

COMMISSION ON CLASSIFIED STAFF AFFAIRS

Meeting of January 24, 2001  
MINUTES

The meeting of the Commission on Classified Staff Affairs was called to order at 1:35 p.m. in Room 325, Burruss Hall, in Blacksburg Virginia by James Martin, Chair.

Present: James Martin (chair), Sue Meredith, Pat Ballard, Billie Cline, Jon Wooge, Mary Whitlock, Tom Kaloupek, John Hess, Jon Wooge, Donna Ferrandino for Bob Bates, Wyatt Sasser, Linda Woodard, Doug Martin, Christy Porterfield, Angie Harvey for Judith Shrum, Greg Adams, Suzanne Piovano.

The agenda was approved as presented.

Committee Reports.

The EO/AA committee reported that some progress was being made on childcare issues.

The Staff Senate reported on the Provost Search Committee update. The A and B groups have been selected and will be further scrutinized in a process to narrow the list down to about 3 candidates who will appear on campus at some point in the future. The Staff Senate has approved resolution 2000A. Employee meal plans were discussed during the last Staff Senate meeting.

The Benefits committee reported on the recent removal of facilities from Trigon's coverage. The committee is examining sick leave usage between the new and old plans. The credit union apparently has group insurance of the types that the committee was evaluating for the possibility of offering to the University community. Faculty leave maximum accrual was discussed. There was also discussion on mail order prescriptions.

The Scholarship committee reported that they intend to make the awards for fall 2001 in April, and that the campaign will occur in May. There are 11 candidates so far and it is possible that there may be four instead of two scholarships this year.

New Business.

Dwight Shelton presented the Commission with a presentation entitled "Finance and Budget Overview Virginia Tech". This presentation introduced the members of the Commission to the University's financial structure, budget process, and accountability and reporting.

The Commission agreed to support the Staff Senate Resolution 2001A.

The next meeting of the Commission on Classified Staff Affairs will be February 28, 2001 at 1:30 in Burruss 325.

There being no further business the meeting was adjourned at 3:08 p.m.

Submitted,

James Martin  
Chairman, CCSA

COMMISSION ON CLASSIFIED STAFF AFFAIRS

Wednesday, February 28, 2001

1:30 PM - 325 Burruss Hall

Present: Billie Cline, Donna Ferrandino for Bob Bates John Hess, Michele Holmes, Tom Kaloupek, James Martin, Suzanne Piovano, Christine Porterfield, Wyatt Sasser, Mary Whitlock, Linda Woodard, Jon Wooge

Absent: Pat Ballard, Mike Koechlein, Sue Meredith, Judith Shrum

Guest: Greg Adams, Doug Martin, Personnel Services; Delbert Jones, Staff Senate; Tom McAvoy, Virginia Tech Employees Spouse and Dependent Scholarship Committee; Kathleen Pantaleo, University Development

Chair James Martin called the meeting to order at 1:35 PM. The agenda was approved with two revisions. The minutes of the January 24, 2001, meeting were approved with one correction.

1. Personnel Update - Linda Woodard

Linda Woodard reported that there is no new information on the hiring freeze or budget cuts at this time. All E&G funded positions, both faculty and classified staff, are frozen. However, positions funded from auxiliary and research funds can be filled. The university will be requesting blanket exemptions as soon as it is determined what is needed. If an offer was made before the freeze was announced, the offer will be honored. (Note: the budget cuts and hiring freeze for higher education have been lifted since this meeting.)

Woodard also provided an update on compensation reform. Personnel Services has worked with all departments on critical pay issues. The university is still waiting for DHRM to issue the policies on bonuses. The state has issued a new policy on employee awards, and the university is revising its policy in response. It is hoped that the new policy will be completed by spring. The university is also still waiting for final information on the new performance plans. It is hoped that training for supervisors and managers will begin in the spring, to be followed by information sessions for employees.

2. Reports of Committees

\* EOAA

Mary Whitlock reported on the February meeting, which featured guest speakers from University Relations.

