Staff Senate
http://www.staffsenate.vt.edu/
September 17, 2020, 2020
12:00 – 1:00 p.m.
Zoom
MINUTES

Attendees: Amanda Villar, Amber Robinson, Amy Ingram, Amy Splitt, Andrea Kennedy, Angel Carter, Brandon Lester, Bruce Harper, Chelsea Keating, Chris Akers, Chris Whitlock, Denny, Jackie Reid, Jamie Stein, Jennifer Earley, Jennifer Pike, Jenny McCoy, Jessica Pharis, John Randolph, Jonathon Poff, Judy Alford, Judy Taylor, Justin Dalton, Kelly Wimmer, Kristen Mills, LaTawnya Burleson, Leisa Shelor, Lujean Baab, Marsha McKay, Nicole Akers, Pat Donovan, Patricia Simpson, Raksha Sharma, Rebecca Smith, Robena Hughes, Robert Sebek, Sally Shupe, Samuel Cook, Serena Young, Shelley Johnson, Sue Teel, Susan Hughes, Tamarah Smith, Tasia Persson, Theodore Lim, Tina Kapalin, Todd Schenk, Tommy Amal, Velva Groover, Zerita Montgomery

Excused: Lisa Bishop,

Call to order at 12:00 p.m. by President, Tamarah Smith

The agenda was electronically submitted to senators on Monday, September 14, 2020. With no additions, the agenda was approved at the meeting.

Approval of Minutes
Approval of the August Minutes were done electronically.

Presentation: Commission on University Support Resolution 2020-21A Resolution to Approve the Virginia Tech 2020 Climate Action Commitment (see Attachment A)
   Speakers: John Randolph, Todd Schenk and Denny Cochrane

Caucus Presentations: (https://www.inclusive.vt.edu/Initiatives/FS-Caucuses.html) (see Appendix B for information on each of the Caucus and or Alliances listed below). As stated by Ms. Smith, joining one of these groups is a great way to get educated, meet new people, and be a part of something good.

   American Indian and Indigenous Peoples Alliance-Sam Cook

   APIDA-Theodore Lim
   ➢   Asian Pacific Islander Desi American (APIDA) Caucus

   Black Caucus-Tommy Amal

   Women's Alliance-Lujean Baab

Presentations by Human Resources/Employee Relations (see Attachment C)

    Speaker: Tricia Simpson and Marsha McKay
    Presentation: Learning Management System (LMS)

    Speaker: Susan Hughes and Tina Kapalin
    Presentation: Performance Management

Next Meeting Date:
The next meeting date is Thursday, October 15th, 2020 at 12:00pm

Adjourned at 1:14pm

Respectfully Submitted:
Angel Carter

Appendix A

Commission on University Support

Resolution 2020-21A

Resolution to Approve the Virginia Tech 2020 Climate Action Commitment

Approved by the Energy & Sustainability Committee: **August 26, 2020**

First Reading by the Commission on University Support: **September 17, 2020**

Second Reading by the Commission on University Support: **October 15, 2020**

Approved by the Commission on University Support:

First Reading by University Council: **October 19, 2020**

Second Reading by University Council: **November 2, 2020**

Approved by University Council:

Approved by the President:

Approved by the Board of Visitors:

Effective Date:

WHEREAS, Virginia Tech recognizes that sustainability is an integral part of the fabric of the university as it pursues enhanced economic stability and affordability, diversity and inclusion, environmental stewardship, expansion of knowledge, and education of future leaders; and

WHEREAS, Virginia Tech has long been recognized as a leader in campus sustainability, with the highest scores for the Association for the Advancement of Sustainability in Higher Education (AASHE) Sustainability Tracking, Assessment, and Rating System (STARS) for institutions in the Commonwealth of Virginia and the Atlantic Coast Conference, numerous Governor's Environmental Excellence Awards, prominent standing in Princeton Review's top 50 Green Colleges, and many other accolades; and

WHEREAS, the 2009 Virginia Tech Climate Action Commitment and Sustainability Plan, as revised in 2013, was a cutting-edge effort for its time, but now fails to prescribe what climate scientists recognize as necessary actions and also falls short of many peer universities' recent initiatives; and

WHEREAS, the campus community has pushed for more aggressive climate action as represented by demands of student environmental organizations and resolutions by the Faculty Senate and Staff Senate, the Student Government Association, and the Graduate Student Assembly; and

