

COMMISSION ON CLASSIFIED STAFF AFFAIRS
WEDNESDAY, SEPTEMBER 8, 1999
DBHCC, Room G

Present: Pat Ballard, Billy Cline, Marge Dellers, Cindy Harrison, John Hess, Sue Meredith, Bob Olin, Richard Sorensen, Virginia Viers, Mary Whitlock, Linda Woodard, Jon Wooge

Absent: Michelle Holmes, Tom Kaloupek, Mike Koechlein, Christine Porterfield

Guests: Sam Camden, Cathy Hansen, Delbert Jones, Doug Martin, Jimmy Martin, Tom McAvoy, Hilda Reynolds, Judy Ridinger

Chair Cindy Harrison called the meeting to order at 1:35 PM. Commission members and guests introduced themselves. Notebooks and materials were distributed to all members. The agenda was adopted as presented. The minutes of the May 12, 1999, meeting were approved as written. Harrison requested members to review the ground rules for conducting meetings that the commission adopted last year. The commission approved use of these guidelines this year.

1. Commission Appointments

A. University Benefits Committee

The first University Benefits Committee meeting is scheduled for September 17. Pat Ballard volunteered to serve on the committee this year. The commission voted to confirm her as the commission's representative.

B. Virginia Tech Employees Spouse and Dependent Scholarship Committee

Last year this commission worked to set up the scholarship committee. Tom McAvoy was nominated by Betty Greene to serve on the committee. The commission voted to confirm his nomination.

C. EOAA Committee

The commission voted last spring to reaffirm Mary Whitlock to continue on the EOAA Committee. The commission voted to affirm her as the representative.

D. Staff Senate Reports

Jon Wooge volunteered to report to the commission on Staff Senate activities

E. Vice Chair

Harrison asked for a volunteer to serve as the commission's vice chair. Marge Dellers served last year and offered to serve again. The commission confirmed her as the commission's vice chair for 1999-2000. All elected representatives were thanked for volunteering their time for CCSA.

2. Meeting Time And Dates

The commission regularly meets on the second Wednesday of the month from 1:30 to 3:30 p.m. The next meeting is October 13 in the Donaldson Brown Center's Executive Conference Room. Dr. Sorensen will have a conflict beginning in January because the Provost moved her meeting to the same time. It was proposed that the CCSA meetings be moved to mornings at 8:30-10:00 a.m. on the second Wednesday of each month starting in January through May. The October, November, and December meetings will still be at the current time. Pat Ballard volunteered to coordinate information on the time change and survey the commission members. Members should let her know as soon as possible (pballard@vt.edu) if the proposed change causes conflicts on their schedules, if you have not done so already.

3. Speakers for Future Meetings

The chair asked members for suggestions for speakers for future meetings. Tom McAvoy agreed to make a presentation on the Virginia Tech Employees Spouse and Dependent Scholarship Committee at the October meeting. Linda Woodard also will continue her Personnel report at the October meeting. Speakers for November and December will be announced.

4. Personnel Presentations

A. Pay Plan Commission Reform

Web page address: <http://www.hrs.virginia.edu/hrs/compcomm/>

Linda Woodard presented an overview of the Commission on Reform of the Classified Compensation Plan and gave the commission a look at the web site. The Pay Plan Commission began its work a year and a half ago. The commission members include eight legislators and four appointees from governor, two of which are from private business. The work of the commission is supported by the Technical Advisory Committee (TAC) and the Employee Advisory Committee (EAC). The TAC is composed of human resource professionals from various state agencies. Woodard serves on this committee. The EAC consists of state employees from many different state agencies and classifications. The web site contains information on all of the commission/committee members, as well as presentations made to the commission by the TAC. The final report from the advisory committees is due in November. If the commission approves, the report will be presented to the 2000 General Assembly. If the General Assembly approves the plan, it will be implemented in stages, probably beginning in the spring of 2000.

Once the plan is endorsed by the commission, communication efforts will begin. Woodard encouraged employees to review the information on the web site and let her know if there are issues that have not been addressed.

