

Commission on Staff Policies and Affairs
August 24, 2007
Minutes

Present: Robin Atkins, Jean Brickey, Catherine Caldwell, Alicia Cohen, Carolyne Dudding, Walter Hartman, Cathy Hill, Shannon Jarrott for Fred Piercy, Cindy Koziol, Mike Naff, Tom Tucker, Linda Woodard

Absent: Lay Nam Chang, Sue Ellen Crocker, Wyatt Sasser

Chair Tom Tucker called meeting to order at 9:10 AM. The agenda was approved with one addition. Commission members introduced themselves.

1. Planning for this Year

- Goals, Objectives, Ideas for Meeting Topics

Two items were suggested that were held over from last year:

- Emeritus policy for staff
- Employee of the Week program – suggestions for additional employees to be recognized included Staff Leadership Award nominees, and 30 year and higher service award recipients.

New topics suggestions for the coming year include:

- Safety training for all new employees, with refresher updates for current employees. The commission may be asked to give input and assist with communication.
- Reporting staff diversity accomplishments as part of the performance cycle, recommended by the Commission on Equal Opportunity and Diversity
- Identifying students and employees who may be in crisis, how to recognize and get help
- Transportation issues, including bicycles and skateboards on sidewalks
- New construction projects on campus, including universal design
- Presentation on the April 16 internal review committee reports
- HokieMart overview

2. Old Business

- Staff Leadership Award

A small working group from the commission worked with Linda Woodard and Kirk Wehner in Human Resources to draft a staff leadership award. Linda Woodard distributed the final draft for approval by the Commission. After review, the commission voted unanimously to approve the draft. The award proposal will be sent forward for final approval at the university level. It is hoped that the first award will be presented at the 2008 McComas Leadership Seminar. A subcommittee of

the commission will serve as the nomination review committee with support from Human Resources. University Relations will be requested to assist with publicizing the award, as well as the Staff Senate and staff associations. The award will be funded by Human Resources for the present.

- **Restructuring**

Linda Woodard reported that the Employee Advisory Committee has had several meetings, and will meet again on August 30. The committee will review the executive summary of the employee survey conducted this summer. Approximately 4600 employees and supervisors were invited to participate, with a 47 percent response rate. The results will be used by the committee's design teams to work on focus areas. Human Resources is working on a restructuring website, as well as a newsletter, to keep employee informed on the status of the restructuring work; these will be available later in the fall. Employees will be given opportunities throughout the process to provide input. There is an aggressive time line, with the goal of having major work completed by summer 2008; employees must be given a 90-day enrollment period to consider switching from classified to university staff.

3. Scheduling Future Meetings

After a review of calendars, the first or third Tuesday mornings, or Wednesday afternoons at 3:00 p.m. appear to be the best options for the monthly meetings. Members will be surveyed by email to finalize the meeting date and time.

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

Respectfully submitted,

Lou Ann Phipps
Recording Secretary

Commission on Staff Policies and Affairs
September 18, 2007
10:00 A.M. – 325 Burruss

Minutes

Present: Jean Brickey, Catherine Caldwell, Lay Nam Chang, Haiyan Cheng, Alicia Cohen, Sue Ellen Crocker, Carlyne Dudding, Walter Hartman, Cathy Hill, Shannon Jarrott for Fred Piercy, Cindy Koziol, Wyatt Sasser, Tom Tucker, Linda Woodard

Absent: Robin Atkins, Mike Naff

Guest: Judy Ridinger, Human Resources

Chair Tom Tucker called meeting to order at 10:03 a.m. The agenda approved as presented. Minutes of the August 24 meeting were approved electronically.

1. Old Business

- Meeting Schedule for 2007-08 Commission Meetings

The regular meeting schedule for the year has been established as the third Tuesday of each month through April, 8:30 to 10:00 a.m. However, the November and December meetings will fall during scheduled breaks. The group will be polled to see if it will be possible to move the meetings for those two months up to the second week.

