

Staff Senate

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

September 15, 2016
12:00 Noon – 1:00 P.M
VBI Conference Room

MINUTES

Attendees: LaTanya Burleson, Dan Cook, Chad Dalton, Lee Ann Ellis, Kelli Hall-Manning, Anna Hawthorne, Brian Huddleston, Robena Hughes, Rob Jacks, Katrina Loan, Sheree Montgomery, Janet Murphy, Steve Nagle, Heather Parrish, Robert Sebek, Tamarah Smith, Amy Splitt, Steve Tatum, Judy Taylor, Sue Teel, Ken Wieringo, Jon Wooge. Guest: Debbie Breon

Excused: Bonnie Alberts, Judy Alford, Sue Ellen Crocker, Carolyne Dudding, Linda Fountaine, Velva Groover, Linda Hazelwood, Christina Lapel, Zerita Montgomery, Nora Stover, James Venable, Tami Watson

Proxi Vote: 1

Call to order by president, Alex Parrish at 12:05 p.m.

The agenda was sent out by email on the staff senate listserv a week before the meeting and available at today's meeting. A motion made by Jon Wooge to accept the agenda with a second by LeeAnn Ellis.

Approval of July Minutes were done electronically with one revision being made (attendee needed to be added).

Second Reading and Vote on the Amendment of Constitution and By-Laws. Tammie Smith read the second reading of the bylaws and constitution proposed changes.

Staff Senate Standing Committees – Updates

The Policies and Issues Committee is currently working on bylaws and constitution proposed changes.

University Council, Commission, Committees – We still need volunteers to serve on the following committee: Communications Chair (Staff Senate Standing Committee), Employee Benefits Committee (University Governance, 1 seat), Graduate Studies Commission (University Governance, 1 seat), and Parking Appeals Hearing Committee. At this meeting a call out was made to encourage folks to take these positions. Prior to the meeting, there were a few volunteers to be on the Parking Appeals Hearing Committee.

Board of Visitors Report

President Parrish reported on the Board of Visitors meeting: In the near future, a few buildings will be torn down on campus. Major money has been allotted to update the baseball field. Board members voted to support an effort to integrate fully the academic and research missions of the Virginia Tech Carilion School of Medicine into Virginia Tech.

Threatening Email

While Virginia Tech was one of the recipients of the threatening email that took place on August 29th, 2016. President Parrish experienced first-hand the reassurance that our University officials took

immediate action when they were informed of it. The Board of Visitors meeting was taking place when the email was received and immediately Chief of Police Foust, Mr. Michael Mulhare, Chief of the Office of Emergency Response, and Mr. Mark Owczarski, Assistant Vice President for University Relations rose to action and worked together to assure our community that they were aware of it and how they were handling it. Updates were given as information was available.

New Local Child Care Option

President Parrish shared about Marin Riegger, Child Care Coordinator for the Graduate School. Recently Riegger has opened up the child care option, “Little Hokie Hangout” to faculty and staff to use. Originally this service was offered only to graduate students. The form still reflects that it was for graduate students, but Marin assures us that it will work for faculty and staff as well. The application fee is \$25.00 and they are willing to be flexible with the hours and times that you need child care. For more questions, contact Marin at childcare@vt.edu.

Panel: Standing Committees

As the September 15th meeting was the day to sign up for standing committees for the 2016-2017 year, the Standing Committee Chairs took to the podium to explain what their committees do and to answer questions. You can still sign up for a committee. Nominations – Jon Wooge, chair (jwooge@vt.edu); Policies and Procedures, Katrina Loan, chair (katrll1@vt.edu), McComas Leadership Seminar, Heather Parrish, Co-Chair (parrish1@vt.edu), or Tammie Smith, Co-Chair (tjsmith@vt.edu), and Communications, Alex Parrish (he can collect names until we get a chair) (x3iv@vt.edu)

The Elections and Nominations Committee, led by Jon Wooge, meets 2-3 times a year. Each fall they get together to begin work on nominations for the spring. The committee works at setting up the print material that needs to be distributed in advertising the open positions, proofing of documents, and discussion on best practices. This committee works closely with the university council and the president’s office.