B. Integrated training web site

Web page address: <http://training.vt.edu/>

Woodard noted that a frequently voiced concern from employees and supervisors is that there is no one place at the university to find information on training. A web page is being developed that will gather all training information in one location. The site will include training for both staff and faculty. It is hoped to have the site operational by late September or early October. When fully operationally, departments will be able to update the information directly to keep it current. On-line registration will also be included. Woodard encouraged members to look at the site and give her feedback.

C. Grades 1 and 2 Pay Changes

Sam Camden from Residential and Dining Programs updated the commission on changes made to the pay scale for employees in Grades 1 and 2 at Virginia Tech. A committee was formed to review the problems departments were facing in recruiting and retaining employees in those classifications. A survey of local industries and business found that most offered wages higher than the university. A proposal was written and submitted to the Department of Personnel and Training. After some revisions, DPT approved the plan in April. The changes, effective July 25, included the elimination of Steps 1 and 2 for Grade 1 positions, and Step 1 for Grade 2 positions. Current employees below these steps were moved up. All other employees in these grades were moved up one step. Approximately 300 employees were affected. The changes have made the university more competitive with local industry and the retention rate has improved. No additional state money was given to fund the changes; the university and the auxiliaries provided the money.

D. Benefits Update

Doug Martin gave an overview from last year's General Assembly session. Among the changes made last year were retirement at age 50 with 30 years, effective July 1, 1999. He noted that no faculty met criteria; however, a large number classified staff members did. VALORS, the retirement program for law enforcement officers, was revised to allow retirement at age 50 with 25 years service and monthly supplement to age 65. Death in service benefits increased from half benefits to full benefits effective July 1. Long term care was passed by the General Assembly; DPT was designated to implement the program. Classified staff employed in salary positions of at least 20 hours per week became eligible for retirement and life insurance. The General Assembly also approved a matching contribution for full time employees contributing to 403B plans. Details on how the program is to be implemented are still to be worked out. Martin noted that health care costs are escalating and that employees should be alert to possible increases in health care and prescription drug programs. There is also a trend toward getting employees on disability back to work.

5. New Business

A VGEA-sponsored candidate forum (Virginia Governmental Employees Association) for state employees will be in Salem September 21 at 6 PM at the VDOT District Office. All candidates in the greater Roanoke area have been invited. It is designed to directly address state employee issues. All state employees are welcome. Delbert Jones announced that on October 21 at 5:00 p.m. at Owens Banquet Hall VGEA representatives Joan Dent and Mary Kornwolf will be on campus. They will speak on next year's legislative agenda. If employees have questions but are unable to attend, contact Jones, Harrison, or any staff senator with your questions and concerns. On November 18, 1999 at 12-noon, Jim Shuler will address remarks to Staff Senate at 1810 Litton Reaves. All classified employees are invited.

There being no further business, the meeting adjourned at 3:00 PM.

Recorded by: Lou Ann Phipps

COMMISSION ON CLASSIFIED STAFF AFFAIRS

October 13, 1999 - 1:30 - 3:00 p.m.
DBHCC - Executive Conference Room

Present: Pat Ballard, Billie Cline, Cindy Harrison, John Hess, Michele Holmes, Sue Meredith, Richard Sorensen, Virginia Viers, Mary Whitlock, Linda Woodard, Jon Wooge

Absent: Marge Dellers, Tom Kaloupek, Mike Koechlein, Bob Olin, Christine Porterfield

Guests: Doug Martin and Judy Ridinger, Personnel Services; Jimmy Martin, Staff Senate

1. Adoption of the Agenda

Chair Cindy Harrison called the meeting to order at 1:30 PM. The agenda was adopted with one addition.

2. Approval of Minutes

The minutes of the September 9, 1999, meeting were approved with one correction.

3. Reports from Representatives

A. Benefits Committee

Pat Ballard reported on the September 17 meeting. The committee set the second Friday of each month as the regular meeting date and time. Doug Martin and Linda Woodard presented an update on personnel issues. At the October 8 meeting, Cathy Jacobs, Director of the Office of Family Support, discussed programs and services offered. The committee also discussed possible projects to focus on, and will decide at the next meeting what project to work on during this academic year.