- Goals & Objective for the Commission

Tom Tucker is finalizing the goals and objectives for the meeting of the commission chairs with the President and Provost in October

- Staff Employee of the Week Program

The commission is considering the inclusion of 35 year and up service award recipients to be featured as part of the Staff Employee of the Week program. A list of the award recipients for the coming year will be requested for the October meeting.

- Restructuring

Linda Woodard and Tom Tucker reported that the Employee Advisory Committee is continuing to meet, and has been discussing the results of the focus groups and surveys.

- Leadership Award

The final award proposal has been sent to the President for approval.

- **CEOD Report on Relevant Policies that Support Principles of Community**

An ad hoc group of the Commission on Equal Opportunity and Diversity was formed to review the Principles of Community and determine if university policies already exist support the principles. The group determined that numerous policies are in place to support the principles. Staff, faculty, and student conduct is also governed by their respective handbooks.

2. Guidelines for the Diversity Component of Staff Performance Planning and Evaluation

A subcommittee was formed to work on guidelines to assist managers and supervisors in incorporating the diversity component of the performance plan in a meaningful way in employee evaluations for 2008. Faculty received guidelines in January on including diversity accomplishments in their goals for this year. A draft of the proposed guidelines for staff was distributed for members to review. It includes examples of diversity activities that employees could take part in as part of the diversity dimension. It is recognized that some jobs lend themselves more to diversity than others. It is much easier for those who work with students than those in technical jobs. The guidelines are not all-inclusive or intended as a checklist. The commission was asked to think about trades, housekeeping, dining services areas, and how the guidelines could be made more meaningful for those groups. Training on the component will be included in the supervisory training offered each year.

3. Future Topics

- **Budget Reductions - What impact will state revenue shortfall have on staff?**

The university is still working on budget reduction plans. The topic will be reviewed after the plan is finalized and announced.

- **Emeritus Policy for Staff**

Pat Hyer, Associate Provost for Academic Administration, has been invited to attend the October meeting. Dr. Hyer worked on the faculty policy.

There being no further business, the meeting adjourned at 11:27 a.m.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary

Commission on Staff Policies and Affairs
October 16, 2007
8:30 A.M. – 325 Burruss
Minutes

Present: Robin Atkins, Catherine Caldwell, Haiyan Cheng, Alicia Cohen, Sue Ellen Crocker, Carolyne Dudding, Cathy Hill, Shannon Jarrott for Fred Piercy, Cindy Koziol, Maxine Lyons for Jean Brickey, Mike Naff, Wyatt Sasser, Tom Tucker, Linda Woodard

Absent: Lay Nam Chang, Walter Hartman

Guests: Pat Hyer, Office of the Provost; Judy Ridinger, Human Resources

Chair Tom Tucker called the meeting to order at 10:05 AM. The agenda was approved with one correction. The minutes of the September 18, 2007, meeting were approved electronically.

1. New Business

- Emeritus Policy for Staff - Dr. Pat Hyer, Associate Provost for Academic Administration

Dr. Hyer reviewed the faculty emeritus policy. "Emeritus" refers to a person who has retired from professional life, but retains the previous title held. Many retired faculty continue to teach occasionally, as well as continue research. There is no pay associated with emeritus status and no office space is guaranteed. The status is granted to tenured full and associate professors. It has rarely been granted to AP faculty, exceptions being made for AP faculty who have also taught classes. Occasionally senior extension agents who have been promoted through the ranks to the highest level have been given emeritus status. Research faculty are not eligible. However, the policy on emeritus status does allow for staff emeritus. *"The title of emeritus is conferred on retired full professors and associate professors, administrative officers, extra-collegiate faculty with continued appointment, senior extension agents, and exceptional staff members who have given exemplary service to the university, and who are specifically recommended to the board of visitors by the president and approved"* No process has been established for emeritus status for staff. She is not aware of any other universities that have staff emeritus. It was decided to establish a subcommittee to research the issue. Robin Atkins, Jean Brickey, and Haiyan Cheng will serve on the subcommittee.

- Staff Leadership Award

The Staff Leadership Award has been approved. Volunteers are needed for a subcommittee to begin work on the process for nomination and selection of recipients of the first awards. Procedures will have to be established to publicize the award, receive nominations, select and announce the winners. The award will be presented at the McComas Leadership Seminar held annually in May. Sue Ellen Crocker, Cathy Hill, and Mike Naff volunteered to serve. University Leadership Development will also assist with the program.

