

**Minutes**  
**Commission on Staff Policies and Affairs**  
October 23, 2012 ~ 2:00 p.m . ~ 325 Burruss

**Present:** Mina Choi, Dan Cook, Jay Crone, Carlyne Dudding, Kim Dulaney, Hal Irvin, Denise Jones for Richard Sorensen, Teresa Lyons, Allison Rubio, Wyatt Sasser

**Absent:** Judy Alford with notice, Mary Christian with notice, Velva Groover with notice, Judy Jones, Tom Kaloupek, Mallory Taylor, Amy Tunison with notice

**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 September 25, 2012 were approved electronically.

**Volunteers Needed**

Since there was still a need for CSPA members to serve on various award committees and areas of governance, members were asked if anyone had an interest in volunteering. Following is the list of volunteers thus far:

- McComas Leadership Award Committee – Wyatt Sasser, Amy Tunison
- Staff Career Achievement Award Committee – Judy Alford, Carolyn Dudding, Velva Groover, Teresa Lyons
- Commission on Equal Opportunity and Diversity – still needs a volunteer
- Employee Benefits Committee – Kim Dulaney

Anyone interested in volunteering should contact Dan Cook.

**Honorifics Committee**

The possibility of forming an honorifics committee was discussed. Jay Crone described the role of a similar committee that his department has. He indicated that they encourage employees to apply and nominate others for awards, assist with the nomination process, and basically provide a single point of reference for employees regarding departmental awards. If an honorifics committee is to be formed, it would not necessarily have the task of creating more awards, but would be used as an education tool in the awards process for staff. It was suggested that perhaps having the committee come up with an awards guideline sheet with a list of available awards and contact information would be helpful to employees. Kirk Wehner will be speaking at the November CSPA meeting regarding the employee awards program, and the discussion will continue regarding the formation of an honorifics committee.

### **Ways to Engage Off-Site Staff**

The topic of coming up with ways to engage off-site staff was discussed again. It was pointed out that Staff Senate is already offering a video conference link to those in Northern Virginia. A suggestion was made to perhaps have an off-campus site or employee spotlighted monthly. It was agreed upon that the commission first needs to get a feel for how many employees would even be interested in additional off-site engagement before pursuing the issue further. Members were asked to reach out to their off-campus colleagues for feedback and to share it with the commission.

### **Other Topics**

Since we have gone through another performance cycle recently and this was the second or third time for some using the online performance management system, it was suggested that we should revisit the system. It was felt that the interpretation of the ratings seems to have changed and that the system is set up with the assumption that everyone uses a computer. The idea of getting customer feedback now that folks have been using it for several years was suggested. Hal Irvin pointed out that Kirk Wehner does an annual review of the system by obtaining input from users. Another comment about the online system was that it is difficult to use for departments who have non-Virginia Tech employees such as the ROTC departments. However, there will be a non-employee category available in the system for the next performance cycle to eliminate this problem.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:05 p.m. The next meeting will be November 27, 2012 from 2:00-3:30 in the President's Board Room in 210 Burruss.

Respectfully Submitted,

Melissa Ball  
CSPA Support Staff