherty, Betty Greene, Lenwood McCoy, Joyce Randall for Wayne Worner, Peggy Rasnick, Wyatt Sasser, Chuck Shorter, Ann Spencer, Tony Sutphin, and Jon Wooge

VISITORS: Clara Cox, Spectrum; Minnis Ridenour, Executive Vice President; Jackie Eaves, Employee Benefits Committee

Wyatt Sasser called the meeting to order at 1:35 p.m. The minutes were approved with one correction.

1. Guest Speaker: Sasser introduced Minnis Ridenour, Executive Vice President, who updated the commission on the discussions underway regarding university restructuring and privatization. The Governor is encouraging state agencies to explore privatizing some services. The goal would be to reduce costs to students and other university customers. Virginia Tech is a very broad and complex organization made up of components in instruction, sponsored programs, Cooperative Extension, agricultural and non-agricultural experiment stations, and auxiliaries. The university also has private corporations, such as the Virginia Tech Foundation and Corporate Research Center, and is a member of various authorities and commissions. The university is currently exploring how it could separate some auxiliary support units, which must be 100 percent self-supporting, from state control. Employee benefits would be similar to what is provided to the university's private corporation employees. The university will work with the Virginia Retirement System to protect current employees' retirement benefits. It is felt that services can be provided in a more cost effective manner by a non-profit private entity that would not have to operate under the restrictions imposed upon state agencies. Pat Ballard said she had read that George Mason University had contracted with outside corporations for some of their services. Ridenour replied that there were no plans to go outside the university to contract for services. John Ashby asked about the salary structure and benefits, and if layoffs were anticipated. Ridenour said that layoffs were not anticipated, and current employees would maintain their salaries and benefits. The salary structure, as with current private corporations, would be in line with the state structure. Jeanette Bowker asked how such entities would report within the university. Ridenour replied that they would report to the university's Board of Visitors as do other private corporations. Ann Spencer noted that meetings with employees in the affected areas will be held as the planning continues.

2. Gym User Fees: Ridenour explained the reason behind the implementation, then reversal of the user fee for the gym. In previous years, the legislature has provided funds for the maintenance of recreational facilities. Last year the legislature eliminated the funding. Therefore, the university could not use state funds to maintain the recreational portion of the building maintenance costs. Private funds were found to cover the costs this year; and, therefore, the user fee was rescinded. He noted that the implementation of the fee was discussed at the University Advisory Council on Strategic Budgeting and Planning and that the Staff Senate does have a representative on the council. However, he did agree that the implementation was poorly communicated. Ballard asked if there were some other way to fund the costs, rather than passing them on the staff and faculty. Ridenour responded that unless private funds could be found again next year, a fee would have to be charged since, by state law, no E&G funds can be used. He noted that the new recreational facility will be built and maintained 100 percent by user

fees.

3. Employee Benefits Committee: Sasser introduced Jackie Eaves, who is the commission's representative on the committee. Eaves reported that the committee will meet on October 27. Sasser added that he had forwarded to the committee's chair, Jim Bohland, the commission's request that health benefits for wage employees be added to the agenda.

4. Decentralization: Spencer reported that the Decentralization Steering Team had its first meeting on October 9. The team includes Tony Sutphin, the commission's representative; Bob Madigan, Department of Management, and Neil Hauenstein, Department of Psychology, both faculty members who are familiar with Personnel Services and the human resources area; Vera Kidd, Residential and Dining Services, one the largest departments on campus; and Personnel Services representatives. The first meeting was mainly orientation to the history of decentralization. The team will meet again in late November to begin discussing pilots and related issues. Spencer expects the work to proceed slowly and carefully at first, since it has such a direct impact on employees. Sutphin added that he was excited about the work and is pleased that the governance system is involved.

5. EO/AA Committee: Sutphin reported on an incident that was brought to his attention regarding sexual harassment involving electronic mail (e-mail). He noted that e-mail is not covered specifically in the sexual harassment policy. There was discussion of whether or not it was necessary for the policy to specifically list e-mail in order for it to be covered under the policy, and whether it was covered under the policy on acceptable use of computers. It was moved and seconded that the EO/AA Committee address the issue of harassment by e-mail. The motion passed.

6. Other Business: Ashby asked about the status of the smoking policy. Sasser said he would add it to the agenda for the November meeting.

Sasser announced that, for the second time, the President of Staff Senate has resigned due to a job change and he will become the President. The senate will elect a new vice president who will chair the commission. Sasser will apprise the commission of the new chair after the next senate meeting.