2. Old Business

- Meeting Schedule for 2007-08 Commission

Commission will meet on the third Tuesday of each month 8:30 - 10:00 AM in 325 Burruss with the exception of the two meetings listed below.

- November 13, 8:30 - 10 AM, in 210 Burruss Board Room (location change as well)
- December 11, 8:30 - 10 AM, in 325 Burruss Conference Room

- **Goals & Objective for the Commission - Tom Tucker**
The chairs of all the university's commissions met with the president and the provost to review each group's plans for the coming year. Copies of this year's goals were distributed.
- **Employee of the Week Program**
The commission discussed the inclusion of 35 and 40 year service awards recipients. A list of the coming year's recipient will be obtained from Human Resources to determine the number of employees.
- **Diversity Dimension Guidelines – Sue Ellen Crocker**
The guidelines have been revised to address concerns voiced by commission members at the September meeting. The document is still in draft form. The more complex the document, the less likely it will be used. It will be finalized and distributed in the very near future so that it can be used for the coming year's performance plans. It will be sent via email to deans, directors, and department heads. Staff will receive a printed copy. Any additional comments may be sent to Judy Ridinger.
- **Restructuring - EAC Design teams**
The Employee Advisory Committee (EAC) is soliciting nominations for employees to serve on design teams to develop new human resources policies for university staff in the following areas: staff benefits and work life; compensation and rewards; and performance management and employee relations. The deadline for nominations is October 29. The teams will meet weekly for the next two to three months. The membership of the design teams will be shared at the next meeting
- **Newsletter**
Brian Gittens is serving in a Human Resources internship to provide project management for restructuring. He will also be assisting with the production of a quarterly HR newsletter for faculty and staff. It is being sent electronically to most employees, but hard copies will be mailed to some areas. Copies will also be mailed to deans, directors, and department head with the request that it be posted.

3. Reports

- **CEOD –** copies of meeting minutes have been emailed to commission members
- **Benefits Committee** will meet on October 25.
- **Other Business**
 - The Commission on University Support is establishing a Committee for Energy and Sustainability. Staff Senate has been asked to appoint two staff members.
 - Ennis McCreary, Office of the Graduate School Student Ombudsperson, was suggested as a future speaker. While she is a student ombudsperson, it was suggested that the commission might want to explore the possibility of a similar position for staff.
 - Commission members were reminded of the VT Engage kickoff on the Drillfield on Tuesday, October 16.

There being no further business, the meeting adjourned at 10:00 a.m.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary

Commission on Staff Policies and Affairs
November 13, 2007
8:30 A.M. – 210 Burruss
MINUTES

Present: Jean Brickey, Lay Nam Chang, Haiyan Cheng, Alicia Cohen, Sue Ellen Crocker, Walter Hartman, Cathy Hill, Shannon Jarrott for Fred Piercy, Cindy Koziol, Mike Naff, Tom Tucker, Linda Woodard

Absent: Robin Atkins, Catherine Caldwell, Carolyne Dudding, Wyatt Sasser

Guests: Judy Ridinger and Kirk Wehner, Human Resources

Chair Tom Tucker called meeting to order at 8:34 AM. The agenda was approved as presented. Minutes of the October 16 meeting were approved electronically

1. New Business

- Proposed Changes to the Definitions for Administrative/Professional Faculty.

