

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

July 10, 1996

PRESENT: Pat Ballard, Marge Dellers, Valerie Myers, Peggy Rasnick, Wyatt Sasser, Ann Spencer, Jon Wooge

VISITORS: David Conn, Provost's Office

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

1. Institutional Effectiveness of the Self-Study: Ann Spencer introduced David Conn, Director of the Self Study. Conn gave the commission members an overview of the purpose of the self-study and the process that will be used this time. The university must be able to show that it is in compliance with SACS standards in a set of "must" statements. The self-study is starting now to allow sufficient time for commissions and committees to study and make any policy changes necessary to bring the university into compliance. While the main interest of the self-study is academics, the Commission on Classified Staff Affairs is being given an opportunity to review the "must" statements for any which the commission would be interested in assisting with or developing the response.

2. Update on Tuition Fee Waivers for Classified Staff Spouses and Dependents: Spencer said that she has not talked with Tom McAvoy, President, College of Agriculture and Life Sciences Staff Association, but has sent him information on the ODU program.

3. Smoking Policy Update: Spencer reported that the results of the smoking survey have been compiled. However, the surveys did not provide as much useful information as she had hoped. She will be working with Zack Adams in Environmental Health and Safety Services to decide the next step.

4. Authorized Closings Workgroup: Spencer told the commission that she had not yet met with the task force members to discuss the report. A meeting is scheduled for later in the week.

5. Staff Senate Year End Report: Wyatt Sasser gave an overview of the issues addressed by the senate this year. He felt that the senate had a very active and productive year. He is encouraged by the cooperation between Faculty and Staff senates. Myers thanked him for his leadership and the fine job he has done as President the last two years.

6. Vending Machine Price Increases: Myers reported that a subcommittee has been looking into the increase. Vending machines are handled by Virginia Tech Services and the contract recently came up for renewal. Some of the money from sales are used for scholarships. The university administration decides how the remainder will be spent. One example is the lights on the southern recreation field. Myers said that it had been suggested that perhaps some of the money could be used for tuition waivers. Spencer suggested that Don Williams, the Executive Director of Virginia Tech Services, be contacted to get his perspective.

7. Committee Updates:

A) Decentralization: Spencer indicated that there was nothing new to report at this time.

B) Benefits Committee: The committee does not meet during the summer.

C) EO/AA Sexual Harassment: The committee does not meet during the summer.

#### 8. Other: Membership

Payroll Deferral: Myers asked if there were any additional information regarding the payroll deferral. Spencer replied that information from Richmond had been promised in August. Personnel Services and the Controller's Office are working together to do as much preliminary planning as possible, but that no final plans can be made, or information sent out, until the university receives guidelines from Richmond. She added that she would ask that a representative each from Staff Senate and Faculty Senate, as well as the Benefits Committee, be invited to join the working group.

There being no other business, the meeting adjourned at 2:55 p.m.

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COMMISSION ON CLASSIFIED STAFF AFFAIRS

August 14, 1996

PRESENT: Marge Dellers, Bill Dougherty, Valerie Myers, Phyllis, Olinger, Wyatt Sasser, Ann Spencer, Jon Wooge

VISITORS: Dennis Eavey, Personnel Services

Valerie Myers called the meeting to order at 1:35 p.m. The June and July minutes were approved as written. Myers announced that a special task force had been appointed to study tuition waivers. Tom McAvoy and Eric Day will meet with Budget and Controller's Office staff to study the issues involved.

1. Delayed Paycheck Task Force: Myers reported on the group that is meeting to identify issues and problems regarding the pay shift which will occur in 1997. The group includes personnel from Personnel Services, the Controller's Office, and Faculty and Staff Senates. They are working on information to be distributed to employees as well as local financial institutions, planning workshops and training sessions to assist employees in the transition, and identifying resources for financial counseling. The senates will assist in getting information out and encouraging employees to begin planning for the change.

2. Updates:

A) Decentralization: Ann Spencer indicated that there was nothing new to report at this time.