There being no other business, the meeting adjourned at 3:10 p.m.

COMMISSION ON CLASSIFIED STAFF AFFAIRS

December 13, 1995

Room 400D Burruss Hall

Present: John Ashby, Pat Ballard, Marge Dellers, Brian Debiase, Betty Greene, Lynwood McCoy, Valerie Myers, Peggy Rasnick, Chuck Shorter, Tony Sutphin, Jon Wooge, Wayne Worner

Guest: Jackie Eaves, Employee Benefits Committee

Meeting was called to order at 1:37 PM by Chairperson Myers. She announced that she would be recording the meeting on microcassette tape, as she was notified at 9:00 AM that day that Lou Ann Phipps would not attend the meeting to take the minutes. The minutes of the November 8 meeting were approved as presented.

Decentralization Committee: No official report was given as Ann Spencer was unable to attend. Tony Sutphin had attended the Decentralization meeting and gave a brief report. They are looking at pilot projects which resulted because of recommendations of Staff Senate, i.e., upward evaluations, pay equity, parking services, etc. About two hours were spent discussing pilot studies. If anyone has any input or ideas on pilot programs, please relay them to Sutphin and he will present it to the Decentralization Committee.

Benefits Committee: Jackie Eaves was unable to attend the committee meeting, but was told that they talked about tax annuities.

EOAA Committee: Tony Sutphin reported that he attended the recent meeting and took Wyatt Sasser as his guest. They discussed sexual harassment policies and procedures, electronic harassment, etc. Bill Sanders attended and addressed the Acceptable Use Policy. It is common knowledge to students as well as faculty and staff on campus. A legality issue is that you can not tell people what they can and can not do on the computer. The current EOAA documentation states that if a person harasses on the computer, it does fall under the current state guideline policy. The minutes of that meeting will be coming to this Commission for approval.

Other:

College of Education: Dr. Wayne Worner distributed an article that appeared in the Spectrum, concerning Dr. Torgersen addressing the Staff Senate on November 12. He also distributed copies of a response from Mary Whitlock, President of the College of Education Classified Staff Association Officers. This item will be printed in the next issue of Spectrum.

Sasser stated that a resolution will be brought before the Senate to express concern about the exclusion of shared governance in the College of Education decision-making process. There are legitimate concerns about this process since it impacts faculty, staff and students campus-wide.

In President Torgersen's defense, Worner stated that he sent an E-mail note stating that he understood that this University can not do all the things that it has done in the past. Secondly, he does not believe that we can have an ongoing constitutional convention about who we are and what we are going to do. Worner's concern is that it is perceived that all they are doing is closing an office, nothing else is going to change, and no one will lose their job. In reality, this

college is not doing the same things it used to. They took 20 percent off in the first round. Then the plan took out another 20 percent so they could redesign themselves for the future, which is what restructuring is supposed to do. We need to acknowledge the fact that Virginia Tech is not going to be as committed to public education as it has been in the past.

Worner was not aware of what had been decided until one of his faculty came from a Dean's Search Committee meeting. The first conversation he was involved in was at the popcorn machine at the Syracuse ball game, three nights before it all happened. Worner's response at that time was that he did not think it was a good idea. Three days later the same conversation ensued in Worner's office and he advised that the next dean needed to be made aware of the situation and move the college in that direction. Later that same day, his faculty member came to him and informed him that they had canceled the dean's search.

Ballard stated that she understands that there are some decisions that will not ever go through the governance system, but it is what is driving these decisions that bothers her. When you get outside political pressures of deciding which colleges we keep and which ones we don't, it is disturbing.

Sasser stated that he understood the President's right to make decisions, but what bothers him is that Torgersen said that there just wasn't enough time. Previously Carlisle had notified the college of a 20 percent reduction in operational cost. Within a year's time, with shared governance being involved, the review process of the plan they came up with was approved. This proves that shared governance can operate in a timely manner. Sasser does not understand why the time was so critical, except for the fact that a dean's search was being started. The search could have been delayed until final decisions were made.

Worner stated that we have 130 superintendents out there, all of whom have regularly schedule meetings with legislators before the legislature reconvenes. This has become one of their issues. Torgersen has interpreted this as a way to score some points, when in fact their interpretation is that they just had a major campaign in Virginia fought on the basis of the importance of education. Now our land grant university is saying that this is not important, public schools are not important, and we are delegating it to a lower level.

Greene questioned what the classified staff can do to express their dissatisfaction with the way this was handled. Faculty Senate is in the process of passing a resolution expressing their concerns. Staff Senate will follow-up with a joint resolution.