Under the Higher Education Restructuring Act, the Virginia colleges and universities have the authority to revise the definition of administrative and professional faculty. CAPFA is reviewing the current definitions and exploring how to clarify and expand definitions to more accurately reflect the roles and credential requirements for these types of positions. Under the current definitions, Administrative faculty members generally include senior administrative leaders in administration, colleges, and VP areas, and directors of major units. Professional faculty includes extension agents, coaches, librarians, counselors, and development officers. Many areas have AP faculty members and staff members doing essentially the same work. Under the proposed plan, Pay Band 5, 6, and 7 staff positions would be reviewed for conversion to AP faculty. Only those positions that are exempt from overtime compensation under the Fair Labor Standards Act can be considered; non-exempt positions are not eligible. The conversion would alleviate equity issues within departments. It is also felt that recruiting for these positions would be enhanced since there would be more flexibility in compensation and retirement, since only faculty are eligible to participate in the faculty optional retirement plan. Under the proposed plan, staff members in positions identified for conversion to AP faculty status would be given the choice of remaining staff or converting to AP faculty. For positions where staff members choose not to convert, they will be filled as AP faculty when the positions are vacated and refilled. Since the conversion will affect the number of staff members in various areas, it could have an impact on the number of staff senators allocated to those areas. Several CAPFA representatives will also attend a meeting of the Staff Senate to brief them on the proposal. A final proposal will be drafted and presented to the Commission on Administrative and Professional Faculty. If the commission approves, then a resolution will be drafted to be sent through the governance system for approval and finally to the Board of Visitors.

The commission endorsed the proposal. When a formal resolution has been written, it will return for formal approval.

2. Old Business

- Staff Employee of the Week Program

It has been suggested that employees with 35 years of service and up be featured as "Staff Employee of the Week." The counts for the 2008 Service awards have been obtained. Jean Brickey and Walter Hartman volunteered to serve on a subcommittee to coordinate obtaining information on these employees. Lou Ann Phipps in Human Resources will assist.

- Diversity Dimension Guidelines

Judy Ridinger shared the latest draft of the guidelines to be provided to supervisors and employees for use in preparing performance plans for 2008. The final version will be printed in booklet form and mailed to all staff employees and faculty who supervise staff.

- Restructuring - Employee Advisory Committee Design Teams

The three design teams are in place. These include Compensation and Rewards, Performance Management and Employee Relations, and Staff Benefits and Work Life. An orientation meeting will be held on Thursday, November 15. The teams have good representation from all areas of the university, types and levels of work, and employees and supervisors. The EAC reviewed nominations and placement on teams.

- Committee for Energy and Sustainability

The Commission on University Support has established a Committee for Energy and Sustainability. Tom Tucker has been appointed to the committee from Staff Senate. Sherwood Wilson, VP for Administrative Services, will chair the committee for the first year.

- December Speaker

Ennis McCreary has been invited. She is the student ombudsperson in the Graduate School. It was suggested that the commission might want to explore the possibility of a similar position for staff.

There being no further business, the meeting adjourned at 9:50 a.m.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary

Commission on Staff Policies and Affairs
December 11, 2007
8:30 A.M. – 325 Burruss
MINUTES

Present: Jean Brickey, Haiyan Chen, Alicia Cohen, Sue Ellen Crocker, Cathy Hill, Shannon Jarrott for Fred Piercy, Cindy Koziol, Mike Naff, Tom Tucker, Linda Woodard, Caroline Dudding, Wyatt Sasser

Absent: Robin Atkins, Catherine Caldwell, Lay Nam Chang

Guests: Ennis McCreary, Office of the Graduate School, Student Ombudsperson; Pat Burton, Human Resources

Chair Tom Tucker called meeting to order at 8:37 AM. The agenda was approved with one change.

1. New Business

- Ennis McCreary, Office of the Graduate School, Student Ombudsperson

Ennis McCreary gave a short presentation related to her position as Graduate Student Ombudsperson and the possibility that a similar position could be a benefit to staff. Her current position is in a two-year pilot phase; she is currently gathering information and tracking how students use the service. Her office is located in an informal space on campus that is central and not located in an area or building that would make students feel uncomfortable meeting with her. She views her role as an advocate for fair treatment and acts a change agent, tracking demographic data and trends to make suggestions for policy changes. Ennis suggested that a faculty/staff ombudsperson would be very helpful to an individual who might be hesitant to visit Human Resources or other administrative offices for confidential assistance.