B. Staff Senate

Jon Wooge reported on the September 16 meeting. Topics included:

- á College of Human Resources and Education will sponsor a cancer walk on October 30 at the Virginia Tech track
- á Next meeting on October 21 will be in the evening and will include a reception and speakers from VGEA
- á Update on the VGEA-sponsored candidates forum in Salem on September 21
- á Presentation by Steve Mouras, Director of Transportation and Parking, on the parking survey
- á Report from the Communications Committee, which is going forth with the Staff Senate newsletter
- á Approved an adjustment in the terms of certain CCSA representatives to allow terms to be staggered
- á Approved a proposed budget for the Staff Senate to be forwarded to Linda Woodard.

C. EOAA Committee

Mary Whitlock reported that the committee has not met as yet this academic year.

D. Policies and Issues Committee

Jimmy Martin is chair of the Policies and Issues Committee, which is charged with many of the same duties and responsibilities as the commission. The committee is working to remove commission responsibilities from their charge. It was noted that the committee was chartered by the Classified Staff Affairs Committee, the forerunner to the Commission on Classified Staff Affairs. Harrison and Marge Dellers will meet with the committee to work on revisions.

E. Meeting dates and times

Pat Ballard reported that no one expressed a concern regarding a change in the meeting time. Beginning in January, meetings will be 8:30-10:00 a.m. in 1028 Pamplin Hall. Harrison informed the commission that no meeting room for December 8 had been found. It was moved and seconded that the commission cancel the December 8 meeting; the motion was approved. The November 10 meeting will be in 325 Burruss. The invited speaker will be Pat Hyer, who will present an analysis of the staff section of the climate survey.

4. Personnel Update

A. Information Technology Pilot

Web Page: <http://www.ps.vt.edu/ps/itplan/> Judy Ridinger distributed a handout and gave an overview on the Information Technology Pilot that has been implemented in selected areas on campus. The pilot was requested due the difficulties experienced in recruiting and retaining qualified individuals in Information Technology positions. Approximately 120 people from Administrative Information Systems and Communications Network Services have been converted to the new pay plan in the first phase. The pilot program allows the university to be more competitive within the local labor market. The university received no money for the pilot and it must be cost neutral. Participation in the pilot may be opened to other departments on campus if there is interest. Linda Woodard will meet with the Personnel Advisory Committee to discuss this option. By law, all pilot programs implemented in the state will end when the new compensation plan is implemented. However, the pilot allows departments to deal with immediate staffing problems. More details on the program are available on the web page.

B. Benefits Update

Doug Martin reported that the long-term care program has been put out for bids by the Department of Personnel and Training. The program will be voluntary and retirees will be allowed to participate. The earliest the program could be implemented is April 2000. He reminded the commission that the CommonHealth and Benefits Fair will be held on October 28 in Squires Student Center. Employees have been given two hours release time to participate.

He also reported that the state's prescription plan is running a \$10 million deficit and noted that brand name prescriptions are the bulk of the cost. Employees can expect changes to the program in the coming year.

C. Pay Plan Commission Reform

Web Page: <http://www.hrs.virginia.edu/hrs/compcomm/> Linda Woodard noted that the presentation made to the legislative commission on October 5 is now on the web page. The final report to the commission will be made on November 30. Once the new plan has been approved by the Governor and General Assembly, it will be implemented in steps, probably beginning July 1, 2000.

5. Other Business

On November 18, Delegate Jim Shuler will present a program on legislative issues to the Staff Senate. The program will be at 12 noon in 1810 Litton Reaves.

There being no further business, the meeting adjourned at 3:05 p.m.

Lou Ann Phipps, Recording Secretary

COMMISSION ON CLASSIFIED STAFF AFFAIRS

November 10, 1999 - 1:30 - 3:00 p.m.

325 Burruss

Present: Pat Ballard, Marge Dellers, Cindy Harrison, John Hess, Michele Holmes, Sue Meredith, Sonja Veltri for Richard Sorensen, Virginia Viers, Mary Whitlock, Jon Wooge

Absent: Donna Augustine, Billie Cline, Tom Kaloupek, Mike Koechlein, John McCurn, Bob Olin, Christine Porterfield, Linda Woodard,

Guests: Valerie Conley, Institutional Research; Ben Dixon, Office of Multicultural Affairs; Muriel Flynn and Doug Martin, Personnel Services; Patricia Hyer, Office of the Provost; Jimmy Martin, Staff Senate

Chair Cindy Harrison called meeting to order at 1:35 PM. She reminded members that beginning in January the meeting time will change to 8:30 a.m. in Pamplin Hall, Room 1028.

