

Staff Senate

<http://www.staffsenate.vt.edu/>

November 17, 2016
12:00 Noon – 1:00 P.M
VBI Auditorium

MINUTES

Attendees: Bonnie Alberts, Debbie Breon, LaTawnya Burleson, Dan Cook, Claudia Cornwell, Chad Dalton, Carolyne Dudding, Linda Fountaine, Velva Groover, Kirk Wehner, Kelli Hall-Manning, Rachel Lester, Katrina Loan, Sheree Montgomery, Zerita Montgomery, Steve Nagle, Hannah Parks, Alex Parrish, Heather Parrish, Pris Sears, Robert Sebek, Tammie Smith, Lenora Stover, Sue Teel, James Venable III, Tami Watson, Ken Wieringo

Excused: Judy Alford, Lee Ann Ellis, Brian Huddleston, Robena Hughes, Rob Jacks, Janet Murphy, Sarah Woodward, Jon Wooge

Guests: Carolyn Hopkins, Amy Ingram, and Sally Shupe

Proxi Votes 8

Call to order by president, Alex Parrish 12:05

The agenda was emailed out to the staff senate listserv prior to the meeting and copies available at the meeting. Katrina Loan made the motion to accept the agenda, with a second made by LaTawnya Burleson.

Approval of October minutes were done electronically with one revision being made.

Staff Senate Standing Committees – No updates

Bylaws Change – Katrina Loan read the Bylaws revision. Tammie Smith made a motion to approve the changes made to the Bylaws and Zerita Montgomery made the second. The vote took place. The bylaws change was approved with a majority of the vote.

Commission on Faculty Affairs Resolution to Revise the Constitution of the University Council - Resolution CFA 2016-17B.

WHEREAS, in light of recent reform to Virginia Tech shared governance giving the Faculty Senate a role of review regarding resolutions originating in certain Commissions, it is particularly important to ensure that the Faculty Senate is adequately represented on those Commissions;

NOW, THEREFORE, BE IT RESOLVED, that the Constitution of the University Council, Article VII. University Commissions, Section 6. Term of Membership be amended to include the sentence “Senators who are selected to represent the Staff or Faculty Senates on

Commissions and who cease to be senators, may be replaced by their respective senate” as follows:

Constitution of the University Council Article VII. University Commissions

Section 6. Term of Membership

Terms of membership of elected representatives on Commissions are as follows: Faculty Senators, Staff Senators, representatives of college faculty, library faculty, administrative and professional faculty, the salaried staff, and any other elected non-student commission members are elected for a term of three years. They may serve no more than two full consecutive terms on any given commission. Terms are staggered to permit election of approximately one-third of the membership each year. Deans are elected by the Council of College Deans and serve for two years. The student representatives serve for terms of one year and are not eligible to serve more than two consecutive terms. Vacancies in unexpired terms are filled by the relevant body. **Senators who are selected to represent the Staff or Faculty Senates on Commissions and who cease to be senators, may be replaced by their respective senate.** Elections are effective the first day of July

This change would benefit us in the way of the term ending dates. Since term ending dates don't always coincide with elected staff senator ending dates, this would allow us to replace positions on the Commissions without waiting for the term to end.

Sue Teel shared that since we did have a quorum and this request originated from faculty senate that we did not have to have a second reading and could vote on it. Katrina Loan made the motion to approve the Commission on Faculty Affairs Resolution to Revise the Constitution of the University Council - Resolution CFA 2016-17B. With a second by Velva Groover. The resolution change was approved with a majority of the vote. Alex Parrish will notify the Faculty Senate of our decision.

University Council, Commission, Committees – No updates.

Report: Virginia Public College and University Staff Forum, October 25

Robert Sebek and Tammie Smith attended the Forum and gave an overview of the meeting. Robert shared that many of the neighboring colleges and universities are given a \$1000.00 budget per year for staff senate. The ones that did have a budget shared the importance of having a very thorough plan of action and detailed budget explaining exactly how the funds would be used and how this would benefit the university. At the forum there were speakers on diversity, human resources and the Provost from VCU. Each speaker was supportive of staff senates and found value in having these at universities. The speaker on Diversity shared scenarios of things that have taken place at universities and asked how these scenarios would be handled if brought before the staff senate, before a supervisor or before someone higher up. Hearing each group discuss how they would handle the different scenarios was helpful. It was also very beneficial that a Human Resources representative was there to give us very valuable feedback as well. Individuals attending the forum agreed that meeting yearly would be beneficial and sharing who hosts it would be nice too.

There was also discussion as to which staff senates offered awards, and what type of recognition did they use (certificate, money...) We talked about our McComas Leadership Seminar and were asked if it was open to Staff Senators at other universities and we did share that due to spacing limitations, we did not.

Presentation.

Claudia Cornwell, *Leave Programs Supervisor* presented on leave sharing. Some key points to note:

A person must have exhausted all forms of leave (sick, annual, family sick, comp days...etc), and have applied for FMLA before requesting leave.

There is a 10 day waiting period before the donated leave can be used. This 10 day waiting period can be waived if the department head approves it. However it's important to note, that if the department head approves it, they must approve the waived 10 day period for anyone else in the department that asks for it. The same goes for if they decline the waiver. It would be consistently declined for any staff asking for it in their department.

When donating leave, you cannot donate sick leave. All donated leave is taken directly from annual leave.

Faculty (regular appointment only, restricted faculty are not eligible to donate) can donate annual leave to staff, however faculty are not eligible to receive leave.

At this time, there is not a bank of leave that the university can draw from. When there is a need for leave based on the information above, a notice is sent out via the leave representatives listserv. If you would like to donate leave to someone in need, there is a leave donating form available through the human resources department.

With no further business to discuss, Tammie Smith made the motion to adjourn the meeting with a second by Kelli Hall-Manning at 12:40 p.m.

Sincerely submitted by Tammie Smith, Staff Senate Secretary.

SAVE THE DATE:

Staff Senate Meeting

December 15, 2016

Location: The Inn at Virginia Tech: Duck Pond Rm.