

Staff Senate

<http://www.staffsenate.vt.edu/>

July 19, 2018
12:00 Noon – 1:00 P.M
New Classroom Building, Rm220

MINUTES

Attendees: Judy Alford, Deborah Breon, Angel Carter, Claudia Cornwell, Wayne Crotto, LaTawnya Burleson, Bruce Harper, Carolyn Hopkins, Doug Hylton, Amy Ingram, Peite Martin, Sheree Montgomery, Zerita Montgomery, Brandy Morse, MaDonna Overstreet, Erin Poff, Jonathan Poff, Amber Robinson, Robert Sebek, Tamarah Smith, Judy Taylor, James Venable III

Zoom Attendees: Ashley Foster, Sally Shupe

Excused: Chad Dalton, LeeAnn Ellis, Robena Hughes, Velva Grover, Katrina Loan, Teresa Smith, Leslie Sullivan, Lance Yelton

Guests: Jennifer Earley, Stuart Cochran

Unexcused: Lisa Bishop, Chelsea Blanchet, Cynthia Booth, Amanda Cannoy, Claudia Cornwell, Kim Dulaney, Kathy Farley, Brian Huddleston, Christina Lapel, John Lemaire, Ron Mecham, Albert Moore, Janet Murphy, Tracy Newton, Sarah Owen, Kimberly Ridpath, Pris Sears, Amy Splitt, Laura Steinberg, Lenora Stover, Jack Washington, Sarah Woodward

Call to order by president, Robert Sebek 12:01pm

The agenda was electronically submitted to the Staff Senate listserv on Friday, July 13, with no additions, the agenda was approved.

Approval for June's minutes was done electronically

Attendance sheet was available by room entrance.

Meeting's agenda:

- **Welcome and Recognition of new senators, staff association leadership, guests**
- **Introduction of officers and brief explanation of their role**
- **Governance presentation by Ellen Plummer-Associate Vice Provost for Academic Administration**

Staff Senate Officers:

- *President- Robert Sebek*
- *Vice President – Tammie Smith*
- *Secretary – Katrina Loan*
- *Parliamentarian – James Venable III*

- 1) President's role is to preside at all meetings and over executive committees, enforce policies, submit the budget at July's meeting, call special meetings, designate chairs for standing committees establish ad hoc committees.
 - President & Vice President – have regular meetings with the Provost & President; hear a lot of student issues as well; want staff associations stay strong
- 2) Vice President's role is to preside in the absence of the President, serve as chair on commission on staff policy and affairs of the University Council, coordinate legislative activity, fulfill any term vacated by the president. Staff at VT Task Force.
- 3) Secretary – conduct a roll call at each meeting (sign in sheets), advise the president if a quorum is present at the beginning of each meeting, prepare minutes maintain them as a permanent record, distribute copies of the minutes to each member within ten days of meetings, distribute copies of agenda and information packages to each member within seven days prior to the next meeting, maintain all records, mailing lists minutes & roster – let secretary know if you cannot attend a meeting, list of senators serving on university council, commissions, advisory councils and committees with office and list staff associations.
 - Attendance sheet – access to team drive – Google Drive access for Staff Senate Team Drive; Contact information; Get on listserv by contacting Katrina (secretary), Robert (president) or Bruce (chair of communications)
- 4) Parliamentarian – advise the president on parliamentary procedures in accordance with Robert's Rules of order, newly revised.

President explains more on what issues that the senate has been working on this year and what the senators responsibilities are:

Issues

- issues that affect the lowest paid staff
- changes happening in parking
- established an ad hoc committee for child care in which Katrina Loan is the chair
- established an ad hoc committee for strategic planning
- Vice President- is concentrating on trying to get changes made on the lower pay bands

Responsibilities

- Responsibilities for Staff Senators – attending meetings, 3rd Thursday of each month, tend to move around, don't meet in December
- Each senator should serve on at least one standing committee (more on these committees are below)
- Alternate senators are not required to join a committee, but it is encouraged
- Senators Responsibilities – bring up issues you are hearing from constituents; transmit out things we talk about; opportunities for senators & alternates to serve at University levels; other things come up during the year – various task forces and search committees

- Alternates – attend senate meetings in place of senators when the senators must be absent and communicate with senators about the meeting.
- Leadership of Staff Senate – communicate well with staff senate; participation from others outside of Blacksburg campus; working on staff associations for National Capital region and VTSCOM everyone; want input from everyone; tell Tammie any input that you have so she can carry it forward

If you are interested on joining any of these committees, please inform the chair of that committee.