Debiase stated that he had a friend who was intending on attending Virginia Tech in the College of Education, but after hearing what was happening, is not even going to apply. He will bring this issue to the attention of the SGA. Tony Sutphin stated that at the last Senate meeting a classified staff member from the College of Education asked what guarantee they would have that they would have a position in the University. Torgersen's response was for them to send him an e-mail message with their name and he would make sure that they would have a position. Sutphin feels that we have an obligation to go on record that we oppose how things have happened and the fact that we have to send an E-mail message to secure our positions.

Worner raised the question to the Board of Visitors whether or not the public schools in Virginia are important to the Commonwealth. He believes that this university is only as good as our public schools are because that is where we get most of our students. You cannot assign to any college the responsibility to make the schools better. This university needs to make an institutional commitment to making the schools the best they can be. He sees the College of Education as a facilitator and the collaborator.

After a long period of discussion among Commission members, a motion was made, seconded and carried that John Ashby draft a resolution expressing our objection to the process. The first draft of the resolution will be voted on electronically and will come before this Commission for a second reading and final vote at the January meeting. The draft follows:

"In view of the highly successful operation of the University's shared governance system during the recent restructuring of the College of Education, the Commission on Classified Staff Affairs expresses its disapproval of the administration's failure to include the governance system in the decision to merge the College of Education with another college, and particularly disapproves of the failure to consider the issues and concerns of the staff members of the College of Education during the decision-making process."

A second resolution may be drafted in the future to address whether education is important to Virginia Tech. It would most likely be written as a joint resolution with the Commission on Faculty Affairs. McCoy stated that the University Plan is where it talks about what our emphasis will be on. Perhaps we need to send any comments, etc., to David Conn.

Myers appointed a subcommittee to study the draft of the University Plan document thoroughly to determine if there are issues that need to be addressed.

John Ashby, Chair, Brian Debiase, Chuck Shorter, Lenwood McCoy, and Marge Dellers. They will report back to this commission.

Rasnick stated that courses may be taken at Virginia Tech with the luxury of tuition waivers, etc., and the only thing the employee is responsible for is the cost of books. If courses are taken through New River Community College, the employee must absorb all costs. Sutphin clarified that this is a Virginia Tech benefit, but that some departments interpret the policy differently. Some departments pay for tuition, etc. if the courses taken will be of benefit to the department. It cannot affect hours of work, etc. Some departments require that the employee pay for the course, and if a passing grade is achieved, the department will reimburse the employee. Sutphin recommended that Personnel be contacted on this issue.

With no further business, the meeting adjourned at 2:30 PM.



MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

January 17, 1996

PRESENT: John Ashby, Pat Ballard, Jeanette Bowker, Marge Dellers, Valerie Myers, Chuck Shorter, H. B. Whitt for Ann Spencer, Tony Sutphin, Wayne Worner

VISITORS: Jackie Eaves, Employee Benefits Committee; Wyatt Sasser, Staff Senate

Valerie Myers called the meeting to order at 1:35 p.m. The minutes were approved with five corrections.

1. Decentralization:

H. B. Whitt reported that the Decentralization Steering Team had not met since November, but a meeting is scheduled for January 29. Personnel Services is currently looking at possible pilot programs to take to the team for their input. Tony Sutphin reported that a survey had been done to get an idea of what areas employees were interested in seeing decentralized. He will share this with the commission and the steering team.

Task Force on Smoking Update: There was no report since Ann Spencer was not in attendance.

2. Benefits Committee Update:

Jackie Eaves reported that the committee did not meet in December. The next meeting is scheduled for January 24.

3. EO/AA Committee Update:

Sutphin reported that the faculty and staff handbooks are being updated regarding sexual harassment via e-mail. He also reported that the SGA is strongly opposing Dr. Torgersen's support of affirmative action.

4. College of Education Update:

Wayne Worner reported on the committee that had been assigned to study alternatives for the College of Education. Currently, the preferred alternative is a straight merger of the College of Education and the College of Human Resources; and, the faculty and staff of the College of Education have voted for the merger. The committee report is due on January 31.

5. Second Reading, Discussion, and Vote on Resolution presented at the December meeting:

Myers asked if there was any discussion or changes to the resolution. There being none, it was moved and seconded that the resolution be approved. The motion carried. Myers will forward the resolution to the President and the presidents of the Staff and Faculty senates.