1. Adoption of the Agenda

The agenda was approved as presented.

2. Guest Speaker: Pat Hyer, A Study on Diversity at Virginia Tech

Pat Hyer gave an overview of the results of the staff survey conducted in March 1998. Surveys were also done for faculty and students. This was the first comprehensive assessment done on campus climate at Virginia Tech. Survey forms were sent to all classified staff employees. The response rate was 51 percent, with the majority being female. There was a very low response from Grades 1-4. The survey questions fell into nine areas: work relationships; social acceptance; climate for diversity; familiarity with insensitive material; unfair treatment; attitudes toward diversity; hiring of women and minorities; familiarity with programs; and workshop interest. She noted that the classified staff population is less diverse than faculty with 95.3% being white. The minority population includes 3.1% African American, .7% Asian, .5% Native American, and .3% Hispanic. Classified staff is also more than 50% female. While detailed analysis has not yet been completed, some general patterns can be seen. Most respondents agree that work relationships are good and rate their departmental climate more positively than the overall university climate. White classified staff assess the climate for minorities more positively than do the minorities. More detailed information will be available early next year. The information will be used to lead to strategic planning to help change the institution and to develop training programs.

3. Approval of Minutes

The minutes of the October 13, 1999, meeting were approved as written. It was moved and seconded that minutes be distributed electronically for approval.

4. Personnel Services Report

Doug Martin reported that the Governor had announced that for Thanksgiving state employees would be given an extra half-day off, the afternoon of Wednesday, November 24. No announcement has been made regarding Christmas and New Year's holidays. The open enrollment for flexible spending on health care and childcare is November 1 through December 1. Many employees are not using premium conversion that pays health care with pre-tax dollars. Employees who are not participating are being contacted by Personnel Services to see if they want back in the program. Beginning with the March 31 paycheck employees contributing at least \$20 per pay period to a 403b tax shelter will receive a \$10 contribution from the state. The Benefits Fair in October had more than 1400 participants.

5. Committee Reports

A. EOAA - Mary Whitlock

The committee passed a resolution to add Dr. Ben Dixon as an ex officio member of the committee. The resolution has been sent to University Council for final approval.

B. Benefits Committee - Pat Ballard

The Benefits Committee will meet on Friday, November 12.

C. Staff Senate - Jon Wooge

Staff Senate meeting included reception with Joan Dent and Mary Kornwolf of the Virginia Governmental Employees Association. Members also voted on two resolutions. One was a statement expressing concern regarding secrecy surrounding the hiring of the new president and requesting that the public be allowed interaction before the final choice. Wyatt Sasser, the only staff member on search committee, noted that many of the final applicants had asked to remain anonymous. The second would give Staff Senate the ability to amend bylaws by majority vote at meetings. This would mirror a change already made in the bylaws of the Faculty Senate.

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

COMMISSION ON CLASSIFIED STAFF AFFAIRS

January 12, 2000

8:30 AM-10:00 AM - 1028 Pamplin

Present: Pat Ballard, Billie Cline, Marge Dellers, Cindy Harrison, Michele Holmes, Tom Kaloupek, Doug Martin for Linda Woodard, Jimmy Martin for Mike Koechlein, Sue Meredith, Christine Porterfield, Sonja Veltri for Richard Sorensen

Absent: John Hess, Bob Olin, Virginia Viers, Mary Whitlock, Jon Wooge

Guest: Judith Jones, Virginia Cooperative Extension

Chair Cindy Harrison called the meeting to order at 8:30 a.m. The agenda was approved with one addition. Harrison announced that the McComas Leadership Seminar is scheduled for May 4. The agenda and speakers are still in the planning stages.