Staff Senate Standing Committees

- Communication, (Chair Bruce Harper) – website, maintain google groups, google drive, roster, Facebook page – changes at University & State levels, staff centered events – Wellness Fair, Staff Appreciation Day – having a table there to let people know about staff senate; needs help
- Elections & Nominations, (Chair Judy Taylor) -- big election in the Spring at University level, building ballots, keeping track of who won and 2nd place; reach out to other areas to get staff associations
- Policies & Issues – (Chair Judy Alford) – dig into issues and propose solutions; try to do with things through email; working on issues related to supervisors and supervisor training – try to get with HR about those issues
- McComas Leadership Seminar – (Chair Zerita Montgomery) – held on May 9th; really close to graduation; different every year; 225 people attended; mentoring was the topic; more engaging speakers; heard some of the speakers before; vacant time in the morning; lots of planning aspects for this year; this year it was centrally funded by provost & HR – one time funded; trying to get permanent funding for this event; pulling numbers together.
- Ad Hoc Committees:
 - 1) Child Care Committee (Chair, Katrina Loan) – access to affordable child care is not great in this area; long waiting lists for families; presenting to BOV and President. Formed three task force committees.
 - a. Task Force #1- Focus on Staff- this task force focused on staffing a daycare center, solution was to help ABC’s recruit people to become qualified childcare workers.
 - b. Task Force #2- Research Institutions-this task force is to research other universities childcare plans in rural areas that are like Virginia Tech, reviewed, University of Charleston and a few others, still compounding information.
 - c. Task Force#3-Find a Funding Source-this team will search for different ways to fund a daycare within the University as well as surrounding areas, such as privately-owned daycares and partnership owned daycare facilities. Proposal- create two different endowments one for tuition assistance for childcare and the second endowment will go towards building new facilities in and around the surrounding areas.

This committee is also working with HR on creating a survey for all staff members to better assist the issue in hopes of obtaining more solutions on the childcare problems at Virginia Tech.

- Suggestions -possibly explore – University Staff that are no longer under state HR; UVA & William & Mary – have offered other benefits to staff other than raises
- 2) Strategic Planning – (Chair, Tammie Smith) – inform for staff feedback; takes staff into account; very student & Faculty oriented; staff should not be an afterthought in the process; at some point in the next year – will put out the strategic plan; college & Units will then follow that plan and write their own plan; staff senate should also address the plan for them as well; very important and time consuming committee; expected to participate; plans go for 6 years; goal is to help the University to move forward; advisory group of 29 people; guide the institutions direction – beyond boundaries vision; hear more this fall; want to hear from everyone; want input from everyone; tell Tammie any input that you have so she can carry it forward

If you are interested on joining any of these committees, please inform the chair of that committee.

Speaker:

Ellen Plummer- Associate Vice Provost for Academic Administration in VP-Faculty Affairs

Presentation on Shared Governance:

- Explains shared governance – phrase we use to describe the way decisions get made in higher education; how the enterprise works and how it delivers information; Chronicle of Higher Education is like People Magazine for Higher Education – describes what shared governance is in higher education 2 groups: Participation in planning & decision-making processes and Administrative accountability
- Every institution in the US have a governing board; in Virginia – each 4 year institution has its own governing board; our governing board has budget, faculty, and curriculum; we have some unique features in the Code of Virginia; 2 agencies – 208 & 229 agencies – state agencies that comprise VT (extension & E&G) – extension gives us the land grant university title; VSU is the other land grant university in Virginia; BOV – delegates to the President the “day to day” work of the University
- Shared Governance – pushed higher education to deal with representation; very similar to other structures; 2 concepts – various groups share in key decision-making processes and allowing groups to exercise specific decision making; voice by not necessarily authority – not necessary vote; not concrete or hierarchical; lengthy and takes forever, but allows people to speak their piece; clear accountability
- Visual Representation of Shared Governance – speaking up gets your name out there (learned in Kindergarten); BOV is appointed by the governor (alumnus, politics, friends); university council meets Monday afternoons – truly is one of the most important pieces to the University – 10 commissions and government type bodies (elected representatives); the commissions are appointees; curricular governance – goes up through faculty – graduate studies and undergraduate studies
- Tries to be a resource on the front end; she serves as the voice to the Provost office from the University Council

- Trying to build up membership to send bodies up the line to make sure our voices are heard; more opportunities for staff and being heard

Q&A session:

- **Ran out of time.**

OTHER: The university is starting its search for a leader of the new Ombudsman office. This area will work with faculty and staff to direct them to the appropriate place to hear their concerns. Staff Senate had a presentation on how other universities have started similar programs, and the proposal went through governance and was approved by University Council and the Board of Visitors. A staff member will be selected by the Provost's office.

A motion was made by Tammie Smith to adjourn the meeting at 1:03pm with a 2nd by James Venable.

