

Minutes
Commission on Staff Policies and Affairs
December 15, 2015 – 2 p.m. – HR Conference Room

Present: Bonnie Alberts, Yohna Chambers, Alex Parrish, Lee Ann Ellis, Jamie Hollimion, Margaret Radcliffe, Robert Sebek, Sue Teel, Mary Helmick

Absent: Catherine Caldwell, Allen Campbell, Sam Easterling, Janet Murphy, Kathy Hosig, Danette Poole, Julie Shumaker, Robert Sumichrast, Paul Rice, Carol Dudding

Call to Order

The meeting was called to order at 2:00 p.m.

Approval of Agenda

Agenda was approved as written.

Approval of Minutes

Minutes from the October 27th meeting were approved.

Committee Reports

ADHOC Dog Policy Committee

Lee Ann Ellis reported the committee had two meetings and good discussions with a lot of positive feedback. Lee Ann introduced a draft of the policy and the committee reviewed it.

Bonnie Alberts reported on *Outreach and International Affairs*. There was an increase in undergraduate international students mainly from China and India. Many of these students are having trouble with English and are going to the community colleges to learn English.

Tuition Reimbursement

Yohna Chambers discussed Policy 4800 Tuition Assistant and Reimbursement for Salaried Employees.

- A study was done two years ago to determine where the tuition waiver and reimbursement money was going and it was discovered the money was going to Liberty University, New River Community College and Bluefield College.
- Pamplin College of Business PMBA Program (Professional Master's of Business Administration). Employees who enrolled in this program were limited to the number of hours they could use in the tuition waiver program. Pamplin wanted employees to enter other available programs such as XMNR (Accelerated Master's and Natural Resources), EMBA (Executive Master's of Business Administration).
- As the committee looked at the programs, they considered the management of future tuition credits and how best to implement. It was decided to frontload people tuition credits before they work long enough to accrue them. It's a use or lose benefit.
- Policy 4800, Paragraph 3.13 was modified. Tuition waiver does not apply to fees.
- There will be a future notice in the VT News about the availability of this program.

Adjournment

There being no further business, the meeting was adjourned at 2:37 pm The next meeting will be January 26, 2016, 2:00 - 3:30 pm in North End Center, HR Conference Room 2317.

Respectfully submitted,

Lesa Young
CSPA Support Staff