B) Smoking Policy: Spencer reported that after reviewing the results of the survey sent to the vice presidents and deans, it is clear that the smoking policy is not working. Twenty-three buildings and all dining halls are currently designated as non-smoking buildings. Environmental Health and Safety Services has recommended that all university buildings be designated non-smoking, with the exception of residential buildings. Spencer will work on such a revised policy.

C) Authorized Closing Workgroup: Spencer distributed copies of the proposed revised Policy on Authorized Closings. Dennis Eavey reviewed the work of the group which met several times over the summer. Commission members were asked to review the policy for discussion at the September meeting.

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

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September 11, 1996

PRESENT: Pat Ballard, Marge Dellers, William Dougherty, Lynwood McCoy, Richard McCoy, Valerie Myers, Wyatt Sasser, Ann Spencer, Jon Wooge

VISITORS: Dennis Eavey and Linda Woodard, Personnel Services; Tom McAvoy, Entomology; Terry Lawrence, Veterinary Medicine

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

1. Authorized Closings Workgroup: Ann Spencer reviewed the suggested revisions of the workgroup to the Policy on Authorized Closings and related procedures. The major change to the policy is to remove some flexibility to ensure that the policy is applied consistently across campus. The workgroup also recommended that the procedures for announcing closings and reopenings be reviewed to ensure that announcements are made on a more timely basis for employees working early and weekend shifts. They also recommended that procedures be improved for notifying employees when they are hired as to their status, and a review of employee status during the year. Linda Woodard noted that Personnel Services sends out reminders to departments each fall to review their emergency personnel list and inform employees of their status. There was disagreement among workgroup members regarding the recommendation affecting compensatory leave for emergency personnel. The concern is the cost to departments. A survey showed that the university's policy is much more liberal than other local employers. Since copies of the workgroups' final report were not available at the meeting, further discussion will be held at the commission's next meeting. Myers will distribute copies to members to review before the meeting.

2. Delayed Paycheck Task Force Update: Spencer reported that a letter had been sent to all employees with the latest information available on delayed pay. As more information is received, it will be passed on to employees. The task force continues to look for ways to assist employees in coping with the changing pay schedule.

3. Tuition Fee Waivers for Classified Staff Spouses and Dependents: Tom McAvoy shared a proposal and questionnaire that have been drafted regarding tuition fee waivers and requested feedback from the commission. The commission agreed that this should be a joint effort of classified staff and faculty, with CAPFA, CFA, and Employee Benefits Committee being invited to work on the proposal. McAvoy will incorporate the suggestions into the proposal and update the commission at a future meeting.

4. Standing Committees: There were no reports this month.

There being no other business, the meeting adjourned at 2:55 p.m.

UCOUNCIL MEMBERS: The following minutes will be voted upon at the Dec. 2 UCOUNCIL Meeting. Thank you, Bobbi

#### MINUTES

#### COMMISSION ON CLASSIFIED STAFF AFFAIRS

October 9, 1996

PRESENT: Pat Ballard, Marge Dellers, Janet Johnson, Lenwood McCoy, Richard McCoy, Valerie Myers, Wyatt Sasser, Ann Spencer, Jon Wooge

VISITORS: Dennis Eavey and Linda Woodard, Personnel Services; John Ashby, Spectrum; Spencer Allen, Staff Senate President

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

#### 1. Update on AY/Special Term Classified Appointments:

Marge Dellers said that a question had come up at the Staff Senate meeting about the academic year appointments being paid over a one year period. Linda Woodard responded that this had been delayed until the new HRIS system comes on line. Personnel Services is in the process of determining the different types of appointments needed in various departments to best serve their needs. The new appointments will start with the 1997-98 academic year.

#### 2. Delayed Paycheck Update:

Ann Spencer said that there is nothing new to report at the current time. There was a surplus left over from last year's budget, and there are rumors of possible changes to the plan. However, in the absence of anything concrete, the university will continue to prepare for the change.

#### 3. Tuition Fee Waivers:

Myers said did not have anything new from Tom McAvoy; however, Pat Ballard reported that the task force is meeting with various university officials to gather information. Faculty have also been added to the group. They are currently developing survey to get idea of interest and numbers, as well as surveying peer universities to find out what other institutions are doing.