WHEREAS, Virginia Tech President Timothy D. Sands stated in November 2019 that

"climate change presents one of the world's most pressing problems…and Virginia Tech has a duty to respond," and called for a new working group to evaluate the university's progress in climate action and to update its climate action commitment; and

WHEREAS, a 26-member Virginia Tech Climate Action Commitment Working Group met weekly for six months from January through June 2020; led 12 subcommittees involving 125 faculty, staff, student, and community participants; and engaged hundreds of university community members in online surveys and virtual convening sessions, to produce a comprehensive evaluation of progress and develop a new Virginia Tech 2020 Climate Action Commitment; and

WHEREAS, the Virginia Tech 2020 Climate Action Commitment contains an aggressive yet pragmatic set of 15 goals – and pathways to achieve those goals – that involve necessary upgrades to the campus physical infrastructure and operations to reduce greenhouse gas emissions (GHG), integrate these improvements into the university's educational and research mission, engage everyone to enhance the campus culture of sustainability, and consider these actions' financial, environmental, reputational, and social equity impacts and benefits; and

WHEREAS, the Virginia Tech 2020 Climate Action Commitment sets the stage for Virginia Tech to shine as an exemplar and leader in higher education climate action by not only aiming to become a carbon neutral and zero-waste campus by 2030, but also utilizing the university's unique Virginia Tech Electric Service to partner and develop a way to 100 percent renewable electricity by 2030; using considerable land resources to manage agricultural impacts, sequester carbon, and develop renewable energy; accounting for behavior-related GHG emissions from waste and transport; integrating climate action into education; and specifically addressing community engagement, sustainable behaviors, and social equity;

NOW, THEREFORE, BE IT RESOLVED, that the Virginia Tech Board of Visitors approve the Virginia Tech 2020 Climate Action Commitment, including the following vision and mission statements, and 15 goals:

Vision of the Virginia Tech 2020 Climate Action Commitment:

In the spirit of Ut Prosim, Virginia Tech will be a leader in climate action in service to our community, the Commonwealth, and the world.

Mission of the Virginia Tech 2020 Climate Action Commitment:

The mission of the Virginia Tech 2020 Climate Action Commitment is to achieve carbon neutrality by changing our physical infrastructure, collective and individual behaviors, and educational mission; to engage everyone in creating a culture of sustainability; and to achieve these objectives through just and equitable means.

The Virginia Tech 2020 Climate Action Commitment Goals

1. Carbon neutral Virginia Tech campus by 2030
2. 100 percent renewable electricity by 2030
3. Eliminate coal by 2025 and improve efficiency of campus energy systems
4. Reduce building energy consumption to enable carbon neutrality by 2030
5. Operations of new buildings initiated by 2030 will be carbon neutral
6. Agricultural, forestry, and land use operations will be carbon neutral by 2030
7. Virginia Tech to become a Zero-Waste Campus by 2030
8. Establish sustainable procurement policy and procedures by 2022
9. Reduce single-occupancy-vehicle commuting to campus by 20 percent by 2025 and reduce transportation-related GHG emissions by 40 percent by 2030
10. Integrate the Virginia Tech 2020 Climate Action Commitment into the university's educational mission through a new Climate Action Living Laboratory beginning in 2021
11. Establish climate justice as a core value of the Virginia Tech 2020 Climate Action Commitment
12. Diminish barriers to sustainable behaviors through institutional change, education and social marketing
13. Implement the Virginia Tech 2020 Climate Action Commitment at a high level of university administration and governance; by integrating goals for facilities, education, and campus culture; and with stakeholder engagement in the ongoing evaluation of goals and progress
14. Develop innovative budgeting and financing mechanisms to generate funding and staffing to achieve the Virginia Tech 2020 Climate Action Commitment goals
15. Develop pathways after 2030 to eliminate fossil fuels and carbon offsets by 2050

2020 VT CAC
Slidedeck presentation

Appendix B
Caucus and Alliances

American Indian and Indigenous Peoples Alliance - Sam Cook

Please see the American Indian & Indigenous Community Center website at
htttp://ccc.vt.edu/index/aiicc.html

- o Mena Pratt Clark was an advocate to help this community set up the American Indian & Indigenous Community Center
    - Bolstering a campus presence
    - Extend Land Grant mission
        - 7 Federally Recognized tribes here in Virginia
            - o These have struggles in dealing with bureaucracy
            - o Find a way to build these Nations
            - o Training and Research for these Nations
        - 11 State Recognized tribes in Virginia
- o Initiatives:
    - Team of Faculty and Staff
        - o Assigned a grant coach
    - Grant Writing Consortium
        - o Willing to write grants for a fee
    - Self-Paced Webinars to teach grant writing
- o Get Staff More Involved
    - October 12th is Indigenous People's Day
        - Will not be having on-site event like last year due to COVID
        - Presentation on Lange Grant Universities
        - Presentation on Causes and Consequences due to COVID-19 on the Navaho Nation
        - Many other Scheduled Events

