

# Staff Senate

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

February 21, 2019

12:00 – 1:00 p.m.

3100 University Gateway Center

## MINUTES

**Attendees:** *Judy Alford, Lisa Bishop, Deborah Breon, LaTawnya Burlison, Melanie Darden, Pat Donovan, Velva Groover, Bruce Harper, Robena Hughes, Petie Martin, Brandy Morse, Steve Nagle, MaDonna Overstreet, Sarah Owen, Tasia Persson, Jonathon Poff, Robert Sebek, Sally Shupe, Tammi Smith, Steve Tatum, Judy Taylor, Tara Nepper, and Raksha Sharma*

**Zoom Attendee(s):** *Chad Dalton, Kim Dulaney, Carolyn Hopkins, Dani McNeil, Sheree Montgomery, Hanna Parks, Amber Robinson, Sarah Woodward*

**Speaker(s):** *Erin McCann, Robert Sebek and Judy Taylor*

**Excused:** *Lee Ann Ellis, Ashley Foster, Carolyn Hopkins, Brian Huddleston, Doug Hylton, Katrina Loan, Kim Ridpath, Sue Teel*

### **Call to order at 12:00 p.m. by President, Robert Sebek**

The agenda was electronically submitted to senators on Wednesday, February 14, 2019. With one addition, the agenda was approved at the meeting.

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

### **Approval of Minutes**

Approval of January 2019 minutes was done electronically.

### **Update from the Staff Senate President**

Mr. Sebek

- Resolution 2018-19.A – Resolution to Approve New Major, Childhood Pre-Education, in Bachelor of Science in Human Development; Tammie Smith motioned to support the resolution; multiple seconds; motion to support the resolution was voted and approved
- working group on net pay presentation was almost finalized; looking to up pay bands 1 & 2 up \$2/hour (20% raise for many); could also affect lower end of pay bands 3; this will help people with the costs of child care and parking; going to BOV in March for approval
- Child care committee will continue its work; Katrina Loan meeting with Lisa Wilkes today to go over ideas
- Robert's term as Staff Senate President will end in June 2019, Tammie Smith will be appointed Staff Senate President starting July 2019.

### **Standing Committee Updates:**

**Communication:** *Bruce Harper* – No updates

**Elections & Nominations:** *Judy Taylor* – Open positions discussed later this meeting

**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; got last 2 speakers today; registration is full and there is a waiting list

### Update on the University Strategic Plan: Erin McCann

- see handouts sent out by Robert Sebek
- the Strategic Plan is moving towards the goals/measures to get the executive summary
- the handouts show updates that came out of all the feedback sessions that happened all over campus
- the executive summary should go to the BOV to be approved in June 2019
- all the goals are focused on 3-5-year window w/ flexibility
- this is a living document that changes with the University and feedback
- these goals in the handout are going to be measured and tracked to make sure the University is moving forward on them

### University Governance: Mr. Sebek & Ms. Taylor

Discussion on next year's opening on University Council, commissions, and committees with descriptions of each body, what membership would entail, and how the Staff Senate ballot will work, with a goal of having at least one candidate for each position who feels well informed about the position, is well motivated to take the position, and is well prepared to take on the duties required for that position.