- Employee Assistance Program Policy

Pat Burton and Linda Woodard gave an overview of the Employee Assistance Program, explaining that the program has been in place for over 20 years. Recently, a formal policy has been developed and is currently being discussed with the commissions. The policy does not change current staff personnel policies; it describes the employee assistance program and how it is used. Commission members felt that while the program worked well, there needed to be an increase in the number of local counselors. Suggested changes included adding the types of leave that can be used for referral visits and a statement that the policy is in accordance with the state contract. A copy of the final policy will be provided to the commission once it is approved.

2. Old Business

- The Commission on Administrative and Professional Faculty Affairs proposed changes to the definitions for AP faculty.

Tom Tucker indicated that there would be more to report on this topic in January.

- Emeritus Policy for Staff – Subcommittee Update

Tom Tucker indicated that several universities have an Emeritus Policy for staff and that he will forward the information that has been provided to him to commission members.

- Staff Leadership Award – Subcommittee Update

The subcommittee is in the process of finalizing the award program. Under consideration is adding the requirement that all nominees must have been in their present position for at least six months. It was suggested that winners be given a ceremonial check at the awards presentation since the award payments are made through the normal payroll process. While the winners will be invited to participate in the McComas Leadership Seminar in May, there was a discussion on whether to invite nominees. It was decided to wait until after the nomination process is complete to make a decision. When the nomination guidelines and forms are complete, the materials will be sent to commission members.

- January Meeting

Tom Tucker stated that will be no invited speaker in January. The time will be used to focus on discussions of Higher Education Restructuring activities.

3. Reports – CEOD – Diversity Commitment Dimensions Guide

The commission has approved the diversity dimension guidelines. It will be sent electronically to deans, directors, and department heads and most staff employees. Hard copies will be mailed to staff employees in Pay Bands 1 and 2.

4. Other Business

Linda Woodard extended her appreciation to the members of the commission that attended the forum for the candidates for AVP of Human Resources. Linda also informed the commission of the scheduled forums to be held for three other candidates extending into mid-January.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary

Commission on Staff Policies and Affairs
January 15, 2008
8:30 A.M. – 210 Burruss
MINUTES

Present: Robin Atkins, Jean Brickey, Catherine Caldwell, Lay Nam Chang, Haiyan Chen, Alicia Cohen, Caroline Dudding, Sue Ellen Crocker, Cathy Hill, Shannon Jarrott for Fred Piercy, Mike Naff, Wyatt Sasser, Tom Tucker, Linda Woodard

Absent: Cindy Koziol, Jeremy Sutherland

Guests: Peggy Bowden, Brian Gittens, Doug Martin, Judy Ridinger, Human Resources; Cathy Jacobs, Work/Life Resources; Dale Robinson, EOAA; Eddie Shumate, Payroll

Chair Tom Tucker called the meeting to order at 8:35 AM. Since there were a large number of visitors, commission members and visitors introduced themselves to the group. The minutes of the December 11 meeting were approved electronically. The agenda was approved as presented.

A. New Business

- Restructuring

Brian Gittens updated the commission on the work of the Employee Advisory Committee and the Design Team subcommittees. The final draft policy proposals are due by January 31. The policies will be reviewed by various groups on campus, and the final policies will be presented to the Board of Visitors.

- Performance Management and Employee Relations Design Team

The design team has reviewed the current performance management plan in place and is proposing several changes. The proposed plan will have four steps, rather than the current three. The survey of employees done earlier showed that most do not like the three-step plan. The four proposed steps include: 1 = Model Performance, 2 = Strong Performance, 3 = Developing Performance, and 4 = Unacceptable Performance. The addition of the Developing Performance step affords employees the opportunity to bring their work up to an acceptable level without having been given an unacceptable rating. Employees who receive either a 3 or 4 rating will work with their supervisors on a development plan to improve their performance. The process and form will also be simplified and computerized. The plan also includes a mid-cycle evaluation. This will allow employees to know where they stand and improve their performance if necessary. Other proposals include mandatory performance evaluation training for all supervisors and a process for allowing employees to evaluate supervisors.

