

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
STAFF SENATE  
1810 Litton Reaves  
Minutes of the Regular Meeting  
Thursday, September 17, 1998

Senators Present: Spencer Allen, Reba Crawford, Jack Davis, Judy Fielder, Janet Francis, Cindy Harrison, Delbert Jones, Terry Lawrence, Bruce Lytton, Mary Pennington, Ben Poe, Peggy Rasnick, Janet Town, Virginia Viers, Jon Wooge.

Alternates: Rebecca Barlow, Jessie Eaves voting for Debbie Wilson, Billie Cline voting for Nancy Phillips, Butch Hilton voting for Joy Thorn.

Excused: Nancy Phillips, Tina Shanklin, Joy Thorn, Debbie Wilson.

The meeting was called to order at 5:35 PM

Minutes of the August 20, 1998 meeting were approved.

Guest Speaker – Linda Woodard - Director of Personnel Services – Overview of Employment Data and Trends

Linda Woodard provided information to the Senate about staffing levels and employment trends within the university. One area of interest was hiring activity for salaried classified positions. Woodard gave examples from 1996 data, which showed that 29% of the positions filled were Tech wage employees offered salaried positions, 18% were promotions of current salaried employees, 12% were lateral transfers (same pay grade) of current employees, 15% were filled by re-employing previous employees, and 22% were original appointments. Woodard indicated that these percentages varied a little each year but were indicative of the normal trend of hiring wage employees and current or previous employees. One question was why the university does not create more salaried positions since many departments have wage employees who work 1500 hours a year. Woodard described the Maximum Employment Level (MEL), which the General Assembly assigns to each agency. The MEL limits the numbers of salaried faculty and staff positions funded by the state and monthly employment reports are provided to the State's Department of Planning and Budget. The Senate was encouraged to invite other representatives of the University's administration to discuss issues that are important to the university and its employees. Woodard said that developing a good understanding of how the university operates should be a significant part of participation in governance.

Staff Senate Standing Committee Reports –

University Committee/Commission Reports –

Two Commission representatives gave brief reports. Due to time constraints, Ben asked for written reports.

Commission on Classified Staff Affairs – Cindy Harrison, Chair, reported that all commission chairs were called to a meeting on Friday, September 11 in the President's Board Room. Each commission chair was asked to outline the goals for the commission for the forthcoming year. Carole Nickerson announced that she had been meeting with Ben Poe about putting together a letter from President Torgersen in support of 1) staff governance and 2) permitting employees flex time in support of governance activities. Carole said the letter would be forthcoming. Shortly after that Cindy sent Carole an email thanking the president for allowing us to meet and express our goals. In the same email, she asked when the letter in support of governance might be expected. We are still waiting for a response.

Commission on Student Affairs – Judy Fielder reported the University Task Force on Student Drinking is sponsoring a billboard with Radford University. The slogan is "Don't be a Headline, Don't Drive Drunk".

New Business:

Election - Barbara Hise from Physical Plant was elected to serve a 1-year appointment on the Commission on Classified Affairs (Administrative Unit).

Election - Mike Koechlein was confirmed by the President's Office as a member on the Commission on Classified Staff Affairs. Mike fills the position of Marge Dellers that was voted as a member of the Commission by the Senate at a previous meeting, but she was already a member of the Commission.

Volunteers Needed - Ben Poe asked for volunteers to serve on the President's Award for Excellence Committee and to serve as a Staff Senate Representative to Faculty Senate. No volunteers came forward. Ben will send out an email to solicit volunteers.

Staff Senate Meeting Times - A discussion of meeting times for Staff Senate was discussed. Staff Senate is gathering information to see if we can hold our monthly meeting on the lunch hour to see if we could get more participation. Ben Poe talked with Carole Nickerson as to whether President Torgersen would allow us an additional half-hour if needed for these meetings. She reported that President Torgersen's only control over time is inclement weather decisions. She said that President Torgersen could request of the Department Heads to permit flex time for governance participation, however, the final decision is up to the Department Heads.

Ben said there were three options for meeting times. We can meet from 12:00 – 1:30 PM and make up the one-half hour, or 4:00 – 5:30 PM and either forfeit lunch or make up the hour in the office, or just stay with what we have. With a change in time, room reservations will need to be investigated. The purpose of the proposed change in time is to permit more employees to participate in Staff Senate, where these employees may have different working hours. He encouraged us all to think about it.

Bylaws and Constitution Changes - A discussion was held concerning Staff Senate Bylaws and Constitution changes. Spencer Allen asked that we consider changing the Bylaws and leaving the Constitution as it. He also stated that a clarification of each might be all that is required. Further discussion will be held concerning this.

Dependent Cards – Terry Lawrence, Vet Medicine Senator, mentioned that a dependent card for spouse and children (16 years or older) is now a Hokie Passport Card. A staff member wanting to get dependent cards must first go to the Recreational Sports Office in McComas Hall and complete paperwork for each dependent. At that time, Recreational Sports will give each spouse and dependent (over 16) paperwork to take the Hokie Passport Office. They must pay a \$15.00 fee and have a picture taken. The dependent card will be issued by the Hokie Passport Office. This \$15.00 fee is only a processing fee paid to the Hokie Passport Office. This fee is not to be confused as a facility fee. Each dependent under 16 years of age will be issued a dependent card by Recreational Sports at no expense. In the past, the Recreational Sports Department, at no expense, issued all dependent cards. (Information was verified through Recreational Sports).

Meeting Adjourned at 7:10 P.M.

Respectfully submitted by:

Janet Francis – (in Joy Thorn's absence)  
Joy Thorn, Secretary