

STAFF SENATE Minutes
Torgersen Hall, Room 1100
Thursday, October 15, 2009
12:00 noon – 1:00 p.m.

Attending: Becky Saylor, Bradley Scott, Jennifer Hundley, Lauren Ritter, Lori Greiner, Velva Groover, Tim McCoy, Jessie Eaves, Maxine Lyons, Karen Nicholson, Chris Sokol, Anna Hawthorne, Vanessa Law, Delbert Jones, Louellen Sharp, Dan Cook, Ken Wieringo, Jean Brickey, Robert Sebek, Bonnie Alberts, Lisa Cotting, Mike Cutlip, Robin McMall-Miller, Stella Price, Tom Tucker, Lori Anne Kirk, Carolyn Furrow, Joseph Goodman, Wyatt Sasser, Kenneth Shrewsberry, R Andy French, Melissa Simpkins, Lynett Cruise, Hal Irvin, Lisa Mahaney

Excused: Sue Teel, Carolyne Dudding, Susan Archer, Robin Atkins, Judy Alford, Catherine Caldwell

The meeting was called to order, agenda approved, and minutes accepted.

Announcements:

Staff Senate Budget – Tom Tucker reported that the Staff Senate's budget last year was \$4,100 and the current budget was reduced 5% due to budget reductions to \$3,895. The removal of the phone line for the Staff Senate helped absorb the budget cut allowing program funding to remain intact.

VT Engage – Tom Tucker reported that the Staff Senate will support the Blacksburg Interfaith food pantry again this year for the VT Engage group project. A list of needed items needed by the food pantry is being prepared. Several Senators also expressed interest in a program involving writing letters to local soldiers who are currently deployed abroad. Information will be provided to those interested in writing letters.

Wellness Task Force – Tom Tucker reported that the Wellness Task Force will meet three to four times during the year. Tami Watson is the Staff Senate representative; please contact her if you have any questions or concerns.

Policy 1025 Review – Tom Tucker reported that additional changes are being made to the policy regarding procedures so that existing University Policies are referenced. Discussion of Policy 1025 was tabled until the Commission on Equal Opportunity and Diversity has finalized their revisions.

McComas Seminar - Tom Tucker reported that the committee would like to start preparing for the McComas Seminar earlier this year. The Committee is seeking volunteers and needs a chair.

Proposed Holiday Policy Change - Tom Tucker reported that voting on the proposed Holiday Policy change was very close last year. There was some concern that employees may not have voted on the correct policy because changes had occurred to the policy close to when the vote had occurred. The policy change being considered would change the current policy from offices will be open but can choose to close to offices will be closed but can choose to be open. Currently the policy states that department heads may choose to close their individual departments between December 25th and January 1st. The Commission on Staff Policies and Affairs will review and study the proposed holiday change and decide if the policy should be brought forward to go through the governance process.

Program:

Nick Pachis, from the IT Security Office, gave a very informative presentation on IT and Desktop security. The first lines of defense for computers are to ensure that they have updated software, an antivirus program, and a firewall installed. Important IT Security policies are the entire 7000 series and Policy 1010 regarding social security numbers. The policies can be found at www.policies.vt.edu. Encryption is a safe way to protect sensitive data and a free tool called "TruCrypt" is available for use by VT affiliates. The tool can be found at <http://www.trucrypt.org>. Additional information on IT security can be found at the following websites: www.security.vt.edu and www.computing.vt.edu.

The Next meeting will be **November 19, 2009**. The speaker will be President Steger. The meeting will be held at 1100 Torgersen Hall.

With no more discussion the meeting was adjourned.

Respectfully Submitted,
Jennifer Hundley
Senate Secretary

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