

STAFF SENATE Minutes
340 Wallace Hall
November 21, 2013
Noon – 1:00 pm

Attending: Bonnie Alberts, Beth Alley, Susan Archer, Dan Cook, Velva Groover, Anna Hawthorne, Dennis Herron, Cathy Hill, Hal Irvin, Alex Parrish, Heather Patel, Ashley Roberts, Wyatt Sasser, Pris Sears, Robert Sebek, Amy Tanner, Leslie Thornton-O'Brien, Tom Tucker, Sally Wieringa, Jon Wooge

Excused: Judy Alford, Cindy Booth, Ashley Folcik, Amanda Grose Cannoy, Lori Greiner, Robena Hughes, Louellen Sharp, Sue Teel, Christine Watkinson, Ken Wieringo, Amanda Williams

Guest: Steve Myers, Heather Parrish, Scott Weimer

Opening: Adoption of Agenda as amended. All minutes have been sent out electronically.

Announcements: **Please send Leslie Thornton-O'Brien (lthornto@vt.edu) a note if you will not be in attendance at the Staff Senate meeting so that she may mark you excused.**

Announcements:

Staff Senate Standing Committees - Updates

Policies and Issues – Anna Hawthorne *Various meetings; don't always get free food; if you want to join please contact Anna, ahawthor@vt.edu; if you don't get an email response, please contact her again. All staff senators need to understand that you can go to the VT women's and Men's basketball games to get tickets for Thanksgiving games. Another opportunity during Christmas break.*

McComas Leadership Seminar Planning Committee – Dennis Herron & Sally Wieringa *Thanks to Dr. Irvin for the support. Dr. Steger has agreed to be the keynote speaker. Have a great team and if anyone else wants to join, please do.*

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

General Information:

Tom Tucker – *Coliseum is empty when students aren't here. Instead of asking F/S to come over to get tickets, maybe let Staff can come to the game and just let them in at the door instead of asking them to come to get the tickets ahead of time. Would like this suggestion to be brought to the athletics commission or to the athletics department.*

Hal Irvin – *Virtual brown bag series "our VT" next one is on Dec. 12th need to register prior to the event and it gets better each time. There will be a line up next spring. Go to the HR website and register. Next one is on "Healthy Eating for the Holidays." You can also go online and view the prior presentations. There will be a repository of these presentations.*

Hal Irvin – *Another shout out is for the McComas committee.*

Tom Tucker – *VGEA board member – December 5th – 7th is the first board meeting and he hasn't received his assignment yet (he hopes it will be the legislative committee). If anyone has anything they would like to bring forward, please send Tom an email.*

Program – Scott Weimer, Director Continuing and Professional Education (please see attachment)

- Roots are from the 60's/70's
- For many people we are known as CEC – continuing education center
- Now known as Continuing and Professional Education
- Educational partner inside and outside of the university
- Part of the general mission of the university (fall within Engagement side of the mission)
- 30 people in CPE
- Involved in facilitating ~300 programs a year, ~20,000 participants
- Another division is Workforce Development
- When people graduate they sometimes don't have all the skills and that's where the workforce development comes into play
- CPE is focused on the professional learner
- A lot of people know us because of our event management services
- We help guide faculty so they can focus on content and relationship building

- Have several teams within the CPE structure
 - AEOP (Army Educational Outreach Program)
 - Have a value of focusing on the effectiveness of the pipeline of the k-12 students in the STEM programs
 - Develops a pipeline of students to come to VT
 - VT Executive Briefing Center
 - Research building in Arlington
 - Research Center
 - We operate the second floor on behalf of the university
 - Really nice facility
 - Good opportunity for your dept.'s to hold different events there
 - If you would like to meet in this building, Scott will put you in touch with the right people
 - Around the major funders (NSF, NIH, etc.)
 - Three core teams
 - DART team (engages with EBC and programs in NOVA)
 - ACES team (engage corporate audiences and workforce development needs)
 - University Programs team (works with Faculty and Staff)
- Has a strategic plan
 - Inspiring creativity
 - Embarking on E-Learning
 - Contribute to development of global citizens
- We partner and help create
- Clients and partners
 - Faculty and staff from VT
 - Government agencies
 - Corporations and small businesses
 - Nonprofits
 - Professional Association
 - Individual
- Types of programs
 - Short Courses
 - Workshops
 - Special training
 - Non credit
 - Conferences
 - Symposia
 - Summer schools
 - Technical Assistance Programs
 - Contract cohort graduate credit courses
- Venue partners
 - Inn at Virginia Tech and Skelton Conference Center
 - Hotel Roanoke and Conference Center
 - Executive Briefing Center
 - Commonwealth Campus Centers
 - Richmond
 - Hampton Roads
 - Abingdon
 - Roanoke
 - Reynolds Homestead (Crites, VA)
 - Newport News
 - Danville
- Planning ahead is very important
 - Searching for funding
 - Planning, etc.