The Policies and Issues Committee, led by Katrina Loan, meets as specific needs arise. This committee is the liaison between the Office of Personnel Services and or University Administration in general on personal and related matters. Also this is where bylaws and the constitution are reviewed and proposed changes are drawn up to present to the Staff Senate.

McComas Seminar starts meeting in August of each year to begin planning the annual McComas Leadership Seminar. This group is responsible for planning and running all aspects of the event that is scheduled for April 26, 2017. This committee has a lot of components and could use a lot of volunteers.

Communications Committee is one that helps to keep staff informed through their many outlets, Facebook, Twitter, Webpage, email, and print. : Experience is valuable but not required. Each piece that happens in this committee can go to individual people to be in charge of.

A quorum was met (According to the bylaws, when conducting business that requires a vote, a quorum must be met) so Katrina Loan and Alex Parrish did third reading of the bylaws and constitution reading and the voting began.

For this first one (suggested change below in the middle column): Amy Splitt made the motion to accept the proposed change, Jon Wooge made the second. The motion passed with a majority vote. One abstaining.

Constitution as it stands	Suggested Change	Reason
<p>¶ ¶ Section 5 Term of office, Subsection E. Vacancies may occur as a result of death, termination of employment, transfer, retirement, resignation, or by a majority vote of the Staff Senate to remove a senator following three consecutive unacceptable absences from regular meetings during any calendar year. □</p>	<p>Change the wording at the end to state this. ¶ Section 5 Term of office, Subsection E. Vacancies may occur as a result of death, termination of employment, transfer, retirement, resignation, or by a majority vote of the Staff Senate to remove a senator following three consecutive unacceptable absences from regular meetings during any <u>calendar year the senator's term</u>. □</p>	<p>¶ ¶ The calendar year is irrelevant to how the Staff Senate business is run as at any point during a term a senator may need to be replaced (job change, relocation, change of classification, etc.). □</p>

For the second proposed change (suggested change below in the middle column), Robena Hughes made the motion to accept the proposed change and Tanya Burleson made the second. The motion passed with a majority vote.

<p>¶ Section 5 Term of office, Subsection E. Vacancies may occur as a result of death, termination of employment, transfer, retirement, resignation, or by a majority vote of the Staff Senate to remove a senator following three consecutive unacceptable absences from regular meetings during any calendar year. □</p>	<p>¶ Section 5 Term of office, Subsection E. Vacancies may occur as a result of death, termination of employment, transfer, retirement, resignation, or by a majority vote of the Staff Senate to remove a senator following three consecutive unacceptable absences from regular meetings during the senator's term. ¶ <u>A. → Unacceptable absence is a no show without advance notice sent to the Staff Senate Secretary.</u> □</p>	<p>¶ ¶ Defines an unacceptable absence. □</p>
--	--	---

The third proposed change was deferred (suggested change below in the middle column) to have policy and procedure committee work on revising the wording and will be back on the table in October.

Staff Senate Bylaws ¶

Bylaws as it stands	Suggested Change	Reason
<p><u>1.E.</u> The Staff Senators shall—¶ <u>1.E.C.</u> Serve on at least one standing committee. □</p>	<p><u>1.E.</u> The Staff Senators shall—¶ <u>1.E.C.</u> Serve on at least one standing committee <u>and regularly attend the meetings.</u> ¶ <u>1.E.E.</u> Be subject to expulsion by a majority vote of the Staff Senate if they accrue three unacceptable absences from regularly scheduled Staff Senate meetings. □</p>	<p><u>1.E.C.</u> Clarification of expectation of what it means to "serve" on a standing committee. ¶ <u>1.E.E.</u> To ensure the bylaws correspond to the constitution. □</p>

Adjournment at 12:56 p.m.

SAVE THE DATE:

Staff Senate Meeting

October 20, 2016

Location: TBD

Guest Speaker: Board of Visitors Rector, Jim Chapman