APIDA -Theodore Lim
- Asian Pacific Islander Desi American (APIDA) Caucus
  - 2020 Re-launch – more inclusive (APIDA and others, faculty/staff, grad students, community)
  - Goals:
    - Collaboration with other Caucuses & Alliances
    - Representation on university governance (E.G.: CEOD-Commission on EQ Opp and Diversity)
    - Mentoring program between APIDA faculty and graduate students
    - APIDA Heritage Month programming
    - Broader community support in Blacksburg/NRV
    - Advocate for increased/finer-scaled data collection for APIDA community
  - Contact: tclim@vt.edu

Hana Chan, Grad Student, Co-Chair
Theo Lim, Faculty, Co-Chair
Vincent Wang, Faculty, Co-Chair
Rommelyn Coffren, Faculty, Co-Chair
Silas Moon Cassinelli, Faculty, Communications

<u>Black Caucus -</u><u>Tommy Amal</u>
- ❖ Mission
    - o Promote the well being of Black faculty, staff and students
    - o Recruitment and retention
    - o Encourage equitable utilization throughout the university community
    - o Liaison to the university administration
    - o Organize and maintain support network
- ❖ Challenges
    - o Recruitment, development, and retention of a critical mass
    - o Creating an inclusive climate at VT, which includes adequate mentoring and receiving timely information about training, career advancement opportunities, and recognition.
    - o Balancing community-centered service and support work with other job tasks that are valued more in promotion and tenure processes.
    - o Obtaining better funding for initiatives and programs that support community building and improve high impact educational experiences among black students
- ❖ Requests-meeting with President Sands
    - o Climate Survey and Exit Survey
    - o Collaborate with HR to create new recruiting methods targeting Black staff in Commonwealth.
    - o We recommend HR to form a personal network with Black organizations.
    - o We recommend creating a position to work alongside Dr. Cooper to recruit Black staff.
    - o We request aggressive and targeted recruitment for a Black male counselor in Cook Counseling Center by any legal means necessary.
    - o We request an Assistant Provost for Minority Mental Health Support.
- ❖ Executive Board
    - o Dr. Tremayne Waller, President
    - o Dr. Michael Williams, Vice President
    - o Dr. Shernita Lee, Past President
    - o Tommy Amal, Vice President
    - o Latanya Walker, CEOD Rep
    - o Annabell Fuselier, Secretary
    - o Dr. Karen Sanders, University Council Representative
- ❖ Programs this semester
    - o Mental Health Check-in for Black Faculty and Staff across the Commonwealth
    - o Meeting with President
    - o Meet and Greet with Ujima Living Learning Community
    - o Unity Hour Welcome Event
    - o First General Body Meeting
        - ▪ September 24th at Noon
    - o Brothers of the Academy Subgroup

Women's Alliance - Lujean Baab

The Women's Alliance in solidarity with caucuses and other university and community allies, provides the Virginia Tech community a forum to achieve shared goals and promote opportunities for underrepresented groups, which includes women of all identities by advancing:

- Dialogue among the Women's Alliance and the university community
- Campus services and programs that address the needs of women
- Efforts to remove systemic barriers to advancement
- Equity in hiring, promotion, and compensation
- Mentoring and networking opportunities
- Access to quality childcare for university employees and students
- Positive and inclusive campus climate
- Identification and resolution of campus equity and safety issues

Executive Committee:
       Chair: Lujean Baab
       Vice Chair: Bonnie Zare
       Secretary/Historian: Shania Clinedinst
       Treasurer: Judy Taylor
       Publicity/Communications Coordinator: Ana Agud
       Social Activities Coordinator: Lauren Henson
       Research Faculty/Non-Tenure Track Subcommittee Co-Chairs: Kim Carlson and tammy Trimble
       Tenure/Tenure Track Faculty Subcommittee Co-Charis: Andrea N Baldwin and Balbir Singh
       AP Faculty/Staff Subcommittee Co-Chairs: Jenean Meadows and Christine Miller
       Graduate Student Subcommittee Chair: Liana Lewis
       CEOD Rep: Tamara Cherry-Clarke
       Women's Center Liaison: Ana LoMascolo