Questions:

- Can you speak about how staff can be involved with CPE or how they might help develop programs for the university?
 - Number of ways:
 - In an academic environment the faculty member might rely on the staff member in their department to handle the logistics – we can help with the start. Even if it's just a conversation to discuss how you can handle the conference.

- Participating in our programs
 - We are doing some programs with UOPD (ex. Project Management Course) at reduced rates for Faculty and Staff
 - We want to grow our catalog of offerings to help our staff grow
- Do you have a fee structure?
 - We do, depends on the program. Could be per person, a percentage, or a flat fee. If you have a program, contact one of the people on this flyer. We have to charge because we only get a small portion of E&G funds. But our rates are very comparable. We are happy to talk through the process.
 - Can you do a la carte?
 - Depends. It's really about talking through a program.
 - We don't want our costs to kill a program, but we have to cover our costs.
- Can you cover the funds handling, registration, etc.
 - Registration – if you take money, there is a University Policy that CPE has to take money.
 - There is a policy because there is a lot of the behind the scenes stuff that happens like PCI compliance, our ability to take checks, credit cards and cash as well as the financial reporting and the auditing we go through.
 - We handle it well. Something else you don't have to do.
- Do we have to use you to bring a program on campus?
 - There is a policy in place where if you're bringing a program on campus where you are collecting money, you need to use CPE.
 - Student clubs are different
 - So if there is a faculty/staff program on campus where money has to change hands, the university says you need to use CPE?
 - Yes, at least have a conversation with us
 - Any dollars coming in to support a program falls under this category
 - Foundation is different; Grants are different even though we do work with Sponsored Programs
- Questions regarding KidsTech
- Goal of more graduate students, can you expand on for credit classes?
 - Contract courses (ex. Dominion Power, electrical/power engineering classes) We handled the contract of the management of these classes and we help navigate the group through the admissions process. We handle the expenses related to the program in our office. Students have to be regular students that met requirements. We've done graduate certificates.
 - Potential for looking for ways for our department to offer graduate classes
- Happy to be a part of the conversation

University Council, Commission, Committee Reports:

Commission on Graduate Studies and Policies – Beth Alley *meets every two weeks; President Steger has charged Dean DePauw with increasing graduate students by 1000 by 2018; A lot would be from Blacksburg; question for group is Dean is soliciting ideas of ways to attract new students to VT graduate programs whether it is a hybrid model or new degree programs. Please get any ideas to Beth Alley. Big aspect is resources (both faculty and staff). Dean DePauw is aware of this. Betha@vt.edu; this is a good opportunity for new staff positions to support the graduate school especially in dealing with the online programs. Question: are they doing anything to help graduates get jobs? Always a challenge 75% is supposed to be in the STEM field. More heavily focused on STEM field degrees. Problem of job hunting is a great problem past VT.*

Next Meeting is in the North End Center. Allow extra time to get there, park, and find the room.

Next meeting:

December 19, 2013
 Speaker: Sherwood Wilson, Vice President for Administration
 Location: 2420 North End Center

Respectfully submitted,
 Leslie Thornton-O'Brien
 Senate Secretary

University Athletic Committee

Thursday, November 14, 2013

- Viewed film and discussed the Punta Cana Study Abroad program with Danny White, Director of Student-Athlete Affairs, Athletic Office, and two guest student-athletes. Discussed advances in the Global Citizens Leadership course LDRS 1016.
- Jermaine Holmes, Director of Student Athlete Academic Support Services, reviewed the 2013 Student-Athlete Graduation Rate Comparisons and the NCAA Graduation Rates Report.
- Tim Parker, Associate Athletic Director for Compliance, reviewed the NCAA Committee on Academic Performance and the NCAA Rules Working Group.

Subcommittees convened after the meeting for short organizational meeting.

Robena Hughes

Library Committee

Charge: To disseminate knowledge and make recommendations concerning policies, services, and development of the University's libraries.

