

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
STAFF SENATE

MINUTES OF THE REGULAR MEETING
THURSDAY, MARCH 18, 1993
ROOM 102 - PHASE II - VETERINARY MEDICINE

SENATORS PRESENT: Bill Aliff, Pat Ballard, Sheila Blankenship, Janet Bryant, Clara Cox, Marge Dellers, Patrick Donohoe, Spencer Foster, Betty Greene, Linda Haney, Eileen Keeney, Don Massie, Sherilyn McConnell, Bhaba Misra, Margie Murray, Diane Patty, Fred Phillips, Carlile Price, Peggy Rasnick, Kathy Reynolds, Widget Shannon, Barbara Hise Shelor, Sonja Stone, Charlie Stott, Sherri Turner, Deb Williams

ALTERNATES IN ATTENDANCE: Mary Ann Johnson for Kathy Eschenmann, Mark Robertson for Diane Kaufman, Wyatt Sasser for Charles Paige

GUESTS: Netta Eisler, SPECTRUM

CALL TO ORDER

The meeting was called to order at 5:35 p.m. by President McConnell, who welcomed senators, alternates, and guests.

ANNOUNCEMENTS

President McConnell announced that the meeting would begin with a presentation on the Leadership Development Program by Ann Spencer, Associate Vice-President for Personnel and Administrative Services.

Vice-President Spencer said a task force recommended the program several years ago but lack of funding halted implementation. However, \$100,000 funding was received for the current fiscal year. (The report of the Task Force is on the mainframe under Administrative Display.)

Currently a number of programs are being implemented for all people in leadership positions, not just senior level administrators. Underway is compilation of a library of educational and assessment materials, including a series of videos on Total Quality Management, which are available to the entire university. Other more formal programs include training in support of the Phase II initiative (see recent papers distributed by the President, Provost, and Executive Vice President) and addressing change in the organization. Personnel Services and Enrollment Services are involved in a series of such training programs because change has already begun in these areas.

Vice-President Spencer said interest exists to create an Executive Leadership Institute. Grants and scholarships have been made available for various leadership programs offered both on and off-campus. Support from the leadership budget has gone to the Women in Leadership Program, the 21st Century Leadership Program, a Commonwealth Management Institute, a new department head mentoring program, and leadership and diversity speakers for the Black Caucus. There are also plans to reinstitute a leadership forum

series (either breakfast or lunch meetings) once guest speakers can be identified. Finally, a self-initiated, self-monitored leadership seminar to allow individuals to attend and learn at their own pace will be piloted this spring, with individuals at director, assistant director, or senior manager levels nominated by vice presidents to participate. Vice-President Spencer indicated that she would be meeting with Staff Senate Executive Committee to brainstorm on ways to identify and develop leaders from the staff.

Senator Williams asked about plans to include people in lower pay grades. Vice-President Spencer said the program is intended to be a broad based leadership initiative based on leadership needs throughout the university, not just an executive program. However, this type of program must evolve based on needs identified; therefore, there is no "map" for the future. The intent is to provide leadership programs where needs are identified. Some of the initial efforts are being handled through a "broker" approach and grants to other existing programs.

Senator Stott asked if subordinates could nominate their bosses for these programs. Vice-President Spencer said the hope is to make the programs broadly available so they will be well received. Programs such as these are not going to make a significant difference in leadership this year or next; it will take time to build upon the foundation now being laid.

Senator Stott said he hoped enrollees had some expectations and would take their new knowledge back to the workplace to share with colleagues.

Senator Murray asked if newly hired leaders are instructed on what the University Plan actually is and if there is a connection with Phase II. Vice President Spencer stated the University Plan was developed during a time of full resources; thus the Provost's Office is working on a process to integrate the current university plan with Phase II. She suggested that the new Department Head Mentoring Program might be a good place for discussion of these documents. Vice-President Spencer said her main goal at this time is to develop small successes and build support for leadership development to ensure the long-term future of the program.

APPROVAL OF MINUTES

The minutes of the February 18, 1992, Staff Senate meeting were approved with the following corrections: Page 4, Senator Phillips said he felt the staff would be pleased with the package put together for Staff Appreciation "Day," and Senator Murray merely "suggested" that several injury reports were illegitimate claims. Page 2, in the Commission on University Support report, Senator Donohoe reported that Tom Head will be a future guest speaker.

