

Staff Senate

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

June 15, 2017
12:00 Noon – 1:00 P.M
Multipurpose Room in the Library

MINUTES

Attendees: Bonnie Alberts, Judy Alford, Lisa Bishop, Debbie Breon, Angel Carter, Kim Dulaney, Lee Ann Ellis, Velva Groover, Anna Hawthorne, Brian Huddleston, Robena Hughes, Amy Ingram, Robin Lawson, Katrina Loan, Zerita Montgomery, Albert Moore, Steve Nagle, Hannah Parks, Alex Parrish, Heather Parrish, Kim Ridpath, Robert Sebek, Sally Shupe, Tamarah Smith, Steve Tatum, Judy Taylor, Sue Teel, James Venable III, Tami Watson, Jon Wooge

Webex Attendee(s): Amy Splitt

Excused: Sue Ellen Crocker, Chad Dalton, Bruce Harper, Doug Hylton, Rachel Lester, Lenora Stover, Sarah Woodward,

Call to order at 12:00 p.m. by President, Alex Parrish. President Parrish shared with the Senate that he has accepted a faculty position at Virginia Tech. As such, he is ineligible to continue at Staff Senate President, so he officially passed the gavels to Staff Senate Vice President Robert Sebek. Sebek accepted ascension to Staff Senate President, and was welcomed with a round of applause from senators present. The Staff Senate wishes Mr. Parrish well in his new position.

The agenda was electronically submitted to the senators a week before the meeting. With no additions, Robin Lawson made the motion to accept the agenda with a 2nd by Judy Taylor and unanimously approved.

Attendance sheet for check-in was available near room entrance.

Approval of Minutes (electronically) The minutes were distributed by email and minor editorial changes made.

Since the staff senate did not meet in May, Robert Sebek took the opportunity to praise the McComas Committee for the great work done on presenting another successful McComas Leadership Seminar which was held on April 26.

Staff Senate Standing Committees – It's time to sign up for 2017-2018 standing committees (Communications, Elections and Nominations, Policies and Issues, and McComas Leadership Seminar). As a reminder, these commitments are for one year, with new signup annually. If you have been serving on one committee and wish to continue on that committee, you must re-signup. If you wish to join a new committee, simply sign up for the new-to-you committee; your commitment to any former standing committee ends this month. Also, please recall that all Staff Senators are required to participate on at least one standing committee.

Updates

- Communications – Katrina Loan shared that copies of the staff senate brochure have been made and will be distributed at different university events to promote staff senate’s role in shared governance. If you would like to share copies of the brochure, please contact Katrina for copies.

The communications committee has also developed an Event Calendar which will show up on Virginia Tech’s Event Calendar, as well as a Google Calendar called “Staff Senate.” Currently the three people that can add to the calendars are Katrina Loan, Doug Hylton, and Tammie Smith. This is an active committee, and Katrina welcomes Senators to join.

- Elections and Nominations – Robert shared that the Vice President position was now open with nominations having been requested prior to this meeting. James Venable made the motion to close the ballot with a second by Anna Hawthorne. Since the nominee must be elected, a special election will be called and Senators will be asked to vote by Friday, June 23rd. A minimum of 50% of Senators must participate in the vote. The Staff Senate now also has secretary and parliamentary advisor positions open. Information will be sent to the listserv asking for nominations.
- Policies and Issues – Robert Sebek noted that this committee is still in need of a chair. He will continue to lead the group until one is appointed.
- McComas Leadership Seminar – no further updates at this time.

University Council, Commission, Committees

Board of Visitors (BOV) update. As the incoming President, Robert Sebek was invited to attend the BOV with Alex Parrish. One of the duties of the President of Staff Senate is to attend the BOV meetings. Sebek shared that a 700 page document was sent out to the participants with all of the information that would be reviewed during the BOV’s meeting. The constitutional change that Staff Senate sent forth regarding “defining unexcused absence” and “removing senators that don’t show up for 3 consecutive meetings” was approved by the BOV. Parrish shared that the BOV is discussing the structure of governance and how they can make the committees work more evenly across board. An interesting fact for this year was that the university planned for 6400 new freshman and received 7000.

Governance Website. University Council, Commission, and Committee meeting dates and times are available on the following website. For additional information on any given group, you can open its membership list to find the name and contact information for the group’s Chair. <http://governance.vt.edu/commissions%2c-committees%2c-councils.html>

Amendment to Staff Senate Constitution. It was brought to the attention of the Staff Senate Executive Board that different governing bodies (Virginia Tech Graduate Student Assembly and the Student Government Association) at Virginia Tech do not send up constitutional changes all the way to the Board of Visitors. Therefore after discussion and rewording of the

Staff Senate constitution regarding chain of approval, the Policies and Issues Committee presented the Staff Senate with a revised constitution under number 6 striking President of the University, and Board of Visitors. Therefore, requesting that approved go up the chain to the University Council. Judy Alford asked if the board discussed this with Kim O'Rourke before making this decision. The board had not, and at Judy's request, Ms. O'Rourke will be contacted for input before proceeding.

Mentoring to New Leaders. Staff Senate often has opportunities for staff to join in leadership roles. To assist staff in learning about the roles and responsibilities of the different opportunities Robert Sebek would like to offer mentoring to any interested parties. By helping to inform staff, the Executive Board is encouraged that we can have even stronger leaders that in turn will want to mentor other leaders.

Presentation: Human Resource Reorganization –

Dr. Lisa Wilkes, Associate Vice President for Administration, provided an overview of the HR Transformation Project. Dr. Wilkes shared that the project began as an initial review of the HR Operations processes. Given the number of process improvement opportunities, the university engaged Sibson Consulting, a leading higher education HR consulting firm, to assist with the project.

Through the initial interviews, a series of recommendations were reviewed and strategies to address these included the establishment of three working groups: HR Executive Committee (established to address policy and visionary items); HR Advisory Committee (established to develop HR delivery model; has a representative from each senior management area); and, HR Project Teams (established within central HR to document processes, identify efficiencies, and streamline central HR procedures).

The outcome of the first year of work has resulted in the development of a conceptual framework and vision for the university's human resource function. A Chief Human Resource Officer will be established; it is anticipated that this position will be under recruitment in the coming academic year. Central HR Administrative functions are implementing a number of process improvements, particularly in the service center, benefits, and leave.

Dr. Wilkes responded to questions about the process and the inclusion of staff in this work. The project is in the infancy or conceptual framework stage. No workgroups have been established that will look at staff policies, programs or services. When the project is further along, should it be determined that working committees are needed to include representatives from across campus, staff would be involved.

Dr. Wilkes indicated she would be happy to come back to staff senate and provide updates at any time. Once the project is further along and more definitive information is available, such as the recruitment timeline for a CHRO, she will share that with the senate.

SAVE THE DATE:

Staff senate meeting July 20, 2017; 12:00-1:00; location: North End Center