Adjourned: 1:04pm

Next Meeting Date:

August 23, 2018 at 12:00pm, location "TBD"

Attached to the minutes:

Shared Governance Chart and Responsibilities of Staff Senators

Zoom Recorded Link:

https://virginiatech.zoom.us/recording/share/_gyucEUUym06FM67y99MzI4OTBm_T-buZsDIKLhe1-wIumekTziMw?startTime=1532013138000

Respectfully dictated by: Brandy Morse

Revised by: Secretary, Katrina Loan

Board of Visitors
 13 members appointed by Governor
 The President of the Board of Agriculture & Consumer Services
 Presidents of Faculty and Staff Senates, undergrad and grad reps.
 (non-voting representatives)
 (Kim O'Rourke, VP for Policy and Governance,
 Secretary to the Board)

Executive
 (President)

Academic, Research &
 Student Affairs
 (EVP & Provost)

Buildings & Grounds
 (VP for Administration)

Finance & Resource
 Management
 (VP for Finance & CFO)

Compliance, Audit & Risk
 Management
 (Director of Univ. Internal Audit)

Governance & Administration
 (VP for Student Affairs)

President

**University Advisory
 Council on
 Strategic Budgeting and
 Planning**

University Council
 (Kim O'Rourke, VP for Policy and Governance)
 Approximately 75 members, 6 non-voting

Commission on Faculty Affairs
 (Jack Finney, Faculty Affairs)

Commencement
 Benefits
 Honorifics

Commission on Staff Policies and Affairs
 (Lisa Wilkes, Human Resources)

Benefits

**Commission on Equal
 Opportunity and Diversity**
 (Menah Pratt-Clarke, Inclusion and Diversity)

Commission on Research
 (Theresa Mayer, Research and Innovation)

**Intellectual Property
 Library**

Commission on Graduate Studies and Policies
 (Karen DePauw, Graduate Education)

Grad Curriculum
 Library

**Commission on Administrative
 and Professional Faculty Affairs**
 (Lisa Wilkes, Human Resources)

Commission on Student Affairs
 (Patty Perillo, Student Affairs)

**Commission on Outreach and International
 Affairs**
 (Guru Ghosh, International Affairs)

**Commission on Undergraduate Studies and
 Policies**
 (Rachel Holloway, Undergraduate Education)

**Undergrad Curriculum
 UCC General Education
 Academic Support
 Athletics
 Honor Council
 Library**

Commission on University Support
 (Sherwood Wilson, Administration)

**Campus Development
 Computing/Communications
 Sustainability
 Transportation/Parking**

**Student Government Association
 Graduate Student Assembly
 Faculty Senate
 Staff Senate
 College Faculty Associations
 Representative Groups (e.g. caucuses, content experts
 such as ADA, police)**

Responsibilities of Staff Senators

Each staff association elects a number of senators based on the number of staff represented by that association (from two to five). Senators serve three-year terms, typically staggered within each association.

- Attend monthly meetings: Third Thursday of each month at noon (except December)
 - Can't attend? Send notice to the Secretary so you will be marked excused in the minutes; If we are voting on a resolution, send an Alternate in your place
- Serve on at least one of our four standing committees
 - Communication manages our listservs, website, social media, and staffs outreach events like the Wellness Fair and Staff Appreciation Day
 - Elections & Nominations conducts our annual election for officers and vacancies on University Council, commissions, and committees, and reach out to unrepresented areas of the university to assist in forming staff associations
 - Policies & Issues explores issues affecting staff, draft resolutions for the Senate to vote on to solve those issues, and reviews and updates our bylaws and constitution
 - McComas Leadership Seminar plans our annual daylong seminar for staff employees
- Communicate issues discussed in Staff Senate to your constituents and raise issues from those constituents in Staff Senate
- Serve in university governance through membership on University Council, commissions, committees, task forces, search committees, Senate ad hoc committees, and other university-wide groups

Responsibilities of Staff Senate Alternates

Each staff association can decide how to select alternate senators and how many alternates to select. Some associations elect an alternate for specific senators, some have a pool of alternates who can serve when needed. Associations can choose how long alternate terms are, usually one or three years.

- Attend monthly meetings in place of senators when they must be absent
 - All Senate meetings are always open, so you may attend any meeting even when not substituting for a senator
- You may serve on a Senate standing committee
- Communicate with your staff associations senators in case you need to substitute when a vote is taken
- Most governance positions open to senators are also open to alternates

Responsibilities of Staff Senate

- Staff Senate will regularly communicate to its membership issues and concerns brought to the Senate, through meeting agendas and minutes, emails to our various listservs, and summaries from other bodies on which we serve
- Staff Senate will simplify participation in shared governance for staff on our extended campuses outside of Blacksburg
- Staff senate will bring concerns and issues of staff to university administrators through shared governance bodies, direct meetings, written reports, and resolutions voted by the Senate
- Staff Senate will facilitate meetings of staff association leadership for sharing best practices, hearing concerns from staff, and improving communication among units of the university