SENATE COMMITTEE REPORTS

*COMMUNICATIONS--Senator Cox, chair, reported the committee met March 3 and heard a report from Senator Foster on the Personnel Services helpline. Personnel Services will soon consider a proposal for setting up a helpline, but cost could become a significant factor. She said the committee also discussed the need for senate to hold a discussion about sexual harassment since some employees have questions about what behavior constitutes sexual

harassment.

*ELECTIONS AND NOMINATIONS--Senator Phillips, chair, reported the committee had not met but had drafted a copy of a proposed amendment to the Staff Senate Constitution. The original committee had the foresight to protect local associations when senators changed jobs. However, on university committees and councils, senators are representatives for the entire staff body. It is unproductive to change committee members in mid-year. The committee wants more flexibility to handle these cases. Local associations have the right to replace senators, but the Executive Committee should have the right to keep the senator who changed associations to remain on their committee if Executive Committee feels the senator is adequately representing the staff. The proposed amendment was distributed, and President

McConnell instructed Secretary Shelor to mail a copy of the proposed amendment to absent senators with a 30-day notice.

*LONG RANGE BUDGET AND PLANNING--Senator Ballard, chair, had no report.

*POLICIES AND ISSUES--Senator Murray, chair, reported the parking issue was on the agenda for discussion at the next University Council meeting. She said that John Ashby made a presentation on the Commission on Classified Staff Affairs' proposed forum on openness to the Council of Staff Association Officers.

UNIVERSITY COUNCIL, COMMISSIONS, COMMITTEE REPORTS

*UNIVERSITY COUNCIL--Senator Cox reported the council had not met.

*HUMAN RIGHTS AND SOCIAL RESPONSIBILITY--Senator Aliff reported the council was investigating having a representative for gay rights address the committee. He said the council is trying to create opportunities for minority students through tutoring programs and special grants.

*STRATEGIC BUDGETING AND PLANNING--President McConnell announced the committee discussed Phase II and amendments to the budget requests.

*COMMISSION ON CLASSIFIED STAFF AFFAIRS--Vice President Stott deferred his report until the new business portion of the meeting.

*COMMISSION ON GRADUATE STUDIES AND POLICIES--Senator Haney told senators that graduate student parking was going before the University Council. She also said the commission's minutes should read graduate student commencement.

*COMMISSION ON RESEARCH--Senator Rasnick reported she had not seen the minutes from this meeting.

*COMMISSION ON UNIVERSITY SUPPORT--Senator Donohoe stated that Tom Head spoke at the March 8 meeting about a pilot program to teach faculty about working on PCs versus the mainframe. The program is slated to begin this summer.

*EO/AA COMMITTEE--President McConnell said the meeting was cancelled.

*PARKING AND TRANSPORTATION COMMITTEE--Senator Shannon said the last meet-

ing was cancelled. She stated she was participating on a subcommittee to re-write traffic regulations. Senator Aliff asked if she would address oppressive fines. He felt \$10 parking fines were incorporated merely as a money-making scheme. Parking Services has made half a million dollars on fines. Senator Murray stated the fines serve mostly as a deterrent. Senator Phillips added the fines are paying for the bonds that support paving the parking lots.

OLD BUSINESS

Senator Aliff reported he had received a copy of the American Jurisprudence 2nd edition regarding postal regulations from Congressional Representative Rick Boucher. According to the publication, it is a criminal offense to steal, take, or abstract mail from any box or depository or to have it in your possession before it arrives in the hands of the addressee. Mail designated in care of other people may not be opened by anyone other than the intended addressee. Senator Aliff said that inter-campus mail would fall under university policy. He concluded that no one should open anyone else's mail; it is illegal.

Senator Stott reported on the tentative plans for the forum on openness. Dates and times are being considered, but nothing is concrete at this time. Some people fear being penalized if they bring up problems. He asked if any senators have something to bring before the forum: Where are improvements needed? How can we develop methods to improve the flow of communication in both directions.