6. University Plan and Evaluation Subcommittee: John Ashby reported that the subcommittee appointed at the December meeting had met over the phone and studied the plan. He noted that the only references to classified staff were vague and secondary in nature, and the governance system is not mentioned at all. The subcommittee drafted a resolution for the commission's review and approval. It was moved and seconded that the resolution be approved. The motion carried. Myers will forward the resolution to David Conn, who is heading the University Plan Update Committee, and the President. It was noted that to be most effective, a large number of staff members need to send their comments to the committee. Wyatt Sasser said that time is limited because the plan will be presented to the Board of Visitors on February 18. Marge Dellers added that she had done a review of the full document and had made a

list of comments and suggestions about the plan regarding staff. Since response time is limited, Ashby suggested that Dellers send her comments to David Conn. It was so moved and seconded. The motion carried.

There being no other business, the meeting adjourned at 2:50 p.m.

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MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

February 14, 1996

PRESENT: John Ashby, Pat Ballard, Brian Debiase, Marge Dellers, William Dougherty, Lenwood McCoy, Valerie Myers, Peggy Rasnick, Chuck Shorter, Ann Spencer, Tony Sutphin, John Wooge, Wayne Worner

VISITORS: Jackie Eaves, Employee Benefits Committee; Dennis Eavey, Personnel Services; Perry Hall, Dairy Science

Valerie Myers called the meeting to order at 1:35 p.m. The minutes were approved with two corrections.

Myers read the response she received from David Conn regarding the commission's resolution on the University Plan. In his note, Conn thanked the commission for its input and said that the omissions had been corrected in the final draft. Although he was unable to release a copy before it is presented to the Board of Visitors at its meeting on February 19, he assured the commission that it would be pleased with the wording in the final draft.

1. University Closings and Inclement Weather Policy: Myers introduced Perry Hall, a classified staff employee in Dairy Science. Hall voiced his concerns regarding the inclement weather policy and its application. Emergency personnel are unfairly penalized by having to use leave for days when it is impossible for them to get to work. Many employees are not informed of their status as emergency employees when they are hired. There are inconsistencies in the way the policy is interpreted and administered across campus causing stress and morale problems. He requested that the commission consider reviewing the policy.

In response to a question about the source of the policy, Ann Spencer stated that the policy on authorized closings is a state policy, not a university policy. After some discussion of the policy and problems in different areas of the university, Spencer stated that she had already pulled the policy for further review and was considering a task force to study the policy. Chuck Shorter and William Dougherty volunteered to serve on the task force. Spencer will appoint other members from affected areas.

2. Smoking Policy:

After discussions with individuals from around campus, Spencer stated that she feels that the best course of action is to do a comprehensive survey of all building managers to find out what the issues are rather than gather anecdotal information. She will then review the survey results to decide how to best address the issue. Her feeling is that the issue should go to the Commission on University Support since that body encompasses all areas of the university.

3. Policies and Guidelines:

Dennis Eavey presented one policy and two sets of guidelines for which Personnel Services is requesting commission support.

Volunteers Guidelines: These guidelines have been drawn up because of concerns about university liability in regard to volunteers.

Telecommuting Guidelines: These are guidelines for departments to use and items to be considered when discussing possible telecommuting arrangements with employees.

Hours of Work Policy: This policy has been revised to bring it more in line with the state policy. The state policy is more lenient.

It was moved and seconded that the commission approve the policy and the guidelines. The motion passed.

4. Resolution to Add Previous Commission Chair to Membership: Myers informed the commission that she had checked with Larry Moore on the proper procedures to add the previous commission chair to the commission. His response was that the commission must pass a resolution, then forward it to University Council for approval. After discussion of the pros and cons of the issue and the person's status on the commission, it was moved and seconded that the previous commission chair be added to the commission as an ex-officio member. Myers will draft a resolution and distribute it for review.

#### 5. Committee Updates:

Decentralization: Spencer reported that Personnel Services has had to step back on decentralization. The implementation of the HRIS system is consuming much more time of the Personnel Services staff than had originally been anticipated. Spencer said that she is so concerned about doing it well, that she did not want to go into it too quickly without adequate attention and resources to devote to it. She still hopes, however, to have a pilot program later this year.

Benefits Committee: Jackie Eaves reviewed the minutes from the January committee meeting. Topics discussed at the meeting included a presentation from the Long-Term Disability Committee, discussion of and suggested changes to a draft benefits brochure for the university, and a TSA update. The committee was also informed that the issue of health insurance for wage employees is pending in the General Assembly.

