

# Staff Senate

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

January 17, 2019

12:00 – 1:00 p.m.

Newman Library SCALE-UP classroom, room 101S,

Followed by Break-out sessions, Rooms listed below

## MINUTES

**Attendees:** Judy Alford, Lisa Bishop, LaTawnya Burleson, Wayne Crotto, Melanie, Darden, Pat Donovan, Kim Dulaney, Lee Ann Ellis, Linda Fountaine, Teresa Hall, Bruce Harper, Doug Hylton, Amy Ingram, Katrina Loan, Petie Martin, Sarah Owen, Tasia Persson, Jennifer Pike, Kimberly Ridpath, Amber Robinson, Robert Sebek, Tamarah Smith, , Judy Taylor, Sue Teel, James Venable III, Amanda Villar, Sarah Giles Woodward,

**Zoom Attendee(s):** Angel Carter, Ashley Foster, Brian Huddleston, Jonathan Poff, Laura Steinberg, Teresa Smith, Laura Steinberg, Hannah Parks and Amy Splitt

**Speaker(s):** Robert Sebek, Tammie Smith, Katrina Loan, Judy Taylor, Judy Alford

**Excused:** Deborah Breon, Chad Dalton, Velva Groover, Carolyn Hopkins, Robena Hughes, Brandy Morse, Steve Nagle, MaDonna Overstreet , Heather Parrish, Erin Poff, Sue Teel, Beverly Williams,

### Call to order at 12:02 p.m. by President, Robert Sebek

The agenda was electronically submitted to senators on Thursday, January 14, 2019. With no additions, the agenda was approved at the meeting.

**Attendance sheet for check-in was available near room entrance.**

### Approval of Minutes

Approval of November 2018 minutes was done electronically.

### Update from the Staff Senate President

Mr. Sebek – working group on net pay, replacement Parliamentarian.

- Child care committee will continue its work; will have meeting on Feb. 7, 2019 at noon in 304 Robeson Hall
- James Venable will be leaving Virginia Tech to pursue a military career, so we will need to elect a new Parliamentarian. If you wish to volunteer for this position we use Robert's Rules of Order.
- Voted on the Resolution to Observe Indigenous Peoples' Day at Virginia Tech  
Before we voted on the resolution a question was asked;  
*Question:* Amber Robinson, what is the reason this is added to Columbus Day instead of having its own day.  
*Answer:* It is challenging to try and get the state to observe the Indigenous Peoples' Day as its own holiday since the University does not have the authority or power to ask the state to create another holiday that could be observed state wide.

### Voting began:

**Everyone agreed to approve the resolution. It was 2<sup>nd</sup> by Tammie Smith**

- Robert's term as Staff Senate President will end in June 2019, Tammie Smith will be appointed Staff Senate President starting July 2019.
- BOV's March meeting will be on Tuition, the June meeting will be about the budget and the November meeting will be about academic matters.
- Staff Senate Executive board got invited to meet with the Provost Candidates.

**Standing Committee Updates:**

**Communication: Bruce Harper** – No updates

**Elections & Nominations: Judy Taylor** – Elections will be next month, and emails will be sent out for available seats.

**Policies & Issues: Judy Alford** – No updates

**McComas Leadership Seminar: Amy Ingram** – event will take place on March 27, 2019 at the Inn, put it on your calendar and register early.

**Break Out Sessions: “Staff is the foundation for the senate.”**

**Future Leaders (Sebek, Smith, Loan)** Special Collections conference room 1<sup>st</sup> floor Neman

Staff Senate officer and standing committee chair positions (Exec board)

- Election process
- Review duties
  - President (Sebek): oversees meetings, attends BOV meetings, leaders univ leadership meeting, attends football games, fundraising events, has 2-year term unless voted to a 2<sup>nd</sup> term, max of service is 4 years.
  - VP (Smith): serves as chair to CSPA's (Commission on Staff Policies and Affairs), leadership and current issues, assist president on issues. VP has a term of 2-years.
  - Secretary (Loan): minutes, roster, has a term of 2 years.
  - Parliamentarian: advise the President on parliamentary procedures in accordance with Robert's Rules of Order, newly revised, has as term of 2 years.
- Encourage vice-chair positions for standing committees

UCCC (University Council, Commissions, and Committees)

- Some positions require senators while others are open to any staff member
- Meeting schedules, minutes, agendas on Governance website (governance.vt.edu)
- Review charges of commissions and committees
- Consider becoming a candidate for this spring's elections for University Council, commissions, and committees, most commission terms are 2 years but there is some that last 3 years.
  - List of upcoming vacancies will come out soon
  - February meeting will have a discussion on each of these bodies

How to get prepared

- University organization chart: get to know VPs and their areas, who is responsible for what
- University Council is where real change occurs
  - Minutes and agendas
  - What commission policy changes start in
- The BOV approves most major policies, the budget, and legal issues

## **New Senators (Alford, Harper) Torgersen 3310**

### Senator responsibilities

- Attend our monthly meeting (3rd Thurs of month at noon--except December)
- Become a member of at least one our standing committees:
  - **Communication:** manage website, listserv, social media, and outreach events
  - **Elections & Nominations:** manage the spring election of officers and senators to the various commissions and committees (see below)
  - **McComas Leadership Seminar:** organize annual James D. McComas Leadership seminar.
  - **Policies & Issues:** write resolutions to effect changes in policies or express concerns from the senate, also reviews constitution and bylaws for needed updates
- Communicate issues from the staff you represent to the Senate, and communicate info and issues from the Senate to your constituents
  - What kind of listservs do you have access to?
- Consider becoming a candidate for this spring's elections for University Council, commissions, and committees
  - List of upcoming vacancies will come out soon
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### Additional opportunities

- Serve in leadership roles in the Senate (standing committee chairs/vice chairs, officer positions)
- Serve on temporary groups: like search committees for high level administrators, ad hoc committees for issues like budgets, curriculum, state regulations, etc.
- Outreach to unrepresented areas where we are trying to form staff associations

### How to keep up

- Read the University Council minutes on the Governance website ([www.governance.vt.edu](http://www.governance.vt.edu))
  - See what issue are being discussed
  - Review resolutions being passed; note which Commission they originated in (you might want to run for a position on that commission)
- Attend your staff association meetings (listen for issues to bring to senate; relate info presented at senate)
- Read the daily email: great info on events, people, and policies

## **Encouraging Participation (Taylor, Ingram) SCALE-UP classroom, 110S, Newman Library**

### Staff Associations

Staff associations send senators to Staff Senate. They are the foundation of our participation in shared governance.

- Senate is hoping to start (or restart) associations in areas currently unrepresented
  - College of Natural Resources and Environment
  - Bursar, Financial Aid, Hokie Passport, Registrar (Student Services Building-located departments)
- Possibly split large associations so communication is easier
  - Provost areas?
  - Research institutes (currently under Research)
  - Split International Affairs from Outreach?

### Senators

- What barriers exist that discourage staff from becoming senators?
  - Supervisor issues (does Sands' statement help?)

- Time issues
  - Awareness issues
- Consider becoming a candidate for this spring's elections for University Council, commissions, and committees
  - List of upcoming vacancies will come out soon
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***Next meeting: University Governance, by Robert Sebek and Judy Taylor***

**Next Meeting Date:**

The next meeting date is February 21, 2019 at 12:00 p.m., 3100 University Gateway Center, Corner of Prices Fork Rd and University City Blvd. (Use the parking deck just behind the building, or one of the Blacksburg Transit routes that stop nearby.)

**Adjourned 12:58 p.m.**

Respectfully submitted:  
Katrina Loan