1. Speaker, Dr. Judith Jones, Associate Director Virginia Cooperative Extension

Dr. Jones focused on dealing with change in the workplace and increasing positive attitudes. She stressed the importance of understanding basic human needs and their effect on behavior. The university has undergone considerable change in recent years, much due to budget cutbacks and changing priorities within the state. Stress levels have risen and negativity is much more commonplace. Workplace climate is an issue that the governance system can work to improve.

2. Minutes of November 10, 1999 The minutes of the November 10, 1999, meeting were approved as written.

3. Committee Reports

A. EOAA Copies of the minutes of November 17, 1999, meeting were distributed.

B. Benefits Committee

Pat Ballard reported on the November 12 meeting. The committee voted on items to focus on during the year. The two items selected were: (1) the viability of providing ancillary benefits such as group rates on insurance such as auto and home, and prepaid legal expenses and (2) a review of the tuition waiver and reimbursement program. Subcommittees were appointed for each project and will report back to the full committee in February.

Long-term care is being developed at the state level by the Department of Personnel and Training.

The date that the state will begin making a \$10 contribution per pay period for employees participating in 403b tax shelters has been changed to mid-April. Details of the program are still being developed.

C. Scholarship Committee

Tom Kaloupek reported that \$2000 has been collected or pledged for the scholarship fund. The committee agreed to make two awards this spring, \$500 based on need and \$500 on merit. They will work with the Financial Aid office to publicize the scholarships' availability and rank the applicants. The committee will then work on fund raising strategies for the annual appeal.

4. Personnel Services

Doug Martin reported on the following items:

The state's health insurance plans are being rebid and the new program will be effective in July. There are no details as yet. He expects a significant increase in retiree health care costs.

Personnel Services has hired a new manager, Greg Adams, who will work mainly with the consulting team and employee relations issues.

VSDP implementation has gone fairly smoothly. There are employees now in the long-term disability plan. There have been problems with CORE and physicians working together.

Bridgit Mitchell, Director of CommonHealth, has been promoted to a new position within Continental Health Promotions and will be moving to Richmond. A replacement should be in place in early spring.

5. Recognition for Participation in Governance Activities
Jimmy Martin reported that the Staff Senate has expressed concern regarding the lack of recognition for staff participating in governance activities. While faculty are recognized in their evaluations for participation in governance, there is no similar recognition for staff. With the new pay plan soon to be implemented, it has been suggested that participation in governance be added to performance evaluations. Any resolutions to go before University Council must be presented soon to allow consideration before the end of the academic year.

There being no further business, the meeting adjourned at 10:05 a.m.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
FEBRUARY 9, 2000
1028 PAMPLIN HALL

Present: Pat Ballard, Billie Cline, Marge Dellers, Cindy Harrison, John Hess, Tom Kaloupek, Mike Koechlein, Sue Meredith, Christine Porterfield, Richard Sorensen, Virginia Viers, Mary Whitlock, Linda Woodard, Jon Wooge

Absent: Michele Holmes, Bob Olin

Guests: Greg Adams, Bob Madigan, Doug Martin, Judy Ridinger, Personnel Services; Delbert Jones, Jimmy Martin, Staff Senate; Tom McAvoy, Scholarship Committee

Chair Cindy Harrison called the meeting to order at 8:30 a.m. The agenda was approved as presented. The minutes of the January 12, 2000, meeting were approved as written.

1. Overview of Final Report of the Commission on Reform of the Classified Compensation Plan (Website:
<http://www.hrs.virginia.edu/hrs/compcomm/>)

Linda Woodard distributed copies of the Final Report on the Reform of the Classified Compensation Plan approved by the Commission on January 14, 2000. She gave an overview of plan and requested members to review the plan before the next commission meeting. At that time, the plan will be discussed in more depth and she will answer any questions. She noted that the plan will most likely be presented to the General Assembly as part of the Appropriations Act and not as a separate bill. There is support for the plan in the General Assembly and the Governor's Office. The proposed implementation date is in the July to September 2000 timeframe; however, the plan will be implemented in stages. The Commission and the Technical Advisory Committee will be continued in order to refine the plan and work through the implementation process. Training will be provided for all state agencies. Employees will receive training on the program, and there will also be extensive training for managers and supervisors.