Spencer Allen shared with the commission a letter from an employee who was concerned about the taxing of tuition waivers in three consecutive pay checks. Lenwood McCoy explained that only graduate tuition waivers were taxed and that the taxes must be collected before the end of the semester. This is not done until after the drop-add period since classes may be dropped. This leaves only a few pay periods in the semester to deduct the tax. It was suggested that employees be allowed to fill out a form for Payroll to begin the deduction immediately. If the class is dropped, the employee would be responsible for notifying Payroll of the change. Linda Woodard will work with Payroll and Personnel Services on the possible implementation of such a plan.

#### 4. Support for University Governance Participation:

Myers reported that she has had numerous complaints from employees whose evaluations had been marked down by supervisors for participation in governance activities because of the time taken away from the job. Most have been told this verbally, but was not written on the evaluation form. Allen added that he had spoken with Faculty Senate President Paul Metz about requesting a letter of support for governance activities. Spencer felt a joint request from both senates to the President would be appropriate.

#### 5. Authorized Closings:

Dennis Eavey reviewed the work and the recommendations of the task force.

Changes were recommended to ensure that the policy is applied consistently across campus and that employees classified as emergency personnel are informed of their status. It was moved and seconded that the revised policy on authorized closing be approved. The motion passed. Myers will forward the policy to University Council for their review and approval.

6. Standing Committees:

A) Benefits Committee: Wyatt Sasser reported on the September committee meeting. Topics on the agenda included the pay slide, open enrollment, the Benefits Fair, and the long-term health care plan. The committee also discussed problems associated with the elimination of remote offices for the State Employee Assistance Services (SEAS) program. Spencer added that Dean Johnson of the College of Human Resources and Education had expressed a willingness to consider implementing some kind of assistance program in the college.

B) EOAA Committee: no report.

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

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COMMISSION ON CLASSIFIED STAFF AFFAIRS

November 13, 1996

PRESENT: Pat Ballard, JoAnn Craven, Marge Dellers, Bill Dougherty, Cindy Harrison, Valerie Myers, Phyllis Olinger, Ann Spencer, Jon Wooge

VISITORS: Dennis Eavey, Personnel Services

Valerie Myers called the meeting to order at 1:40 p.m. The October minutes were approved with one correction. Myers updated the commission on the status of Policy #4305 on Authorized Closings. The revised policy was approved by the University Council and does not have to be approved by the Board of Visitors. Therefore, it is effective immediately. Ann Spencer added that she has talked with Larry Hincker regarding the timing of closing announcements and updating of the university's inclement weather line (231-6668). Dennis Eavey announced that the letter from Personnel Services to departments on the designation of emergency personnel will be sent out soon.

1. Discussion of Letter from Governor Allen Concerning Proposed Legislation: Myers asked if there were any more information or clarification on the delayed pay issue. Spencer responded that state agencies had been asked by Richmond for any issues and concerns regarding the change proposed by the Governor. The university is preparing a response. It is still unclear as to how or when changes to the current legislation could be made.

2. Taxing Tuition Waivers Update: Eavey reported that Personnel Services and the Controller's Office had worked together to revise the procedures for tuition waivers for undergraduate and graduate students. One of the changes allows the tax liability for employees taking graduate classes to be spread over six paychecks for the fall and spring semesters, and three paychecks for each summer session. A memo with revised forms will go out soon to deans, directors, and department heads explaining the changes.

3. Tuition Fee Waiver for Classified Staff Spouses and Dependents Update: Pat Ballard reported on the progress of the task force. The group is finalizing a package to go to Minnis Ridenour and Charles Steger. Meetings have been scheduled with Ann Spencer and Dwight Shelton, and they will also meet with Minnis Ridenour. T. O. Williams in the Development Office has been assigned to work with the group to explore funding. They are also looking at peer universities with such plans to see what they spend per year.