Minutes of Oct. 31, 2013 meeting, 2:00-3:15 PM

Present: John Fike, Dean Tyler Walters, Alan Wang, Nathan Hall, Louellen Sharp, Laren Pressley, Allison Scripa, Natalie Cruise, Godmar Back, Julie Spear and Brian Matthews (Associate Deans), Mike Sorice, and Roberto Leon. Valija Rose was unavailable due to a Polycomm issue.

Chairman John Fike called the meeting to order. He introduced himself and asked members present to introduce themselves and give their workplace designation and representation for the committee.

The first item of business was a discussion of the committee's charge, to disseminate knowledge and make recommendations concerning policies, services, and development of the University's libraries. John asked if members felt the charge was appropriate and reflective of what the committee members wished to accomplish. Several members voiced their opinions, with some members expressing a preference for having the committee be more involved than simply hearing presentations about what the library personnel are working on. Some members preferred that the library personnel take the lead in providing guidance as to what they needed from the committee to assist them in their priorities.

Questions were raised about the vision for the library of the future. E.g., what roles will the library play in an increasingly digitized world? There is a recognized need for greater awareness about digital research/scholarship.

Dean Walters indicated that the university library (UL) has conducted focus groups to measure needs for services and also suggested that such feedback and the UL's planning objectives could be provided to the ULC for discussion, although no formal plan was made for making this available. The dean also noted there have been deans'-level discussions about UL issues, including needs and issues surrounding digital scholarship. Brian Mathews (Associate Dean for Learning and Outreach) brought a printout of a visual the library has produced showing the priorities of the UL strategic plan as the 4 legs of a table. These address: (1) Learning spaces, (2) Teaching, Learning, Literacies, (3) Digital Curation, eResearch, and (4) Collection Management, Collection Access.

There was a question raised about UL efforts to look at needs on a college by college basis. In relation to this, Nathan Hall suggested UL could improve communications with the broader university community by having speakers address these issues in various departmental and college forums. For example, the issue of open access publishing has been discussed several times at ULC meetings, but there is probably limited discussion among faculty about the issues associated with this. There have been questions about the relationship between funding needs for collections and how that changes with the advent of open access, and Dean Walters noted that while this issue has budget implications, the bigger aspect will be about issues of faculty control of and access to data and the impact of their work. Faculty must make decisions about where and how they want their work to be available. There was also some discussion about the difference between "open access" and "open source." Discussion also touched on the role of reference librarians. Librarians are seen more and more as resource providers and faculty can have students meet librarians to learn more about and to encourage increased use of library resources.

Difficulty with the UL website was mentioned. A request was made for easier access and a better user interface. Budgetary issues could be particularly challenging in the future. Many in the university community may be unaware of the recent situation encountered by the UL. No inflation factor was added to the UL to cover the rising costs of publication charges this past year. This left the UL with an unexpected \$400K shortfall in early July with the bill due in mid-July. "The provost will consider a request from the library for one-time funds to cover this shortfall and the funds were squeezed from various sources to make up this difference. Rising charges by private, for-profit publishers could be an ongoing issue.

Space constraints in Newman library is a continuing challenge. Many of the physical volumes have been moved to storage in the university periphery, but the library is increasingly a meeting/study site rather than a repository for books, journals, maps, etc. More learning space development is planned, but much of the space will be mixed use. Currently, no plans for long-term space needs (i.e. expansion) have been made. Space is tight, with

2000 chairs for a community of 30000 students. Raising awareness of this need could be an important role for the ULC.

It was agreed that one of the responsibilities of committee members is to raise awareness through their reports to their constituencies about issues facing the library, such as funding, budgets for collections, inflationary pressures, available space and physical resources, and the changing needs of students. Our current funding is about half that of comparable peer institutions.

The chair asked that committee members spend the last part of our meeting coming up with actionable items that we would like to work on. Some suggestions included efforts to:

- 1) Develop a dissemination plan for information about library issues is needed
 - a. Natalie Cruise (student representative) suggested the student government association's email list could be one outlet for this
- 2) State need for and develop longer-term plans physical plan for use of spaces
- 3) Address funding issues.
 - a. Describe the situation to faculty and administration
 - b. Detail the needs (e.g., for maintaining collections for research)
 - c. Develop suggested approaches for addressing these issues

ULC may help by communicating these needs via letters to the provost or commissions or both.

The meeting was then adjourned.