2. Committee Reports

A. EOAA Committee - Mary Whitlock

Pat Hyer discussed the Faculty Affirmative Action Report and the Campus Climate Survey of students. As of the census date, there were 1,387 tenured/tenure-track faculty, the largest number in a decade. That number includes more women than the university has ever had (277), 20 percent of the total. 1999 saw the highest number of new faculty hires (83), the highest that Pat Hyer has seen since she began compiling these reports. Fourteen percent of these were protected minorities; 37 percent were women.

B. Employee Benefits Committee - Pat Ballard

The subcommittees on tuition waiver and prepaid insurance met in January. The full committee will meet on Friday and the subcommittees will report on their work.

C. Staff Senate - Jon Wooge

Elections and Nomination Committee has sent out a mailing requesting nominations for Staff Senate. The Senate is also trying to recruit senators for areas that currently do not have active staff associations.

D. Scholarship Committee - Tom McAvoy

As of January 26, there was \$1,320 in cash on hand in the scholarship fund. Two scholarships of \$500 will be awarded this spring. One will be

merit based and one need based.

3. Introduction of Greg Adams

Linda Woodard introduced Greg Adams, who joined Personnel Services in December as a Human Resources Manager. She also noted that Dr. Bob Madigan, recently retired from the Pamplin College of Business, will be assisting with planning for implementation of the new pay plan and other projects.

4. Other Items of Interest

Jimmy Martin reported on the resolution presented before University Council last Monday that would amend the bylaws of Staff Senate. The resolution would allow Staff Senate to make changes to its bylaws without going through University Council. This change has already been approved for the Faculty Senate. It was moved and seconded that the commission support this resolution. The motion passed.

Martin also reported on an item presented by Len Peters, Vice Provost for Research at the Graduate School, at the University Council meeting on conflict of interest. While the policy was presented as applying only to faculty, the report referred to both faculty and staff. There was concern that no one from this commission or Staff Senate had been contacted for representation. Woodard added that while the initial discussions did include staff, it was her understanding that this policy would include faculty, and that another policy would be drafted for classified employees. She will follow up on the current status.

5. Adjournment

There being no further business, the meeting adjourned at 10:10 AM.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
MARCH 8, 2000
1028 PAMPLIN HALL

Present: Pat Ballard, Sandy Blevins for Bob Olin, Billie Cline, Marge Dellers, Cindy Harrison, John Hess, Michele Holmes, Tom Kaloupek, Sue Meredith, Christine Porterfield, Sonya Veltri for Richard Sorensen, Virginia Viers, Mary Whitlock, Linda Woodard

Absent: Mike Koehlein, Jon Wooge

Guests: Greg Adams, Doug Martin, Personnel Services; Jimmy Martin, Staff Senate; Tom McAvoy, Scholarship Committee

Chair Cindy Harrison called the meeting to order at 8:30 AM. The agenda approved as presented. The minutes of the February 9, 2000, meeting were approved with one correction.

The following announcements were made:

- * Staff Senate meeting: March 16, 12-noon, 1810 Litton Reaves
- * McComas Leadership Seminar: May 4, 8:00 am - 12 noon, Owens Banquet Hall
- * Staff Appreciation Day: May 18
- * Employee Benefits Committee meeting of March 10 has been cancelled

1. PAY PLAN REFORM (Web site: <http://www.ps.vt.edu/>) Linda Woodard reported that the new compensation plan is expected to be passed by the General Assembly and signed by the Governor. The Pay Plan committees are developing communication plans so that consistent information and materials will be distributed throughout the state in the same time frame. The informational stage has begun with Personnel Services staff having met with the Staff Senate, this commission, and several staff associations, as well as many department heads. Open information sessions for university employees will be scheduled in early April to be followed up with sessions for each college and vice presidential area. A Spectrum article and special insert are planned for early April, as well as a letter to each classified employee. A list of frequently asked questions is being compiled and will be updated as the plan progresses. Articles will continue to be published in Spectrum on a regular basis. Arrangements will be made to get the information to off-campus employees.

2. COMMITTEE REPORTS

* EO/AA - Mary Whitlock
January 2000 minutes were distributed by email.