Priorities for AY 2020
- Range of dependent care needs
- Workload concerns
- Professional/Personal life balance
- Pathways to and rate of advancement for women at VT
- Continuing improvement in the culture of VT with regard to women
- Greater awareness of WAC and its role

Please Join Us: https://www.womenscenter.vt.edu/Support/vt-womens-alliance.html
- Two membership meetings each semester
- Hosted special events
- Collaborative events
- Partner for initiatives supporting our mission and priorities
- Active and Voting Members Dues of $5

womensalliance@vt.edu   Lujean Baab   lbaab@vt.edu (540) 231-5004

Appendix C

Learning Management System (LMS) and Performance Management

Speaker: Tricia Simpson and Marsha McKay
Presentation: Learning Management System (LMS)

New PageUp Learning Management System

- ❖ Houses diverse learning formats
    - o Visually appealing library
    - o SCORM-compliant
    - o Face-to-face training and events
    - o On-the-job development activities
    - o Recommended readings
- ❖ Scalable automation of role-based learning
    - o Assign and automate specific role-based activities
    - o Streamline learning processes
    - o Great for onboarding
- ❖ Full audit and tracking capability
    - o Analytics suite
    - o Customized reporting
    - o Keep track of compliance completion to mitigate risk
- ❖ Common Compliance Training
    - o Historical Transcripts
        - ▪ NLI
        - ▪ PDN Canvas
        - ▪ LinkedIn Learning (includes Lynda)
        - ▪ CourseWhere (inactive Office Software Skills and Diversity Development Institute courses only)
- ❖ New Landing Page for training.vt.edu
- ❖ Go-Live Timeline
    - o Sept 4-Historical Transcript Data Load Begins
    - o Sept 29-LMS Access provisioned for Virginia Tech Users
    - o Sept 29 thru Oct 10-Historical Compliance Record Load and/or Assignments
- ❖ Emails
    - o Users may receive emails as compliance course records are loaded due to:
        - ▪ Upcoming Expirations
        - ▪ Course Assignments
    - o Several courses required for a large percentage of the Virginia Tech Population
- ❖ PageUp LMS provides improved capability to view status and access required courses!
- ❖ Training
    - o Online training available
    - o Training Aids available on website
- ❖ Communications
    - o Sept. 3 - Reintroduce system and launch; build excitement

- o Sept. 4 and ongoing – Announce phasing out specific training in current systems
- o Sept. 9 – Highlight classes available in PageUp LMS at launch
- o Sept. 15 – Announce new training.vt.edu site
- o Sept. 23 – Highlight system functionality (ex. Courses, create your own training records, notifications about courses); how compliance courses will be rolled out (assignments by group)
- o Sept.29 (launch day) – System is live; reiterate key messages about launch; how employees will access training and notified when trainings are assigned
- o Post launch – Communications about specific compliance training courses
- o Post launch – Ongoing articles about system features (ex: what is the IDP and how do you use it)

Speaker: Susan Hughes and Tina Kapalin
Presentation: Performance Management

Employee involvement in the performance management process is critical to success. Completing the self-evaluation component allows the opportunity to provide evidence that supports achievements, deliver supervisor feedback, and identify development and career aspirations. Employees can receive the benefits of continuous performance management by initiating frequent touchpoint meetings with their supervisor throughout the year.

Five Important Questions:
1. Describe your most significant accomplishments this year.
2. Describe any barriers or challenges that impacted you in effectively completing your job responsibilities or accomplishing your goals.
3. Please list your area(s) of strength and area(s) of improvement.
4. What skills or new knowledge would you like to develop to improve your performance?
5. Is there any other information you would like to share with your supervisor regarding your work performance?

Career Development Plan:
  Items Employee is responsible for:
    i. Consider if advanced software training, such as PowerPoint, would be helpful as the expectations of the office increase.
    ii. Continuing to learn about VT
  Items Supervisor is responsible for:
    i. Assist in identifying training opportunities
    ii. Identifying resources for training opportunities

Touchpoints/Check Ins-Initiate frequent constructive feedback with your supervisor
  ➢ Strengthens the collaborative relationship
  ➢ Avoid miscommunications that affect performance and growth
  ➢ Receive continual guidance and coaching
  ➢ Keep goals and expectations aligned while identifying roadblocks

Frequent Constructive Feedback
  ❖ You don't have to wait a year!
  ❖ Supervisor & Employee are on the same page=NO SUPRISES!

University Employee Relations

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