EO/AA Committee and Sexual Harassment: Tony Sutphin reported that the committee discussed current litigation involving the university. He also noted that the Student Government Association had contacted the committee requesting that someone speak to them regarding affirmative action.

College Formerly Known as Education: Wayne Worner reported that the plan to merge the colleges of Human Resources and Education will go before the Board of Visitors at its meeting on February 19. Also, a search will soon begin for a new dean with representatives from both colleges on the committee. The new college will be called the College of Human Resources and Education. The name change will be effective July 1, 1996. However, the colleges will operate separately for the next year. The deans' offices will merge on July 1, 1997, and the merger should be completed over the next two years. The staff associations of both colleges have started preliminary discussions. The merger will affect representation on commission and committees.

#### 6. Other:

Parking Budget: Pat Ballard, a member of the university's Parking Committee, distributed copies of a traffic accident report, the approved 1995-96 parking auxiliary budget, and a copy of an article announcing free parking for employees with 30 or more years' service beginning next fall. She also reported that the PAB lot will be reserved for Admissions visitors during peak visitation periods, and that Spring Road will close on March 10 to enable construction of new facilities in that area. Dougherty noted that the budget did not include revenue figures.

Staff Appreciation Day: Spencer requested two volunteers to serve on the planning committee for this year's Staff Appreciation Day. She will also request two volunteers from the Staff Senate. Tony Sutphin and Pat Ballard volunteered to serve.

There being no other business, the meeting adjourned at 3:00 p.m.

Lou Ann Phipps  
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Personnel & Administrative Services

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

March 13, 1996

PRESENT: John Ashby, Marge Dellers, William Dougherty, Betty Greene, Lenwood McCoy, Valerie Myers, Chuck Shorter, H. B. Whitt for Ann Spencer, Tony Sutphin, John Wooge, JoAnn Craven for Wayne Worner

VISITORS: Jackie Eaves, Employee Benefits Committee; Spencer Foster, Personnel and Administrative Services; Wyatt Sasser, Staff Senate

Valerie Myers called the meeting to order at 1:35 p.m. The minutes were approved as written.

1. University Closings - Emergency Essential Personnel Task Force: Spencer Foster reported that Ann Spencer had sent letters requesting individuals to serve on the task force. These include: Dennis Eavey, Personnel Services; Jackie Eaves, Custodial Services; Bill Pistner, Residential and Dining Services; Chuck Shorter, College Farm; Perry Hall, Dairy Science; and himself. The group should have its first meeting by the end of March.
2. Smoking Policy: Foster said he has been working with Zack Adams on a survey to cover the magnitude of issues related to smoking. They plan to keep the survey short, preferably two pages. Myers noted that Environmental Health and Safety Services had recently made a presentation to Staff Senate, and no one had brought up smoking.
3. Virginia Senate's Proposed Budget - Pay Raises: Wyatt Sasser updated the commission on the budget recently passed by the General Assembly, including employee pay raises. On December 1, 1996, classified employees will get a combined 4.35 percent increase. Of this, 2.05 percent is a base structure adjustment COMPOUNDED by a 2.1 percent one-step increase. Also, beginning in January of 1997, the pay dates will begin shifting back so that by the end of August, there will be a two-week delay in pay. There will be a total of 23 paychecks in 1997, rather than 24. There is also a 2 percent placeholder raise effective December 1, 1997. Teaching faculty will receive an average 6 percent raise, and administrative/professional faculty an average 4 percent.
4. Proposed Changes to Shared Governance: Sasser distributed copies of a draft white paper prepared by a work group of the Faculty Senate proposing changes to the governance system. The reason for the proposed change is the fact that the current system is very cumbersome and demands a large number of volunteers to operate. There have been problems getting enough people to attend meetings in order to have quorum to conduct business. The plan proposed by the work group would replace with current system with an assembly. The change would not affect the staff associations or the student governance system. The proposed system provides for a 52-member assembly, with 36 faculty representatives from academic areas, 2 administrative/professional faculty, 10 classified staff, 2 undergraduate students, and 2 graduate students, and includes four committees. The assembly would answer to the president. Sasser pointed out that Faculty and Staff Senates are both outside the governance structure, and any change must come through the governance structure with the consent of all bodies of the governance structure. The work group has asked for input and is looking for a cooperative effort. They would like to get proposal done by the end of the semester, with an effective date of fall 1997. Faculty Senate is hosting a series of luncheons with representatives from the different areas of the governance system to discuss the proposal. Staff Senate has invited Tom Sherman, President of the Faculty Senate, to their March meeting to discuss the plan. The general consensus of the group was that

while the draft provides a good foundation to begin discussions, classified staff are grossly under-represented. John Ashby distributed a resolution that he had drafted. He noted that he sees this as a resolution for the commission to establish a position from which to operate. There was also a discussion of the wording of the resolution, particularly the phrase "equally participate." After discussion, it was moved and seconded that the resolution be approved with the phrase "fully and equally participate" revised to "fully and fairly participate." The motion passed, with one opposing vote.