* SCHOLARSHIP - Tom McAvoy
The committee still on track to award two scholarships. At the last meeting, the committee worked with Development Office for a faculty/staff campaign in May to be coupled with the announcement of scholarship awards.

* STAFF SENATE - Jimmy Martin
Business included the second reading of constitutional amendment on terms limits for senators. Currently, senators can only serve two consecutive terms. The amendment would remove term limits and allow associations to set their own terms limits.

* BENEFITS - Pat Ballard
The subcommittees on tuition waivers and ancillary benefits are still meeting. The committee will meet again in April.

3. PERSONNEL SERVICES UPDATE - Doug Martin and Linda Woodard

* CASH MATCH: there was a good turnout at the open meetings. Martin will be making presentations in Northern Virginia and Tidewater, as well as Roanoke. Letters are being mailed to people with TSAs. He expects 500-1000 new enrollees in the program.

* GOVERNOR'S SURVEY: the university has obtained the Virginia Tech results from Governor's survey. A graduate student is working to compile a comparison between state and the university results which will be published in Spectrum as well as on the university's web page. Woodard will share this summary at a future commission meeting.

* COMMONHEALTH: Continental Health Promotions is in the process of interviewing applicants to replace Bridgit Mitchell.

* RETURN TO WORK PROGRAM: Staff from Personnel Services, Risk Management, and Environmental Health and Safety Services are working on a return to work program for those people with job related illness and injuries. This is a new program initiated by Governor Gilmore.

* WEB FOR EMPLOYEES: The web site for personal information for employees is now available at https://www.ban-vtweb.vt.edu/bprod/owa/twgkwbis.P_WWWLogin or can be accessed from the Personnel Services web page at <http://www.ps.vt.edu/>.

There being no further business, the meeting adjourned at 9:55 AM.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
APRIL 12, 2000
1028 PAMPLIN Hall

Present: Pat Ballard, Sandy Blevins for Bob Olin, Billie Cline, Marge Dellers, Cindy Harrison, Michele Holmes, Tom Kaloupek, Sue Meredith, Christine Porterfield, Sonya Veltri for Richard Sorensen, Virginia Viers, Mary Whitlock, Linda Woodard, Jon Wooge
Absent: John Hess, Mike Koechlein
Guests: Tom McAvoy, Peggy Bowden, Kathleen Pantaleo, Scholarship Committee

Chair Cindy Harrison called the meeting to order at 8:30 a.m. The agenda was approved as presented. The minutes of the March 8, 2000, meeting were approved as written.

1. Personnel Services Update

Linda Woodard reported that the information sessions on the new classified staff pay plan are continuing. Additional university-wide sessions will be scheduled. The Personnel Services professional staff is scheduling small group sessions for departments and buildings around campus. Information sessions will also be scheduled for Northern Virginia as well as Tidewater. Additional Spectrum articles are planned as "frequently asked questions" are assembled. The state will also set up a web site. A separate team is working on the evaluation part of the plan, which will probably not be available until late September. Woodard also distributed the Virginia Tech results from the Governor's survey. They will be published in Spectrum and on the Personnel Services web site. She noted that the Virginia Tech results were close to the overall state results.

2. Virginia Tech Staff and Faculty Dependent and Spouse Scholarship Program Committee

Tom McAvoy, chair of the committee, gave a brief overview of the history and development of the scholarship program. Winners will be determined by the Office of Scholarships and Financial Aid using their normal criteria, and the first two scholarships will be awarded in May 2000. An article will be published in the NRV Current the first week in May, as well as in Spectrum. The committee will also send a letter to all faculty and staff that will include information on the scholarship and a photo of this year's winners. The announcement is timed to coincide with the mailing of the Development Office's annual campaign, which will include the Scholarship Fund.

3. Reports of Committees

A. EOAA - Mary Whitlock

The minutes of the February and March meetings were distributed electronically. The committee will meet today with Dr. Steger.

B. Staff Senate - Jon Wooge

Delbert Jones reported on the forum meeting with Dr. Steger where he presented some concerns of the Staff Senate which included staff representation on the Board of Visitors, the new pay plan, support for the governance system, and the scholarship program. The Staff Senate is in the process of finding candidates for elections and appointments. Classified staff members interested in serving on university committees or commissions should contact Becky Barlow.