4. Mediation Program: Eavey distributed a brochure entitled "Virginia Tech Mediation Program Guide" that outlines the university's mediation program. The program is voluntary, but is especially helpful in problems involving interpersonal conflicts. The university has seven mediators trained by the Department of Employee Relations Counselors, or outside mediators may be used. Spencer commended Eavey and Janice Scarrette for getting the program put together and writing the documentation.

5. Standing Committees:

A) Benefits Committee: Marge Dellers reported on the meeting held on October 24 meeting. Topics discussed included long-term health care, open enrollment, and employee assistance programs. The committee's next meeting is December 5.

B) EOAA Committee: Bill Dougherty reported on the meeting held November 5. He will serve this year as chair of the Policy Subcommittee. Among the issues that the committee will be addressing this year are changes to the ADA policy, and addressing voice and electronic mail harassment.

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



MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

December 11, 1996

PRESENT: Pat Ballard, JoAnn Craven, Marge Dellers, Cindy Harrison, Janet Johnson, Richard McCoy, Valerie Myers, Phyllis Olinger, Wyatt Sasser, Linda Woodard for Ann Spencer, Jon Wooge

VISITORS: Spencer Allen, Staff Senate President

Valerie Myers called the meeting to order at 1:35 p.m. The November minutes were approved as written. Myers informed the commission that the Staff Senate had decided not to meet in December this year, and will change the December meeting for future years to the second week rather than the third week of the month.

1. Tuition Fee Waiver for Classified Staff Spouses and Dependents Update: Pat Ballard updated the commission on the work of the task force. They are still contacting other institutions for information on their programs. The group will meet next week to begin preparation of the final document to present to Minnis Ridenour. Tom McAvoy and Ann Spencer will meet with Mr. Ridenour on January 24.

2. President Torgersen's Concern Regarding Staff Being Criticized on Their Evaluations for Participating in Governance: Myers reported that at the last University Council meeting, Dr. Torgersen read from the commission's minutes the item regarding lack of support for participation in governance. He asked Myers to provide him with more information. Myers is collecting letters and examples from employees who have experienced problems. She plans to meet with the President to request a letter of support for governance activities. Linda Woodard reported that Employee Relations had received several calls from employees with questions, mostly asking for guidance on working with supervisors to gain their understanding and support. Janet Johnson volunteered to take the issue to the Deans' Council and suggest that the deans discuss the issue with their department heads.

3. Standing Committees:

A) Benefits Committee: Sasser reported on the December 5 meeting. Topics discussed included the pay slide, long-term health care, tuition waivers, employee assistance services, and short-term disability.

B) EOAA Committee: no report

There being no other business, the meeting adjourned at 2:10 p.m.

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COMMISSION ON CLASSIFIED STAFF AFFAIRS

January 8, 1997

PRESENT: Pat Ballard, JoAnn Craven, William Dougherty, Cindy Harrison, Janet Johnson, Joyce Martin, Lynwood McCoy, Valerie Myers, Phyllis Olinger, Wyatt Sasser, Judy Ridinger for Ann Spencer, Jon Wooge

VISITORS: Elyzabeth Holford, EOAA Office

Valerie Myers called the meeting to order at 1:40 p.m. The December minutes were approved as written. Myers said she had been asked about releasing commission minutes to staff. She said they may be released only after they are approved; until that time, they are considered to be a draft.

1. Accommodation of Students, Employees, and Applicants with Disabilities: Elyzabeth Holford presented to the commission the proposed Policy on Accommodation of Students, Employees, and Applicants with Disabilities. The policy is also being presented to the Commission on Faculty Affairs. She explained that the policy is needed to comply with federal regulations that require that the university have in place a policy on ADA beliefs and responsibilities. This is a blanket policy that covers students, staff, faculty, and visitors. The policy will then be used to update existing policies and handbooks. She added that the policy is the work of the EOAA Policy Subcommittee which is chaired by Bill Dougherty and thanked him for his assistance in its development. Although training will not be mandatory, the EOAA Office is taking a top down approach, making presentations to deans and vice presidents, and offering to make presentations to their departments. When asked how many buildings on campus are not yet accessible, she responded that all buildings are at least partially accessible. The highest priority is classrooms, with the major emphasis on teaching areas, such as laboratories, which cannot be moved to another space. Regarding individual accommodations, she noted that the EOAA Office will assist departments in determining reasonable accommodations, but that the cost generally must be borne by the individual's department. It was moved and seconded that the commission approve the proposed policy. The motion passed unanimously.