\* Staff Senate

Jon Wooge reported that the main topic at the February meeting was a presentation by Steve Mouras, Director of the Office of Transportation. He presented a draft of proposed vision, goals, and strategies, and requested feedback from the Senate.

\* Benefits

Billie Cline reported for Pat Ballard on the January meeting. The main topic of discussion was childcare. The Office of Family/Work Life Resources has done research on childcare options offered at other schools in the state and at the university's peer institutions. The February meeting was canceled due to snow.

3. Annual Giving Campaign

Kathleen Pantaleo is working to revamp the annual campaign, which includes the Virginia Tech Employees Spouse and Dependent Scholarship Fund. It is clear that the current way of raising funds is not working, and Development needs to look at new ways to encourage university faculty and staff to make donations to the university. She is asking the university commissions and senates to appoint a representative to work with the Development Office to get ideas about what employees would like to see as part of the campaign. One idea is to highlight existing programs that would be of special interest, such as the scholarship program or the horticulture gardens. Since the annual campaign mailings must be done by May 1, the work needs to be done quickly.

4. Announcements and Other Business

Delbert Jones reported that three finalists for the Provost position have been announced. All are from outside Virginia Tech and all have land grant experience. Open forums will be held for the university community to meet

each candidate.

Doug Martin will give a legislative update after the end of the General Assembly session.

The being no further business, the meeting adjourned at 3:15 PM.

-----  
Judy Davis, CPS  
Executive Secretary Senior  
President's Office, Virginia Tech  
210 Burruss Hall (0131)  
Blacksburg, VA 24061  
(540) 231-6232 FAX: (540) 231-4265  
-----

COMMISSION ON CLASSIFIED STAFF AFFAIRS  
WEDNESDAY, MARCH 28, 2001  
1:30 PM @ 325 BURRUSS HALL

Present: Pat Ballard, Bob Bates, Billie Cline, John Hess, Michele Holmes, James Martin, Sue Meredith, Suzanne Piovano, Christine Porterfield, Wyatt Sasser, Judith Shrum, Mary Whitlock, Linda Woodard, Jon Wooge

Absent: Tom Kaloupek, Mike Koechlein

Guest: Greg Adams, Personnel Services

Chair James Martin called the meeting to order at 1:35 PM. The agenda was approved as presented. The minutes of the February 28, 2001, meeting were approved as written.

1. Update on the Performance Management Policy @ Linda Woodard

Woodard reported that there has been no resolution at the state level on performance increases for state employees. For the current year, as state agencies make the transition to the new performance management system, employees' performance plans developed during Fall 2000 will remain in place through the remainder of this performance cycle, and will provide the basis of the evaluations scheduled for August and September 2001. There are several changes that will be implemented this year, including a change from the previous 5 rating scale to the new 3 rating scale, and the requirement that all classified staff must be given the opportunity to provide feedback on their own accomplishments to their supervisors to be considered in the evaluations. Personnel Services will be distributing information to departments in April, and will schedule information sessions for employees and supervisors later in the spring.

2. Reports of Committees

@ EOAA - Mary Whitlock

Pat Hyer reported on hiring of minority faculty. The university has hired more women, but has not done as well with other minorities. Senior management is reviewing policies and procedures to make improvements.

@ Staff Senate - Jon Wooge

The Executive Committee met with President Steger regarding classified staff representation on the Board of Visitors. Policies affecting classified staff are made at the state level and the Board does not have the same involvement in staff issues as they do for faculty and student policies. The president will talk with the rector regarding representation. He also indicated that he would like to meet with the Executive Committee twice a year.

Kathleen Pantaleo from the University Development Office requested input on soliciting contributions from employees. The Development Office is reviewing its campaign in hopes of improving staff participation, particularly for programs such as the Virginia Tech Staff and Faculty Dependent and Spouse Scholarship Program.

Jean Wood from Blacksburg Transit also addressed the Senate. The BT budget will

be cut this year, and she is requesting feedback on possible changes. A public hearing will be held on the second Wednesday of April at the Blacksburg Industrial Park.

The McComas Leadership Seminar is scheduled for May<sup>03</sup>. This year<sup>03</sup>s speaker will be Bonnie Hendrickson.