- Compensation and Rewards Design Team
The team is not recommending any changes to the pay band structure at this time. They do propose removing the strict percent limits on the salary adjustments. It is also proposed that employees receiving the Model Performance rating be given a larger increase than those receiving the lower ratings. Resources must be available to implement any changes.
- Staff Benefits and Work Life Policies Design Team
The team has reviewed policies that can be implemented by the university as well as some which would require further study and possible legislative action. They are looking at ways to enhance flexible work schedules and telecommuting policies. Other institutions are being contacted to learn more about how to make the policies work. They are also looking at ways to expand the CommonHealth program to university offices off-campus. Staff leave policies have been reviewed at the state level, so those are not being studied at this time. Other programs under discussion include: some benefits for wage employees; option for staff to participate in a defined contribution retirement plan; and tuition assistance for employee dependents and spouses.

The Employee Advisory Committee will look at all remaining HR policies not covered above, to identify other policies that may be revised.

B. Old Business

- Items from the Emeritus Staff Committee regarding Emeritus Staff Programs at Other Universities
Information on programs at other universities has been distributed to commission members.
- Proposed Staff Leadership Award Nomination Form
The final award materials were presented for approval. If more than ten nominations are received, a working group will be formed to review the nominations. If there are less than ten, the commission will review the nominations at the April meeting. The program materials were approved unanimously.
- Employee of the Week
The group has not yet met.

Restructuring proposals will be presented to the commission for feedback at the February meeting. There being no further business, the meeting adjourned at 10:05 AM.

Commission on Staff Policies and Affairs
February 19, 2008
8:30 A.M. – 325 Burruss
MINUTES

Present: Jean Brickey, Catherine Caldwell, Lay Nam Chang, Haiyan Chen, Carolyne Dudding, Sue Ellen Crocker, Walter Hartman, Cathy Hill, Cindy Koziol, Wyatt Sasser, Tom Tucker, Linda Woodard

Absent: Robin Atkins, Alicia Cohen, Mike Naff, Jeremy Sutherland

Guests: Brian Gittens, Judy Ridinger, Theresa Slaughter, Kirk Wehner, Human Resources; Christina Brogdon, Dale Robinson, EOAA

Chair Tom Tucker called the meeting to order at 8:30 AM. The agenda was approved with no changes. The minutes of the January 15, 2008, meeting were approved electronically with one correction.

A. New Business

- Human Resources Restructuring

A summary of the restructuring design team proposals was distributed. The proposals will be presented to the Staff Senate later in the week. A meeting has also been scheduled for the HR Restructuring Steering Committee. Meetings will be held with university staff and supervisors for feedback. The final proposal will be sent through the governance system for approval before going to the Board of Visitors, probably at their August meeting. However, this is only Phase I; restructuring will be an on-going process that will take several years to fully implement.

- Compensation and Rewards: the design team looked at benchmarking, including other universities and private companies. The current system of pay bands and roles will be retained. It is recommended that the state's current cap on in-band and role change salary adjustment be lifted, and increases be considered on a case-by-case basis using guidelines to be established by the university. Rewards and recognition programs should be enhanced by increasing the cap on awards from \$2000 to \$5000. There are concerns regarding consistency across the university, since some areas have more available funding than others.
- Performance Management: The survey of employees indicated support for a merit pay system. A four-rating performance plan is recommended with differentiation between levels of performance. The process will be simplified and, eventually, computerized. Training for supervisors and managers will be enhanced.
- This is the first phase of a multi-year initiative, with additional policies and programs to be considered next year. Some areas of interest are dependent on available resources, including benefits-related programs. Work/life policies are also being considered.

- **Proposed CAPFA Resolution for Changes to AP Faculty Definitions**

Minor modifications of the definitions for AP faculty are being proposed. Many classified staff employees in pay bands 5, 6, and 7 will be given the opportunity to convert to AP faculty. If an employee chooses to remain classified, the position will convert to AP faculty when vacated as appropriate. University staff positions in these pay bands would also be considered for conversion to A/P faculty. It is felt that the change will assist in the recruitment of senior level professional and managerial positions. It will also address equity issues where departments have employees having similar responsibilities, with some in A/P faculty positions and others in the classified system.

B. Old Business

- **Staff Leadership Award - Subcommittee Update**

The nomination materials will be distributed as soon as the nominations close for the President and Governor's awards.