2. VGEA Report on Lag Pay:

Cindy Harrison reported that she had been in Richmond recently and had met with Joan Dent, the VGEA President, regarding lag pay. The VGEA is supporting a new plan in which pay dates would remain on the first and sixteenth of the month, but payroll closing dates would be shifted to the seventh and twenty-third. A transitional amount of one-half pay period would be given so that no pay will be lost. She added that Dent had noted that this area's representatives, Madison Marye and Jim Shuler, had been most helpful in providing information and updates on actions taking place on the issue.

3. Tuition Fee Waiver for Classified Staff Spouses and Dependents Update:

Pat Ballard reported that the final proposal had been completed and sent to Minnis Ridenour for review. Tom McAvoy and Ann Spencer will meet with him on January 24. McAvoy will also make a presentation to the Employee Benefits Committee at their January 14 meeting. Ballard noted that the task force had made the proposal very basic, with the details to be decided later. The question of funding still remains.

4. Standing Committees:

A) Benefits Committee: The committee has not met since the last commission meeting.

B) EOAA Committee: Dougherty reported that the committee discussed using the core curriculum classes as a way to highlight and support multiculturalism and diversity. There was also a discussion of the lack of

new African-American faculty hires, and the perception in academic circles that this area is not friendly to African-Americans.

There being no other business, the meeting adjourned at 2:55 p.m.

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COMMISSION ON CLASSIFIED STAFF AFFAIRS

February 12, 1997

PRESENT: Spencer Allen for Cindy Harrison, Pat Ballard, William Dougherty, Richard McCoy, Valerie Myers, Peggy Rasnick, Ann Spencer, Jon Wooge

VISITORS: Tom McAvoy, Entomology

Valerie Myers called the meeting to order at 1:35 p.m. The January minutes were approved as written. She announced that the Faculty and Staff senates are sponsoring an open forum with Peggy Meszaros on February 18 at 4:00 p.m. in Owens. There will be no set agenda; the format will be question and answer. They have also scheduled an open forum with Minnis Ridenour on March 18, and Paul Torgersen on April 1, both also at 4:00 p.m. in Owens.

1. Tuition Fee Waiver for Classified Staff Spouses and Dependents Update: Tom McAvoy reported on the meeting he and Ann Spencer had with Minnis Ridenour on January 24. Ridenour expressed concerns on some points. One is the equity of a program designed only for attendance at Virginia Tech. Another is whether or not this item is a high priority among faculty and staff in light of declining resources. He also was concerned with funding. The only viable source of funds is the Campaign for Excellence. Virginia Tech Services money must benefit students. The Alumni Association and the Virginia Tech Foundation have very few unrestricted funds. Most money donated is given for a specific purpose or program. McAvoy will provide Ridenour with additional information. Ridenour will then take the issue forward to President Torgersen and Provost Meszaros. McAvoy also noted that this item is listed as a high priority of the Family Friendly Task Force whose report will be released in the next month.

2. Standing Committees:

A) Benefits Committee: Topics discussed at the January 14 meeting were a continuing discussion of the pay slide, long-term health care, and tuition waivers.

B) EOAA Committee: Bill Dougherty reported on the February 4 meeting. The Policies Subcommittee continued the discussion of using the core curriculum classes to highlight and support multiculturalism and diversity. The full committee discussed concerns regarding the current level of minority faculty and staff. Numbers have declined over the past six years despite increased recruiting efforts. Retention is also a problem. Current procedures are being reviewed, as well as ways to implement a support system for new hires.

3. Other:

Staff Appreciation Day: Ann Spencer requested that the commission appoint a member to serve on the committee planning this year's Staff Appreciation Day. Richard McCoy volunteered to serve.

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