5. Graduate Tuition Waiver: Tony Sutphin said that with the imposition of withholding and social security taxes on the value of graduate tuition and fee waivers, this should no longer be referred to or considered as an employee benefit. Lenwood McCoy noted that the exemption has had lapses and renewals frequently in the past, and that the current exemption had expired on December 31, 1994. While legislation has been proposed to restore the exemption for 1995, it does not extend it into 1996.

#### 6. Committee Updates:

A. Decentralization: H. B. Whitt reported that a team in Personnel Services is meeting to see what can be done as short term pilots, as well as identifying possible long term pilots.

B. Benefits Committee: Jackie Eaves reported on the committee's February 28 meeting. A representative from Southern Health gave an overview of their company. Also on the agenda were changes in the long-term disability plan for faculty; status of the TSA program review; and leave sharing for restricted faculty.

C. President's Award for Excellence: Sutphin is the Staff Senate representative on the committee and reported that the award recipients for this year had been chosen. He added that this year's nominees included a large number of employees involved in the governance system.

D. College Formerly Known as Education: JoAnn Craven reported that Jerry Niles had been appointed as associate dean and will represent the college in the upcoming merger with the College of Human Resources. A new department head to replace him will be appointed by the end of March.

#### 7. Other: Membership

Proposal to Add the Past Commission Chair to the Commission: Myers distributed draft resolution for review. After some discussion of the resolution itself and the process involved to make the change, Shorter suggested that instead the past chair be issued an open invitation to attend each year. It was so moved and seconded. The motion passed.

There being no other business, the meeting adjourned at 3:15 p.m.

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MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

April 10, 1996

PRESENT: John Ashby, Jeanette Bowker, Marge Dellers, William Dougherty, Betty Greene, Lenwood McCoy, Valerie Myers, Joyce Randall for Wayne Worner, Peggy Rasnick, Chuck Shorter, Ann Spencer, Tony Sutphin, John Wooge

VISITORS: Wyatt Sasser, Staff Senate; H. B. Whitt, Personnel Services

Valerie Myers called the meeting to order at 1:35 p.m. She announced that there would be a change in the order of the agenda because Ann Spencer was unable to stay for the entire meeting. Therefore, the agenda item on Spring Road would be discussed first.

1. Closing of Spring Road: Ann Spencer reported that she has been collecting concerns, comments, issues regarding closing Spring Road and the impact on employees, as well as safety issues. She has been thinking of ways to deal with the problems and discussed the matter in the Executive Vice President's staff meeting. Spring Road cannot be open while the construction projects are in process. She suggests an interim solution of staggered work schedules. She proposes starting times between 7:30 and 8:30 a.m. and departures between 4:30 and 5:30 p.m., with the intent of evening out the flow of traffic. Offices, however, must be open 8 a.m. to 5 p.m. Spencer added that she hopes departments will implement the staggered schedules as quickly as possible so that the effects can be evaluated by the end of the semester, and adjustments made for the fall. In response to a question about people working swing shifts or other than 8 a.m. to 5 p.m. schedules, she emphasized that this is strictly voluntary and that people who already have an alternate work schedule are not affected.

Myers reported on the McComas Leadership Seminar held on Friday, April 5. She also added that she had sent a letter to Mrs. McComas about the seminar. The minutes were approved as written.

2. Proposed Changes to Shared Governance: Sasser announced that after a series of meetings and luncheons, the Faculty Senate work group decided to withdraw the document. It was decided that, rather than a complete overhaul, it would be better to restructure in a series of steps. The work group proposed that, beginning in the fall semester, the first step be the review of the University Council. A possible next step would be the review of all commissions, committees, and councils. Sasser added that the work group did recognize that all areas of the governance system must be involved in any restructuring plans.

3. Smoking Policy Update: H. B. Whitt reported that the survey form had been developed and should soon be sent out. He did not know at present who would be receiving the forms.