☉ Benefits - Pat Ballard

There was a discussion of increases to the faculty leave carryover in light of changes made by the state in the classified staff leave carryover balances. Since the two leave plans are very different and are administered by different agencies, it was decided to take no further action at this time. There was also a discussion of sick leave usage under the old plan compared to VSDP. Doug Martin will rework the data presented since it did not include short-term disability under VSDP. The university administration has approved the formation of a task force to study childcare options and make recommendations. She will meet with Minnis Ridenour to discuss the task force proposal and suggested membership.

3. New Business

☉ Nominations for Employee Benefits Committee

Wyatt Sasser was nominated and approved to serve as the commission<sup>03</sup>s representative for next year.

☉ Nominations for EOAA Committee

Mary Whitlock was nominated and approved to serve another one-year term as the commission<sup>03</sup>s representative.

There being no further business, the meeting adjourned at 3:20 PM.

~~~~~  
Judy Davis, CPS  
Executive Secretary Senior  
President's Office, Virginia Tech  
210 Burruss Hall (0131)  
Blacksburg, VA 24061  
(540) 231-6232 FAX: (540) 231-4265  
~~~~~

**Commission on Classified Staff Affairs**  
**Thursday, May 17, 2001**  
**3:00 PM — 325 Burruss Hall**

**Present:** Pat Ballard, John Hess, Tom Kaloupek, James Martin, Sue Meredith, Suzanne Piovano, Christine Porterfield, Wyatt Sasser, Linda Woodard, Jon Wooge

**Absent:** Bob Bates, Billie Cline, Michele Holmes, Mike Koechlein, Judith Shrum, Mary Whitlock

**Guests:** Greg Adams, Personnel Services; Jeannie Baker, Linda Correll, Delbert Jones, Staff Senate

Chair James Martin called the meeting to order at 3:05 PM. The agenda was approved as presented. The minutes of the April 25, 2001, meeting were approved as written.

**1. Reports of Committees**

• **Staff Senate**

John Wooge reported that the main business of the meeting was to elect individuals to fill vacancies on commissions and committees, and the election of officers. There were also reports on Staff Appreciation Day and the McComas Leadership Seminar.

• **Benefits**

Pat Ballard reported that the committee meeting scheduled for April 26 was cancelled.

**2. University Policies on Intellectual Property and Internet Usage — Kay Heidbreder**

Kay Heidbreder reviewed the proposed revisions to University Policy #13000 on Intellectual Properties. The proposed changes were withdrawn at the last University Council meeting to allow additional review by the Commission on Research and the Faculty Senate. The Code of Virginia requires the university to have an intellectual properties policy. What is unique about the proposed revised policy is that it applies equally to classified staff as well as faculty. Under the current policy, classified staff members are not allowed to share in any royalties. Generally, under the proposed changes, if intellectual properties are developed within the scope of an individual's assigned duties, then the royalties and rights are owned by the university. For properties developed outside an individual's assigned duties, the royalties and rights are owned by the individual. There are exceptions, notably in the College of Agriculture and Life Sciences. Spin-off companies must be approved by the Board of Visitors and licenses must be negotiated through Virginia Tech Intellectual Properties (VTIP).

Heidbreder also reviewed electronic communications. Courts are increasingly applying existing laws to email, ruling that email is not private and can be intercepted. Individuals should have no expectation that their email cannot be viewed or retrieved by

supervisors or other university officials. Any email composed and sent on university-owned equipment is considered university property. She also noted that five university professors had challenged a state law regarding accessing pornography over the Internet. The court ruled that the state could dictate what can be accessed on state-owned equipment.

### **3. New Business**

- **Virginia Tech Employees' Spouse and Dependent Scholarship Fund**

Tom Kaloupek reported that four scholarships of \$500 each will be awarded this year. This doubles the number awarded last year. Three are staff dependents; one is a faculty dependent. There were 42 applicants this year, a large increase from last year.

### **4. Announcements and Other Business**

James Martin reported that Mike Koechlein was elected vice president of the Staff senate and will chair the commission next academic year.

There being no further business, the meeting adjourned at 4:40 PM.