

**Minutes**  
**Commission on Staff Policies and Affairs**  
February 22, 2011 ~ 2:00 p.m. ~ 325 Burruss

**Present:** Carolyne Dudding, Hal Irvin, Wyatt Sasser, Wanda Smith, Don Taylor, Judy Taylor, Sue Teel, Tom Tucker, Lisa Wilkes, Connie Wilkinson

**Absent:** Judy Alford, Lubna Chowdhury, Amanda Grose, Teresa Lyons, Robin McCall-Miller, Richard Sorensen, Tom Wertalik

**Guests:** Mark Owczarski, Director of News and Information

**Call to Order**

The meeting was called to order at 2:03 p.m. The agenda was approved as presented. The minutes from the last meeting on January 25, 2011 were approved electronically.

**Communication to Staff without Daily Computer Access**

**Guest Speaker: Mark Owczarski**

Mark gave an overview of the communication products provided by his office including the blue sheets that are provided to those who do not have email access. He provided a blue sheet distribution handout and a sample blue sheet. There are four daily communication products: daily email; subscription email for parents, alumni, community, and some students; VT News website, and Tweeter and Facebook feeds. Weekly communication products include: student email, weekly feature story on the homepage, and blue sheets. The blue sheets were started in 2006 and are distributed every Monday to units who have employees without email access. It is left up to the units to determine how many blue sheets they need and what method they will use to get them out to their employees. The content on the blue sheets comes from VT News and is focused on the target audience. Commission members' suggestions for the blue sheets included a less text dense document with more teasers and visuals for those who have reading difficulties and a feature recognizing an employee of the week to personalize it more.

Based on the information that CSPA has gathered from the past few meetings regarding the blue sheets, Sue Teel will report back to Dr. Steger at the next commission chair's meeting. She will let him know that the blue sheets are reaching a vast number of people but not everyone; however, CSPA feels that it is impossible to reach everyone. She will give him information on the different groups that CSPA has learned about over the last few meetings and suggest that making the blue sheets more visually appealing and less text dense might be helpful for some. She will also share that the commission feels that the ultimate

responsibility for making sure employees are informed about and understand the information on the blue sheets lies with the supervisor.

### **Staff Career Achievement Award Update**

Hal Irvin gave an update on the Staff Career Achievement Award. After CSPA approved the award at last month's meeting and the Staff Senate approved the award, Hal shared the revised resolution with Kim O'Rourke. She suggested some of the specifics be removed, such as the amount of the award, the size of the committee, and the deadline for which recommendations have to be made to supervision. She indicated these specifics could be problematic if they ever need to be changed and would require going through the Board of Visitors for approval. She suggested having these specifics in the guidelines that CSPA will need to create but to leave them out of the resolution. Meeting attendees were provided a copy of the proposed amended resolution. A motion was made to accept the resolution and seconded. A vote was taken, and the amended resolution was unanimously accepted. The resolution will be presented to University Council for approval.

### **Other Business and Announcements**

Judy Alford attended the last commission chair's meeting with Dr. Steger in January since Sue was sick. Judy shared with Dr. Steger the work the commission has done on the resolution for the Staff Career Achievement Award and the work that has been done regarding the blue sheets. He was very pleased with the work that has been done so far by the commission.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:08 p.m. The next meeting will be March 22, 2011 from 2:00-3:30 in 210 Burruss.

Respectfully Submitted,

Melissa Ball  
CSPA Support Staff