

STAFF SENATE Minutes
Inn at Virginia Tech and Skelton Conference Center
December 20, 2012
12:00 noon – 1:00 P.M.

Attending: Sharon Collins, Dan Cook, Lori Greiner, Velva Groover, Anna Hawthorne, Dennis Herron, Robena Hughes, Hal Irvin, Maxine Lyons, Alex Parrish, Wyatt Sasser, Robert Sebek, Llyn Sharp, Amy Tanner, Judy Taylor, Sue Teel, Leslie Thornton-O'Brien, Nick Vaught, Lise Visser, Tami Watson, Beverly Williams Jon Wooge.

Excused: Bonnie Alberts, Judy Alford, Susan Archer, Janice Austin, Denise Jones, Karen Nicholson, Angie Robinson, Amy Tunison, Ken Wieringo

Remote Attendance: Northern Virginia Center in the National Capital Region connected.

Opening: President Sue Teel called the meeting to order, and the Agenda was adopted without change and the Minutes were approved.

Announcements:

Staff Senate Standing Committees - Updates

Policies and Issues – Anna Hawthorne *Currently there is no quorum amount defined so Anna will be sending out a note to all voting Senators. PLEASE BE ON THE LOOKOUT AND MAKE SURE YOU VOTE.*

Communications Committee – Robert Sebek *Please email Robert or sign up for the Staff Senate Listserv in order to receive all emails concerning Staff Senate.*

Elections and Nominations Committee – Jon Wooge *Committee's and Rosters are being updated. Please be on the lookout for changes.*

McComas Leadership Seminar Planning Committee – Leslie Thornton-O'Brien *Date has been set for April 9th. Location TBD.*

All Senators are expected to sign up for one standing committee, per Staff Senate by-laws.

University Council, Commission, Committee Reports:

University Council – 1. *New Reading for PhD program in Interdisciplinary Studies; 2. Two resolutions on evergreen trees and receptacles in classrooms. 3. Review with President regarding 2% raise. All raises funded 2/3 by the University. Each percent raise is \$1.6 million in money they university needs to fund.*

University Advisory Council - Strategic Budgeting and Planning – Sue Teel

Commission on Staff Policies and Affairs – 10 Senators, including Chair *Forming an honorifics committee to determine what is available and who can be awarded. Requirements are being reviewed. Make sure you go and nominate individuals in your area that you feel are worthy of recognition. Dan Cook will forward list of possible awards. (Recently the President's Award and Governor's award have been mentioned in the VT Daily News.) In February, the Staff award for people who have retired will be available for nomination. In March, the James D. McComas award in leadership is available for nomination.*

Commission on Equal Opportunity and Diversity – Bill Ortega, Cris Thompson, Susan Rosebrough *No Update*

Commission on Faculty Affairs – Velva Groover *No Update*

Commission on Administrative and Professional Faculty – Jon Wooge *No Update*

Commission on Graduate Studies and Policies – Janice Austin *No Update*

Commission on Outreach and International Affairs – S. Llyn Sharp *No Update*

Commission on Research – Leslie Thornton-O'Brien *The term "Special" was voted to be removed from "Special Research Faculty" Commission approved this change.*

Commission on Student Affairs – Robert Sebek *No Update*

Commission on Undergraduate Studies and Policies – Anna Hawthorne *No Update*

Commission on University Support – Maxine Lyons, Tom Wertalik *No Update*

Academic Support Committee – Cindy Koziol *No Update*

Athletics Committee – Robena Hughes *No Update*

Building Committee – Daniel Marion *No Update*

Commencement Committee – Eric Winingier *No Update*

Employee Benefits Committee – Amanda Grose, Dan Cook, Judy Taylor *No Update*

Energy & Sustainability Committee – Becky Saylor, Tom Tucker *No Update*

Intellectual Properties Committee – *No Update*

Library Committee – Louellen Sharp *No Update*

Transportation/Parking Committee – Ben Poe, Bruce Harper, Patricia Williams *No Update*

IT Support (inactive)

Program:

Ms. Laurie Bond and the Inn Staff

Attending from the Inn

Tom Shaver GM of Inn – Inn is owned by the University; HRCC is owned by University Foundation; successful in the last few years;

Laurie Bond sales manager

Max Keybach director of food and beverage

Bob Muse director of conference services

Chris Compton chief engineer

?? Room division manager

Tom Kupo Reg Mgr for Benchmark – company that manages the inn

Teresa Hughes Director of Sales and Marketing

Debbie Harvey Executive Housekeeper

Facts about the Inn:

Avg number of meals served a day: 562

Avg electric bill for a month for the inn and the alumni center: \$36000

How much beer does the Inn buy a month: \$5800

Monthly grocery bill for the month: \$74000

How many rooms per day are cleaned by a room attendant: 16

60 events a week

Busiest times are football, graduation, family weekends, and conferences in June

Questions opened to group:

How are employees divided? Inn falls under OIA; 15 are benchmark employees; vast majority are university staff; lots of wage employees; benchmark staff falls that way because the compensation packages are not recognized by the state.

How are the inn, Skelton conference center and the alumni center connected? Inn and Skelton are one, alumni is its own piece, but the inn maintains the alumni center;

Can anyone actually come and participate in a conference? We are open to public; rooms and conferences are sold to public; most of the business is connected to the university, but we are open to the public.

Used to be a deal if you had a campus org that needed a meeting space, you could have it here as long as it didn't conflict with business here at the Inn? Facilities use agreement with the univ; so if the dept books within 30 days and the inn has space available, then it is already paid for because they have a stipend; if it is more than 30 days out, then they become a retail customer; The university facility use agreement for the faculty and staff of the univ. If it is external group, then it doesn't fall under that facility use agreement.

If we have a day event that we need to also have meals and breaks included are discounted rates available? Is it possible to use the Inn at a discounted rate? Sounds like that meeting falls under the facility use agreement; you wouldn't pay for the break but not the meal; Day rate is \$56. You can only book within thirty days of the meeting, otherwise it becomes retail business. Inn is a very perishable retail product so there is a lot of pressure on the inn to sell the space. Lots of pressure to stay busy. This year they are running at 75% occupancy; 112 rooms a day out of 147.

Facilities use agreement is only for the conf center, not the guest rooms? Correct, cc not guest rooms

Are there discounted rates for univ employees? Yes, but it depends on the time of the year

Does it depend on direct bill? Yes

Are you an auxiliary? Yes

The guest rooms are being updated next year at about a million dollars

Have all the executives worked at the univ? No, but most have worked at Donaldson Brown, etc. for years.

Debbie =20 years; Teresa 16; Bob 40 years; Chris 13 years; ??? 8 years; Max 2 years; Tom 2 years; Laurie 7 years.

Staff here from across the univ, what message do you want us to take to our constituents? We are open and available for anyone to come to the inn; second thing is that the inn is expensive. ASK US. We've learned from the airline business; depends on when it's booked, so please give us a chance to put together a package or a proposal for you. Third we are here for the university. The purpose for having a nicer property is to have a place to entertain especially a place to bring recruits, etc. We love to serve anybody. In our world, it's about the pattern of the days and the time of the year; like now, until January, we can offer a rate of \$79; but in Oct and April, we have less flexibility. But sometimes when it's the high demand time, we just can't offer the low rates.

Staff Senate members Complimented the executives on a job well done at the Inn.

How do you find out who's playing music in your lobby on Thursday? We've used a lot of student groups and we've branched out and the restaurant manager handles that but they've not been able to do it very far out. This is the first year we've done thirsty Thursday, so once we do it more, we'll get more ahead and better at promoting.

Can you add it to FB? It is; but we would like for you to help us advertise the Inn and let people know that it is open to the Inn and that the public can come for meals, etc. The Inn is open 365 days a year; it is open all year even through the holidays. Special brunch on Christmas day and it is sold out.

Next Meeting: January 17, 2013

Speaker: Dr. Mark McNamee, Senior Vice President and Provost

Location: 117A Randolph Hall

Respectfully submitted,
Leslie Thornton-O'Brien
Senate Secretary