Staff Senate

Minutes, September 16, 2021 Regular Meeting

Ms. Young opened the meeting at 12:00 p.m.

The August minutes were distributed electronically and were approved.

Ms. Persson gave a brief presentation about the need to serve on committees per the Staff Senate bylaws.

> As a reminder, our by-laws require that all senators serve on standing committees. You can find the list of standing committees on the left side of your agenda. While service on standing committees is compulsory for senators, service on subcommittees is optional. Our records show over 50 people who are listed as Senators, but after several weeks we have only 12 Qualtrics survey responses specifying which committee a senator would like to serve on. We need to receive a lot more Qualtrics responses before we reach full compliance with our by-laws. If you have not already registered your preference for standing committee service, please go to the Qualtrics form linked in the chat https://virginiatech.qualtrics.com/jfe/form/SV_bfKCeNCI3g3RTIW. I will send a reminder via email with this survey linked as well and will plan to leave the Qualtrics survey open for a couple more weeks to allow you to register your preference. If you have questions about whether or not you are a current serving Senator, you should be able to check this against the spreadsheet on our shared drive linked in the chat: https://docs.google.com/spreadsheets/d/1okaXHw3lKyC_VtwdfblzMAAERBx0fWFl8fwIZAj-Gwc/edit?usp=sharing.

Bryan Garey, vice president for human resources, spoke about the changes to the performance management system that will initially affect staff. The whole process will be revised from position descriptions to performance plan. The goal is clear expectations. (PowerPoint attached)

Sue Teel shared the means to access one's position description (attached) in the new system.

Bryan is asking for Senators to help get the word out about the new system.

Susan Hughes, senior advisor to the vice president for human resources, spoke about the Future of Work at Virginia Tech. This initiative came in response to things learned from operating the past year during the pandemic.

Staff and A/P faculty are the ones who are in this program since teaching and research faculty already have flexibility in their work. Of 5,500 eligible for a flexible work agreement, 2,000 are on file, with about 1/3 are 100% remote work and 1,400 in hybrid scenarios. For those where there is no agreement, they are full-time in the office.

There were a handful of questions.

There was no further business.

Meeting adjourned at 12:53

Respectfully submitted,
Bruce B. Harper
Secretary, Virginia Tech Staff Senate

The video of the meeting is available at https://video.vt.edu/media/1_u4bzpt6a

PageUp Performance Management System

Bryan Garey, Vice President for Human Resources

Sept. 16, 2021

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Agenda

- Why we are doing this
- Benefits
- What is included
- How you can help!

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Why we are doing this

1. It is time!

   Banner System launched circa 2011

   Issues regarding:
   - Employee/Supervisor lock-out
   - Stuck reviews
   - Unable to launch reviews if a prior review is incomplete

2. PageUp features offer opportunity to improve the experience

Plan

Touchpoints

Evaluation

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PageUp Performance Management Benefits

Support for Continuous Performance Management
- Journaling and Commenting
- File uploads

Inclusion of Probationary Review
- No more P125s!

Reporting
- Including probationary

Improved Integration
- Job Duties will pull directly from Position Descriptions
- Supervisor from Banner
- LMS for career development planning

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Scope/Content

- Full-time/Part-time benefitted staff
- New website with enhanced guidance
- Training in LMS

How you can help!

- Update staff position descriptions that do not have job duties in PageUp ATS
- Ensure supervisors and organizational structures are correct in Banner

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1,236 staff PDs with blank Job Duties (~36%)