C. Benefits - Pat Ballard

The Benefits Committee will meet on Friday. The subcommittees on revisions to the tuition waiver policy and the offering of ancillary

benefits will give reports.

4. New Business

A. State Service Award

Harrison has contacted Doug Martin regarding the state service awards program. Currently, the university does not have information on employee service at other state agencies. Martin plans to investigate the issue further.

There being no further business, the meeting adjourned at 9:55 a.m.

COMMISSION ON CLASSIFIED STAFF AFFAIRS
WEDNESDAY, MAY 10, 2000 8:30 AM
1028 PAMPLIN HALL

Present: Sandy Blevins for Bob Olin, Billie Cline, Marge Dellers, Cindy Harrison, Michele Holmes, Tom Kaloupek, Doug Martin for Linda Woodard, Sue Meredith, Christine Porterfield, Sonya Veltri for Richard Sorensen, Virginia Viers, Mary Whitlock, Jon Wooge

Absent: Pat Ballard, John Hess, Mike Koechlein

Chair Cindy Harrison called the meeting to order at 8:30 AM. The agenda approved as presented. The minutes of the April 12, 2000, meeting were approved as written.

1. REPORTS OF COMMITTEES

* EOAA - Mary Whitlock

The committee heard a report on a pilot project on search procedures designed to get the deans involved EOAA faculty recruiting. Tom McAvoy will chair a committee that will work to produce a video on diversity and multicultural training for faculty and staff.

* Benefits - Billie Cline

The committee heard the concerns of a committee member regarding Trigon; Doug Martin will work with him. Linda Woodard provided an update on the tuition policy review subcommittee. She will carry forward the proposed revisions to the university administration. Martin gave an update on the ancillary benefits subcommittee. They are continuing to work on offering homeowner and auto insurance. A major concern is the additional workload required; Payroll does not have resources to cover this increase. Aetna will be offering long-term care to all state employees. Information will be distributed soon. Approximately 3000 employees are participating in the Cash Match Program.

* Staff Senate - Jon Wooge

Wooge reported on the April 20 meeting. Delbert Jones distributed information on the Creed Committee, which has presented three proposed versions of creed. The final version will be chosen by students, faculty and staff. It is hoped the revised creed will be more meaningful to students. Terry Lawrence gave an update on the scholarship fund. The first two scholarships have been awarded. Charlotte Waggoner gave an overview of the Multicultural Fellows Program, established 1998. The Communications Committee is continuing to work on the staff senate newsletter. The committee also revised the information on governance used by Personnel Services in orientation. The Elections and Nominations Committee introduced Staff Senate candidates present at the meeting. The resolution that enables the Staff Senate to make changes to its bylaws without going through governance system has been approved. The next Staff Senate meeting is May 11.

* Scholarship

No report.

2. UNFINISHED BUSINESS

The President's Office has requested nominees for various committees. The commission approved the following: EOAA--Mary Whitlock and Benefits--Pat Ballard. The commission also approved the following to

serve as commission liaisons on the following: Staff Senate--Jon Wooge;
Scholarship Committee--Tom Kaloupek.

3. BENEFITS OVERVIEW - DOUG MARTIN

Martin thanked the commission for its service in helping keep the university focused on benefits issues. Martin then gave an overview of benefits programs and policies. He also expressed concern that many employees do not engage in long term planning for retirement and do not take advantage of programs designed to increase retirement income. He noted that Senator Holland, who chaired the General Assembly's Joint Commission on Management of the Commonwealth's Workforce, died this spring. This commission has been responsible for most of the compensation and benefits changes passed by the General Assembly in recent years. It is unknown who will chair the commission in the future.

4. ANNOUNCEMENTS AND OTHER BUSINESS

Harrison distributed information on upcoming parking changes including the addition of a gate at the Architecture Annex/Media Building parking lot. Harrison thanked commission members for their service. The commission, in turn, thanked Harrison for her leadership during the past two years. There being no further business, the meeting adjourned at 10:05 a.m.