4. Emergency Personnel Task Force Update: Whitt updated the committee on the work of the task force. The task force reviewed the problems and issues involved. It was decided that a better approach would be to reward emergency personnel for working during inclement weather. Currently, there is a perception that the policy provides no incentive for emergency personnel to come to work during university closings. They proposed that emergency personnel be given time-and-a-half for working when the university is closed. They also worked on clarifying the policy's language regarding weekend workers, late arrivals, etc., and department head/supervisor decisions for dealing with emergency employees who do not report.

5. Appointment of Member to Office Manager's Development Group Selection Committee: Myers distributed a memorandum from Richard Harshberger regarding the development of an office managers' development group and requested a volunteer to serve on the selection committee. Betty Greene volunteered to serve.

6. Replacements on the Employee Benefits and EO/AA Committees: Myers informed the committee that commission members' terms were expiring on two committees, Benefits and EOAA. William Dougherty volunteered to serve



on the EOAA Committee. The appointment of a member to the Benefits Committee was deferred until after elections this spring.

7. Committee Updates:

A. Decentralization: Whitt reported that Personnel Services is still looking at possible short term pilots, and is beginning to narrow down the choices. One possible classification and compensation pilot is in the Information Systems area. There are many problems in that area because of continually changing technology.

B. Benefits Committee: The committee did not meet in March.

C. EO/AA-Sexual Harassment: Tony Sutphin reported that the committee met on March 14. Most of the discussion centered on the sexual harassment suit pending against the university.

D. College Formerly Known as Education: Joyce Randall reported that Wayne Worner is retiring on June 1. Jerry Niles will be leading the college through the transition. Myers suggested that the commission express its appreciation to Dean Worner for his support of commission. She asked John Ashby to draft such a resolution.

8. Other: Membership

Bill Dougherty updated the commission on his attempts to clarify the parking situation at the Information Systems Building. The ISB parking lot is the only one at the Corporate Research Center where a Virginia Tech parking permit is required. According to Parking Services, this is because the university maintains that lot. However, the CRC administration has told Dougherty that all center lots are maintained by them. He will continue to attempt to identify who provides what services.

There being no other business, the meeting adjourned at 3:15 p.m.

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

May 8, 1996

PRESENT: Pat Ballard, William Dougherty, Lenwood McCoy, Valerie Myers, Chuck Shorter, H. B. Whitt for Ann Spencer, John Wooge, Wayne Worner

VISITORS: Wyatt Sasser, Staff Senate

Valerie Myers called the meeting to order at 1:35 p.m. The minutes were approved as written.

1. Tuition Waivers for Classified Staff Spouses and Dependents: Myers informed the commission that Tom McAvoy, President of the College of Agriculture and Life Sciences Staff Association, requested this item be put on the agenda. However, at the last minute, he was unable to attend. He plans to attend the June meeting. H. B. Whitt noted that this had been studied in the past and had not been implemented because of the financial impact.

2. Revisiting Shared Governance: Myers reported that the Faculty and Staff senates have been working on a revised document regarding proposed restructuring of the governance system, specifically University Council. The document will be presented for review to the senates and appropriate commissions this fall.

3. Smoking Policy Update: Whitt reported that a survey has been sent to the vice presidents, vice provosts, and deans.

4. Emergency Essential Personnel Task Force: Whitt reported that the task force would be meeting again later this month to write the final report to forward to Ann Spencer.

5. Spring Road: Myers reported that there were many rumors circulating regarding whether or not Spring Road would be replaced. She suggested that any concerns be sent to Paul Torgersen, J. B. Sutphin, or Spencer Hall. Pat Ballard noted that the Parking and Transportation Committee would meet tomorrow and Spring Road was on the agenda.

6. Resolution for Dean Worner: Myers informed that commission that the resolution of appreciation for Dean Worner had been approved. It has been printed and framed and will be presented to him before his retirement. She will let the commission know when the plans for the presentation have been made.

7. Committee Updates:

A. Decentralization: Whitt reported that Personnel Services is still discussing possible pilots.

B. Benefits Committee: Jackie Eaves was not present to make a report.

C. EO/AA Sexual Harassment: Tony Sutphin was not present to make a report.

D. College Formerly Known as Education: Wayne Worner informed the commission that four candidates for the dean's position have been interviewed. The transition process is going very well, and he gave credit to the staffs of both colleges for this.

8. Other: Membership Pat Ballard suggested that the commission show appreciation to Ann Spencer for all the work she has done on behalf of classified staff. After some discussion, it was agreed that the

commission would address the matter again next spring in time for Staff Appreciation Day.

There being no other business, the meeting adjourned at 2:40 p.m.