PD Updates Needed by Sr Mgmt Area
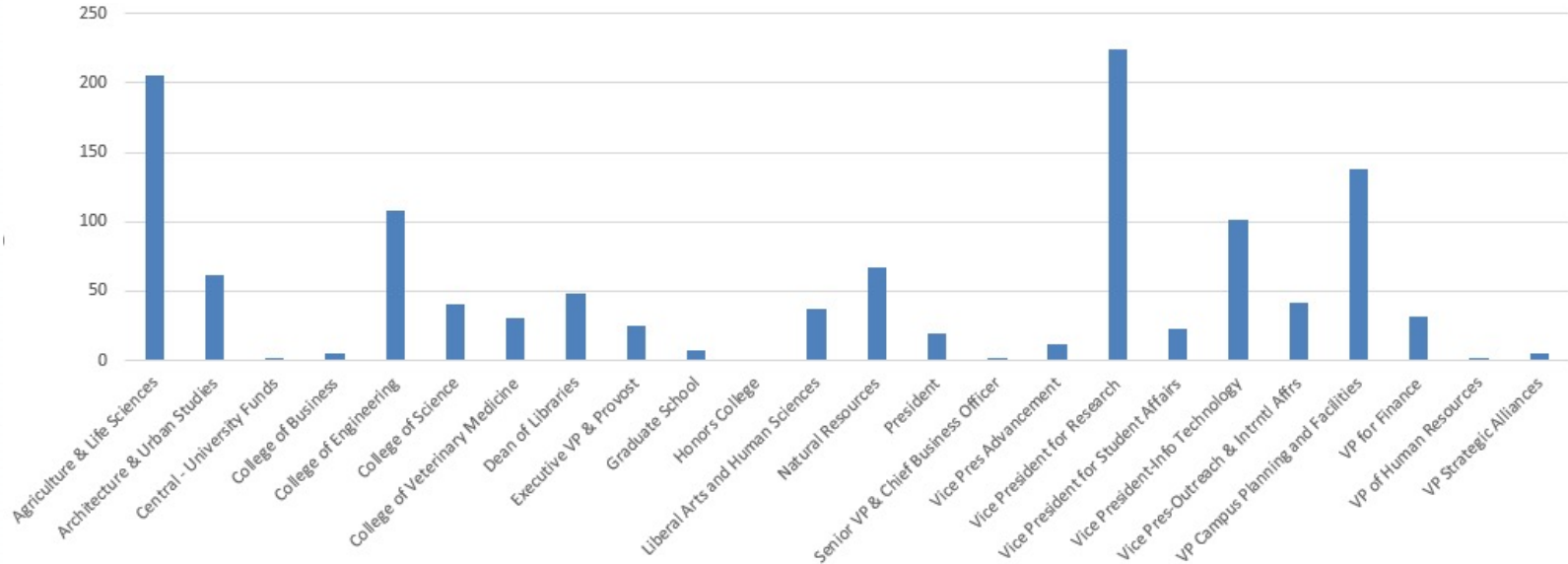
Accessing Your Position Description

Website to PageUp- https://hokies.pageuppeople.com

Uses 2 Factor Login credentials

Most Employees are a **Role 1** in the system and will see this upon login:

You would then select- My position description and all the details of your job will be displayed for you to review.

Role 2(and higher) Users

Dashboard will look like this:

You would select from the "hamburger" menu in the top left "Manage position descriptions" under the *Jobs* section.

Then in the 'Employee Name" section- Type in your legal name, then select "View"

Position Description

System Number	Title	Position Number	Role Number	Employee Name	Supervisor Name
				Jeffrey Cumberland	
Job Type	Senior management	Department	Organization	Approval status	Status
All	VP of Human Resources	All	All	All	Active

Clear   Search

System Number	Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status				
PD-17943	Talent Acquisition Manager	120304	BASE	Jeffrey Cumberland	Sandee Cheynet	Jul 15, 2019	Approved	Edit	View	Recruit for position	Archive

Future of Work at Virginia Tech

September 2021

Susan Hughes

Sr. Advisor to HR VP

Background on the Work

- Effort started in January 2021 to promote new ways of working at Virginia Tech, leveraging the lessons learned through the pandemic.

- Faculty/Staff have different expectations for work and new experiences; along with emerging technologies, progress with innovated work models will support recruitment, retention, and productivity.

- New approaches allow us to find and keep the best talent to support the Virginia Tech mission.

- Framed as "flexible work" this includes remote work, hybrid work and alternative work schedules, among others.

- HR is partnering with Segal as we lead the university through this transition period and into the future.

- Guiding principles established, working with President Sands, Provost Clarke, and SVP/CBO Pinkney.

- Pilot groups established which also served as advisory committee:
  - IT
  - Advancement
  - Pamplin
  - Engineering
  - President's Office

- Solutions teams launched to build resources.

- Outreach commenced which included regular touchpoints in all senior management areas.

Sources: Gallup, Forbes, Harvard Business, Workplace Analytics

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Core guiding principles

- Future work models to focus on administrative and academic support work primarily handled by staff and AP faculty.
  - New work models will support and complement in-person academic programs.
- Decision making and flexible work options will be with SMA leader, but grounded in the nature of roles and operational needs.
- Flexible work arrangements may require occasional or regular on-site presence.
- Flexibility is key; role analysis and collaboration is required between employees and leaders.
- Support leaders and managers with necessary tools and resources to create a productive and engaging work and campus environment.
- Flexible work arrangements are fluid and evolving; progress and outcomes must be regularly assessed and adapted to emerging needs.

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Current State

- Spectrum of approaches from largely remote to 100% return to workplace.

- Faculty/staff anxiety elevated with shifts and also the delta variant.

- Resources available:

  - Training

  - Flexible Work Agreement (new online tool for AP faculty/staff)

  - Revised Telework Suitability Guide

  - Pulse survey

  - Regular touchpoints with each college/unit

- Monthly retention data reports and analysis.

What Next?

- Collect learnings from the Pilots and Solutions Teams
- Continue to assess FOW implications at VT and beyond, and adjust accordingly
- Remember that tomorrow will be different than today and yesterday; work in the future will be different.

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