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Date: Tue, 19 Mar 1996 14:12:54 -0500  
To: bjlowe  
From: laphipps@vt.edu (Lou Ann Phipps)  
Subject: REVISED CCSA MINUTES

Bobbi, we have a revision to the CCSA minutes. I am sending you a new version. Of course, this happened after you had distributed them. Sorry!

MINUTES

COMMISSION ON CLASSIFIED STAFF AFFAIRS

February 14, 1996

PRESENT: John Ashby, Pat Ballard, Brian Debiase, Marge Dellers, William Dougherty, Lenwood McCoy, Valerie Myers, Peggy Rasnick, Chuck Shorter, Ann Spencer, Tony Sutphin, John Wooge, Wayne Worner

VISITORS: Jackie Eaves, Employee Benefits Committee; Dennis Eavey, Personnel Services; Perry Hall, Dairy Science

Valerie Myers called the meeting to order at 1:35 p.m. The minutes were approved with two corrections.

Myers read the response she received from David Conn regarding the commission's resolution on the University Plan. In his note, Conn thanked the commission for its input and said that the omissions had been corrected in the final draft. Although he was unable to release a copy before it is presented to the Board of Visitors at its meeting on February 19, he assured the commission that it would be pleased with the wording in the final draft.

1. University Closings and Inclement Weather Policy:

Myers introduced Perry Hall, a classified staff employee in Dairy Science. Hall voiced his concerns regarding the inclement weather policy and its application. Emergency personnel are unfairly penalized by having to use leave for days when it is impossible for them to get to work. Many employees are not informed of their status as emergency employees when they are hired. There are inconsistencies in the way the policy is interpreted and administered across campus causing stress and morale problems. He requested that the commission consider reviewing the policy.

In response to a question about the source of the policy, Ann Spencer stated that the policy on authorized closings is a state policy, not a university policy. After some discussion of the policy and problems in different areas of the university, Spencer stated that she had already pulled the policy for further review and was considering a task force to study the policy. Chuck Shorter and William Dougherty volunteered to serve on the task force. Spencer will appoint other members from affected areas.

2. Smoking Policy:

After discussions with individuals from around campus, Spencer stated that she feels that the best course of action is to do a comprehensive survey of all building managers to find out what the issues are rather than gather anecdotal information. She will then review the survey results to decide how to best address the issue. Her feeling is that the issue should go to the Commission on University Support since that body encompasses all areas of the university.

3. Policies and Guidelines:

Dennis Eavey presented one policy and two sets of guidelines for which

Personnel Services is requesting commission support.

Volunteers Guidelines: These guidelines have been drawn up because of concerns about university liability in regard to volunteers.

Telecommuting Guidelines: These are guidelines for departments to use and items to be considered when discussing possible telecommuting arrangements with employees.

Hours of Work Policy: This policy has been revised to bring it more in line with the state policy. The state policy is more lenient.

It was moved and seconded that the commission approve the policy and the guidelines. The motion passed.

4. Resolution to Add Previous Commission Chair to Membership: Myers informed the commission that she had checked with Larry Moore on the proper procedures to add the previous commission chair to the commission. His response was that the commission must pass a resolution, then forward it to University Council for approval. After discussion of the pros and cons of the issue and the person's status on the commission, it was moved and seconded that the previous commission chair be added to the commission as an ex-officio member. Myers will draft a resolution and distribute it for review.

5. Committee Updates:

Decentralization: Spencer reported that Personnel Services has had to step back on decentralization. The implementation of the HRIS system is consuming much more time of the Personnel Services staff than had originally been anticipated. Spencer said that she is so concerned about doing it well, that she did not want to go into it too quickly without adequate attention and resources to devote to it. She still hopes, however, to have a pilot program later this year.

Benefits Committee: Jackie Eaves reviewed the minutes from the January committee meeting. Topics discussed at the meeting included a presentation from the Long-Term Disability Committee, discussion of and suggested changes to a draft benefits brochure for the university, and a TSA update. The committee was also informed that the issue of health insurance for wage employees is pending in the General Assembly.

EO/AA Committee and Sexual Harassment: Tony Sutphin reported that the committee discussed current litigation involving the university. He also noted that the Student Government Association had contacted the committee requesting that someone speak to them regarding affirmative action.

College Formerly Known as Education: Wayne Worner reported that the plan to merge the colleges of Human Resources and Education will go before the Board of Visitors at its meeting on February 19. Also, a search will soon begin for a new dean with representatives from both colleges on the committee. The new college will be called the College of Human Resources and Education. The name change will be effective July 1, 1996. However, the colleges will operate separately for the next year. The deans' offices will merge on July 1, 1997, and the merger should be completed over the next two years. The staff associations of both colleges have started preliminary discussions. The merger will affect representation on commission and committees.

6. Other:

Parking Budget: Pat Ballard, a member of the university's Parking

Committee, distributed copies of a traffic accident report, the approved 1995-96 parking auxiliary budget, and a copy of an article announcing free parking for employees with 30 or more years' service beginning next fall. She also reported that the PAB lot will be reserved for Admissions visitors during peak visitation periods, and that Spring Road will close on March 10 to enable construction of new facilities in that area. Dougherty noted that the budget did not include revenue figures.

Staff Appreciation Day: Spencer requested two volunteers to serve on the planning committee for this year's Staff Appreciation Day. She will also request two volunteers from the Staff Senate. Tony Sutphin and Pat Ballard volunteered to serve.

There being no other business, the meeting adjourned at 3:00 p.m.

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