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

June 12, 1996

PRESENT: John Ashby, Marge Dellers, Betty Greene, Lenwood McCoy, Valerie Myers, Ann Spencer, John Wooge

VISITORS: Jackie Eaves, Employee Benefits Committee; Wyatt Sasser, Staff Senate; Tom McAvoy, President, College of Agriculture and Life Sciences, Staff Association; Eric Day and Keith Tignor, College of Agriculture and Life Sciences

Valerie Myers called the meeting to order at 1:35 p.m. The May minutes could not be approved since a quorum was not present.

1. Tuition Waivers for Classified Staff Spouses and Dependents: Tom McAvoy thanked the commission for allowing them to attend the meeting. The College of Agriculture and Life Sciences Staff Association has discussed this issue recently, and a group has done some preliminary study on the issue. They feel the program would benefit employees in that it would be of economic assistance to employees, would aid in staff retention, and be a great morale booster. Ann Spencer said that the position of the Attorney General is that there must be money to fund any tuition waiver program. Lenwood McCoy also noted that E&G funds cannot be used for scholarships unless they are specifically appropriated for that purpose and that the costs of tuition assistance are not allowable on sponsored projects. Spencer said added that only one state university in Virginia, Old Dominion University, provides tuition waivers for spouses and dependents. The money comes from private funds. The program guidelines include: only employees making less than \$60,000 per year and have been employed for at least a year are eligible; there is a limit of 3 to 6 credit hours per semester; the student must be academically eligible and maintain a certain grade average. The funding is not guaranteed. McCoy added that Virginia state law also requires that all students pay tuition. This along with the fact that state law also requires that any tuition waivers be covered with actual funds make such a program from E&G funding difficult. John Ashby suggested that the Alumni Association and the Development Office be contacted regarding developing a program for tuition waivers. Spencer also suggested that Dwight Shelton, Director of Budget and Financial Planning, be invited to a future meeting to talk about tuition waivers and put it on a list of issues to be considered when there is additional funding. It was moved and seconded that Dwight Shelton be invited to a future commission meeting, and that Alumni and Development be contacted. The motion passed.

2. Smoking Policy Update: Spencer reported that there was not a good response to the survey and that reminders have been sent out to encourage the surveys be returned as soon as possible. She will then meet with Environmental Health and Safety Services staff to determine the next step.

3. Vicious Rumors/Positive Feedback on Spring Road, and New Parking Decals and Map: Spencer noted that the staggered work hours do not seem to be working to alleviate traffic problems. Myers asked if it had been decided to realign and open Spring Road after the construction is completed. Spencer replied that her understanding is that the road will be reopened, and that the Parking and Transportation Committee should be able to keep the commission apprised of new developments.

Myers said that at the last Staff Senate meeting it was brought up that some streets are labeled incorrectly on the campus map distributed by Parking Services, and that the information for purchasing next year's parking permits recently sent out indicated that only full-time salary

employees can purchase parking permits. Spencer will follow up with Parking Services on these concerns.

4. Resolution, Letters, and Reception for Dean Worner: Myers reported that donations had been received to cover the cost of the room and refreshments for the reception in honor of Dean Worner. The reception is scheduled for Monday, June 17, at 11:00 a.m. in Room 341 in Squires Student Center.

5. Staff Senate Election Results: Myers reported the results of the Staff Senate elections: Spencer Allen, President; Valerie Myers, Vice President; Marge Dellers, Secretary; and Delbert Jones, Parliamentarian. The senate also sent forward a list of nominees for commission and committee appointments for next year.

6. Feedback on Staff Appreciation Day: Myers reported that the Staff Senate had received much positive feedback on this year's activities. She added that some people questioned how the date for the event was chosen. Spencer explained that since the university has no real down time, the week after graduation was chosen because classes are not in session. However, most of the staff is still here since the summer vacation season has not yet begun.

7. Committee Updates:

A) Decentralization: Spencer reported that the HRIS system is currently taking all Personnel staff time. She hopes that by late fall Personnel Services will be able to again to address decentralization issues.

B) Benefits Committee: Jackie Eaves reported on the April 24 committee meeting, the last meeting of this academic year. Topics on the agenda included the effect of the payroll deferral on benefits, update on a feasibility study, health coverage updates by telephone, VRS update, and the premium holiday. Regarding the payroll deferral, there has been no word from Richmond on how this will be handled.

C) EO/AA Sexual Harassment: The EO/AA Committee did not meet last month.

Myers noted that several members' terms expire this month. She thanked those members for their service to the commission and the university. There being no other business, the meeting adjourned at 2:55 p.m.