Faculty Senator Roy Jones said Leon Geyer, President of Faculty Senate, has agreed to hear what the staff has to say about communications. A three-person committee is to have an open meeting where employees could voice their concerns. Senator Stott added that faculty suffers some of the same problems and are frustrated, too. Professors and administrative faculty do not have the same flow of information that staff has. The Commission on Classified Staff Affairs needs to hear from people willing to serve on the panel who are willing to listen. The forum will not be allowed to become a gripe session. Only broad communication issues will be discussed. If something is not decided soon, the commission will have the additional problems of commencement and vacations. President McConnell stated some local areas censor mail. Senator Aliff asked if there is a list of things that already have been brought up. There seems to be no follow-up to the grievance procedure. Who checks to see if the decisions are implemented. Senator Stott wants the need for confidentiality addressed.

NEW BUSINESS

There was no new business.

OTHER

Senator Murray asked if all senators have read the Phase II pamphlet. Page 5 states that no decisions about merging or reorganizing within the university have taken place. Should the associations bring this up? When are the department heads going to discuss reorganizations with staff? Senator Aliff said there are some negative concerns about consolidation. Senator

Stott said senators must participate in these things. The insert was in SPECTRUM for a reason, and staff cannot get things changed without paying careful attention and participating. Senator Murray stated that SPECTRUM had published a progress report. There are major differences between the academic and administrative units. Some are very active while others are inactive.

Senator Cox said that Radford University has already developed its procedures for implementing the state leave sharing policy and suggested that Personnel Services might want to contact Radford on how to get the policy implemented at Virginia Tech. Senator Foster said Personnel Services is looking at the policy but is still unsure of the status. President McConnell said she understood a draft memo about the policy is in Ann Spencer/Minnis Ridenhour's hands.

Senator Donohoe stated he had received several complaints about smoking in unauthorized areas. President McConnell suggested complainants find out who in their building is responsible to determine which areas are smoking/non-smoking. Currently each building makes its own rules. Senator Dellers stated people violating the policy should be handled with disciplinary action. Senator Shannon asked why the policy is different all over campus. President McConnell stated it is because buildings are equipped with different types of ventilation systems.

Senator Cox, who was being extremely difficult this particular night, although not much different from any other night, said she had some new business to bring up. She said that Faculty Senate officers get release time for their duties, are assigned a secretary, and have an office and noted that Staff Senate should be getting equal support. She asked the status of this support for Staff Senate. President McConnell said she has been unable to get the support. Senator Cox asked what action the Senate should take to obtain the support it needs to function appropriately.

Senator Phillips suggested the problem be discussed with Ann Spencer in a meeting of the Senate Executive Committee. Senator Greene made a motion that senate send a letter to Vice President Spencer requesting answers to the questions of office space, equipment, and release time. Senator Misra made a motion to amend the motion and send it in the form of a resolution with a copy to President McComas. The amendment was voted on and failed. The original motion was open for discussion, and much was said about avoiding conflict. Senate should ask for action without putting the administration on the defensive. The vote was 16 in favor and 6 opposed to the motion to write the letter. Senator Patty felt senators had voted on the wrong motion. Senator Misra suggested since there appeared to be some confusion that we rescind the previous motion and make a new one. Senator Greene rescinded her motion. Senator McConnell recognized Senator Sassor at this time who wanted it on the record that he was offended since he had his hand raised and was not acknowledged prior to the question. President McConnell apologized and recognized Senator Sassor, who asked what was the offense of asking why senate has not received those things promised to it. Senator Patty added that we need to know what the hold-up is, what we can do to help, and then see that the items are forthcoming.

Senator Misra moved a letter be written to Ann Spencer addressing the items mentioned, using the President's discretion and approved by the Executive Committee. A discussion ensued on an appropriate time frame. The motion was voted on and passed.

Senator Cox announced that staff and faculty have been invited to a briefing on Hotel Roanoke, March 24, 1993, 2 p.m. in Smyth 146.

Senator Donohoe asked if a decision had been made about inclement weather leave during the two days the university was closed to students. The consensus was it was still undecided.

Senator Aliff stated he would like it on the record that during the blizzard Vet Medicine had many needs for snow removal and the Work Control Center (Customer Service Desk), which was inundated with calls of the same type, was extremely courteous and helpful in seeing that these things were accomplished for the hospital.

The meeting was adjourned at 7:50 p.m.

Barbara Hise Shelor
Secretary