### Open Position Handout

- Tammie Smith will become President next academic year
- **Staff Senate Vice-President** (one seat, staff senator, one-year term) – cover for President if they could not attend meetings; sit on executive board; Chair Commission on Staff Policies and Affairs
- **Staff Senate Parliamentarian:** (one seat, staff senator, one-year term) – mostly minor role; becomes important if we have a controversial item that needs to be voted on
- **Staff Senate Secretary:** (one seat, staff senator, one-year term) – responsible for sign in sheet and taking minutes; keep official roster; send out the agenda if the President cannot
- **Academic Support Committee:** (one seat, any staff) - Charge: To systematically review and provide advice on broad policy issues relating to academic support, including but not limited to the university calendar, scheduling and registration, scholarships and financial aid, classroom management, and summer school. Really simple, not a lot of work; working on financial aid and University calendar
- **Athletics Committee:** (one seat, any staff, two-year term) - Charge: To review and provide advice on broad policy issues relating to intercollegiate athletics. Provide advice to the Athletic Director on such matters as financial aid for student athletes, residential life for student athletics, program balance between revenue and non-revenue sports, recruiting, admissions, NCAA compliance, and general intercollegiate athletic budgetary and operational matters. Provide advice to the Executive Vice President and Provost on matters related to academic progress of athletes, the admission policy for athletes, academic advising of athletes, and relations with academic departments and faculty in general. Participate in the search process for the selection of the Athletic Director. The Committee will also participate in periodic evaluations of the Athletic Director in coordination with the University official to whom the Athletic Director reports. Active group; report from Athletics about what is going on and upcoming events
- **Commission on Equal Opportunity and Diversity:** (one seat, staff senator or senator alternate) - Charge: To advise the President's Inclusion and Diversity Executive Council and to study, formulate, and recommend to University Council policies and procedures as they relate to the university's responsibilities regarding equal opportunity, affirmative action, accessibility, compliance, diversity, and inclusion. Areas for consideration include recruitment, retention, and advancement of faculty, staff, and students, in a manner consistent with the university's principles of community and commitment to equal opportunity and access. Very serious and hard-working group
- **Commission on Research:** (one seat, staff senator or senator alternate) - Charge: To study, formulate, and recommend to University Council policies and procedures concerning research. Areas for consideration include sponsored programs, core programs and interdisciplinary research; intellectual properties; animal care and human subjects; indirect costs and overhead; research facilities, centers and institutes, and library resources; liaison with affiliated corporations and institutes; and other matters that affect research. Issues on faculty/research and open funding

- **Commission on Staff Policies and Affairs:** (three seats, any staff, from administrative areas, one from an academic area) - Charge: To study, formulate, and recommend to University Council policies and procedures affecting the working conditions of classified and university staff and to promote staff participation in the University community. Areas for consideration include staff morale; evaluation, communication with supervisors, recognition, and career development; staff relations with administrators, faculty, and students; benefits and personal leave; extra-university professional activity; matters of equity and diversity that affect the University's professional environment; and other matters affecting the staff environment. Can create resolutions to send to University Council for charges
- **Commission on Undergraduate Studies and Policies:** (one seat, staff senator or senator alternate) - Charge: To study, formulate, and recommend to University Council policies and procedures concerning on- and off-campus undergraduate academic matters. Areas for consideration include library resources, admissions, academic progress, degree requirements, Honor Systems and study environment; In-Honors programs, curricula, courses, advising, and instruction; student honors and awards; financial aid, scheduling, registration and other matters affecting the undergraduate student academic environment. Hears reports mainly; programs & majors must be approved by this commission
- **Employee Benefits Committee:** (two seats, staff senator or senator alternate) - Charge: To recommend policies and to advise the University Administration in matters relating to employee benefits. Working on holiday closing schedule; getting survey out to everyone
- **Energy and Sustainability Committee:** (two seats, staff senator or senator alternate) - Charge: To review and provide advice to the University Administration on broad policy issues relating to the university's pursuit of environmental quality through action, education, and engagement to address current needs without compromising the capacity and needs of future generations. Very interesting; get to choose Green RFP programs that get funded
- **Undergraduate Curriculum Committee:** (one seat, any staff) - Charge: To review and make final recommendations to the Commission on Undergraduate Studies and Policies concerning degree requirements, courses, academic progress, standards and criteria, and other policies and procedures affecting undergraduate curriculum and instruction. Approve individual courses; do lists for majors
- **University Council:** (two seats, any staff) - The council is advisory to the president of the university in formulating university policies. University Council is the apex of the university governance structure, and all university commissions report directly to it. Final stop for changes at the University (open meetings); good place for people who want to participate in things; very informative

**INTERESTED:** To nominate a fellow staff member, submit a self-nomination, or questions, please email Judy Taylor (taylor1@vt.edu). Nominations close on March 28, 2019 at 5:00 p.m. All nominees receive an email with additional information. Terms begin on July 1, 2019 and are three years in duration unless otherwise noted. Vacancies are filled by election held in Staff Senate in April 2019. Staff interested in serving on a committee that does not currently have an opening should contact Judy Taylor.

**Next meeting location: 1100 Torgersen Hall**

**Next Meeting Date:**

The next meeting date is March 21, 2019 at 12:00 p.m.

**Adjourned 12:59 p.m.**

Respectfully submitted:

Brandy Morse

Revised by:

Katrina Loan