C. Other Business

In order to meet the deadlines for getting the restructuring proposals through governance, a special meeting may be necessary in early April. By that time, the nominations for staff leadership award will have closed.

Staff Senate elections will be coming up in March. Announcements have been sent out.

There being no further business, the meeting adjourned at 10:02 AM.

Commission on Staff Policies and Affairs
April 1, 2008
1:00 P.M. – 325 Burruss
MINUTES

- Present:** Jean Brickey, Lay Nam Chang, Sue Ellen Crocker,Carolynne Dudding, Walter Hartman, Hal Irvin, Wyatt Sasser, Tom Tucker, Linda Woodard
- Absent:** Robin Atkins, Catherine Caldwell, Haiyan Chen, Alicia Cohen, Cathy Hill, Shannon Jarrott, Cindy Koziol, Mike Naff, Jeremy Sutherland
- Guests:** Brian Gittens, Judy Ridinger, Kirk Wehner, Human Resources; Dale Robinson, EOAA; Janet Sanders, College of Science

Chair Tom Tucker called meeting to order at 1:00 PM. He thanked Linda Woodard for her support for staff governance over the past ten years and introduced Hal Irvin, the new Associate VP for Human Resources. Commission members then introduced themselves. The agenda was approved with one addition. The minutes for the February 19 meeting were approved with two corrections.

A. New Business

- Human Resources Restructuring

The commission reviewed the final versions of the two resolutions for approval: Resolution 2007-08A—Compensation and Merit Pay for University Staff Under Higher Education Restructuring, and 2007-8B—Approval of the New Human Resources Policies for University Staff. The first resolution proposes merit pay implementation for university staff, with differentiation in pay based on the level of performance. The structure will be similar to the system used for faculty. The current classified benefits, salary and job classification system will be adopted for university staff, except those in Pay Bands 5 through 7. Employees in those positions will be converted to AP faculty. A resolution for this change will come from the Commission on Administrative and Professional Faculty (CAPFA).

The second resolution proposes that most current human resources policies for classified staff be adopted for university staff. The performance management policy, however, will change for university staff. Communication is critical and information sessions for employees will be scheduled throughout the summer and fall. It was moved and seconded that both resolutions be approved. The motion passed unanimously.

- Human Resources Restructuring – AP Faculty Definitions

CAPFA's Resolution 2007-08B deals with changes to AP faculty definitions and the conversion of positions in Pay Bands 5 through 7 to AP faculty positions. Classified employees affected will have a choice to convert or not; university staff will have no choice. The commission has been asked to review and endorse the resolution since it

affects staff. It was moved and seconded that the resolution be endorsed by the commission. However, it was noted that since CAPFA has not yet voted on the resolution, there could still be changes made to the resolution. The motion was rescinded. Since the chair will attend the CAPFA meeting where the resolution will be voted on, it was moved and seconded that the chair be given approval to use his discretion on supporting the resolution should there be changes. The motion was approved unanimously.

B. Old Business

- Staff Leadership Award - Subcommittee Update

The subcommittee will review the nominations and select the top candidates. If the subcommittee cannot agree on the award recipients, the full commission will be asked to choose.

- Employee of the Week Program - Subcommittee Update

The nominees for the Staff Leadership Award will be added to the list of people to be featured.

- Emeritus Policy for Staff - Subcommittee Update

This item will be tabled until next year.

C. Reports

- Minutes

Minutes from the Commission on Equal Opportunity and Diversity have been forwarded. The Benefits Committee did not meet in February or March.

- Staff Senate

Representatives from Human Resources will attend the next meeting to review the resolutions with the senate. The Staff Senate officers for next year are: Tom Tucker, President; Maxine Lyons, Vice President; Jennifer Hundley, Secretary; Jean Brickey, Parliamentarian. As Vice President, Maxine will chair the commission next year.

- Virginia Tech Employees' Spouse and Dependent Scholarship Fund

A total of 22 students have applied for the scholarship this year. Each student will be given \$350 per semester. Letters will go out May 1.

There being no further business, the meeting adjourned at 2:20 PM.