

August 19, 1993

Virginia Polytechnic Institute and State University  
Staff Senate

Minutes of the Regular Meeting

Thursday, August 19, 1993

Room 102 - Phase II - Veterinary Medicine

Senators Present: Carolyn Alls, Sheila Blankenship, Joyce Bohr, Janet Bryant, David Carper, Joann Craven, Judy Davis, Marge Dellers, Patrick Donohoe, Les Fuller, Leslie Graham, Betty Greene, Patty Hall, Mary Holliman, Lisa Jansen, Diane Kaufman, Julia King, Margie Lawrence, Richard Lovegrove, Don Massie, Bhaba Misra, Margie Murray, Valerie Myers, Peggy Rasnick, Lynne Schaefermeyer, Buddy Shaver, Chuck Shorter, Charlie Stott, Sherri Turner, Sarah Wheeler, Deb Williams

Alternates in Attendance: Linda Haney for Diane Patty, Jon Bollig for Carlile Price, Sandy Ritter

Guests: Ron Stephenson-SGA President, Tina Gabel-SGA Vice President, Fred Homan-House Speaker, Richard Alvarez-Director, Public Safety and Health, Netta Eisler-Spectrum

Call to Order

The second meeting of the 1993-94 Staff Senate was called to order at 5:34 p.m. by Vice President Stott, who welcomed senators, alternates, and guests. He introduced Ron Stephenson-SGA President. President Stephenson then introduced Vice President Gabel and House Speaker Homan, who will be the SGA representative to Staff Senate.

Guest Speaker

Richard Alvarez addressed the group as follows: He stated that parking is an emotional issue. A big problem for him is communications on short notice across the university.

There is a new 100-car faculty/staff lot behind Hillcrest. Parking along the road at Hillcrest Hall has been taken away because it is hazardous and is killing the trees.

The lot in Schultz area was intended to be short-term parking. It will be enforced as a two-hour parking area and will have meters.

Lower Stanger lot was intended to be paved at the same time as B-lot, but they ran into problems. They have decided to wait until B-lot is finished. Stanger lot must be completed soon, as the parking lot behind Whittemore will be eliminated due to new building. He hopes to have it operating in a few months.

Meters have been located along the Mall and behind Derring for people who need to run into buildings and drop things off. They have also posted a "Visitors" sign to encourage campus visitors to use these spots.

There continues to be a lot of complaints about state and federal vehicle parking. During the day these vehicles are used for delivery, etc. There are indeed a lot of them that are not being used. They have created an area in the 100-car lot behind Wallace and the back side of the faculty/staff B-lot for long-term state vehicle parking. Alvarez has created a voluntary program and is working one-on-one to try to get the departments to participate. He requested that any senators who have contact with the owners of state vehicles encourage them to participate in this program.

There are a large number of handicapped spaces in the B lot. The spaces are there because the state says they must be there. He asked people to help get this information out.

While SUUSI is on campus, parking is a problem, particularly in the Ag Quad. The only place they could put them was in the stadium lot. This year SUUSI participants were very good citizens. They filled up the Wallace lot.

A bike rack program has been put into place. Alvarez sent out a letter addressing the program. The racks in "purgatory" are being heavily used, even during summer months. There does not seem to be a lot of use in the Pamplin area, so they will consider relocating that rack. The bike enforcement program will finally begin now that we have sufficient storage. There is a person assigned full-time to registration and enforcement. A sign is being placed in each bike park saying "Please walk your bike to the street, riding bicycles on the sidewalk is prohibited and dangerous."

The Family Motor Coach Association convention was successful with a minimum of problems due to police, parking office, physical plant, and a lot of classified staff behind the scenes.

Senator Murray asked if he had any numbers on how many were here. Alvarez responded that there were 4,800 and with the vendors there were well over 5,000.

Senator Misra commended Alvarez for the handling of FMCA. He did express one concern that people are parking illegally on yellow lines and loading docks and ramps. People are blocking areas that vehicles need to get to for loading purposes.

Alvarez said that with new ADA regulations, parking on sidewalks is prohibited by anybody at any time.

Senator Williams asked for clarification on the street that is being closed to parking along Hillcrest. She asked if there are signs there now that state there is no parking allowed. He is not sure whether there are signs there yet, but there have been yellow lines painted on the road and the signs will be in place soon.

Senator Williams asked if we have a tow-away policy for people who are

parked illegally and in handicapped areas and on sidewalks? Alvarez clarified that we do have a policy and, for handicapped parking, it is enforced rigidly. They don't like to tow because of damage to vehicles. They call DMV and run the tag and try to locate the owner to have them move their vehicle. But if you are blocking a traffic lane or you are in a handicapped area, then you can expect to be towed.

Senator Wheeler asked what the university would do about getting pedestrians across Perry Street when the Whittemore lot is closed. Alvarez responded that they may have to put crossing guards on Perry Street.

Senator Alls asked a question concerning the paving of B-lot. Are there going to be the same amount of spaces or will they be eaten up with landscaping? Alvarez stated that there will be a gain in spaces through efficiency.

Senator Alls also asked for the policy on courtesy passes for student workers, etc. Alvarez stated that the policy will not change. They do not feel that these passes interfere. There are a number of student leaders receiving courtesy passes. These issues will be brought before the Parking/Transportation Committee again when it reconvenes.

Senator Evans stated that at McBryde they don't have a loading dock. When 18-wheelers come to deliver equipment, they often park on the sidewalk. Alvarez stated that parking on the sidewalk was caving in the steam tunnel. He asked Senator Evans to please send him a profs note with his problems and concerns.

Alvarez requested that when you have complaints or problems, contact Mr. Lynch for a response or solution. Give him an opportunity to address them first. His ID is LYNCHAC on profs.

Senator Donohoe asked about the three planters placed at Norris Hall. One of them was damaged and he wanted to know if they would be removed. Alvarez stated that he had not heard of the problem.

#### Approval of Minutes

The minutes of the July 15, 1993, Staff Senate meeting were approved with the following additions and corrections: Senator Graham's name was added to "Senators Present"; page three, line five, sentence should read "Senator Schaefermeyer stated that there are a lot of services provided by CNS"; page three, fourth paragraph, "Sandy Patty" sentence should read "Senator Schaefermeyer requested clarification that once you serve the six months' probationary period, you do not serve another in that position"; paragraph five, line 3, omit SGA; on Alternates in Attendance: correction of name from Doris Sumter to Lorrie Sumpter.

#### University Councils, Commissions, Committee Reports

Communications Committee met on August 4. They basically introduced themselves. Richard Lovegrove will make sure that Spectrum gets notification of Staff Senate meetings. Tony Sutphin will get an updated list of senators and alternates and get the governance letter

given by Personnel Services given to new employees updated.

Elections and Nominations met on August 11. They primarily met to become acquainted and discuss the purpose and mission of the Committee and to go over the calendar for the upcoming year. Notes will be distributed at the next meeting.

Policies and Issues has not met yet, however, part of the duties is to provide a listing of current members, officers, etc. They sent out notice requesting updates and changes to the mailing list.

Advisory Council-Strategic Budgeting and Planning: Senator Ballard sent Stott a profs note stating that they have met and the only thing being looked at is ways of increasing graduate student stipends over the next three years. There is some data indicating that we are starting to lose top-notch graduate students because stipends and financial aid are not competitive.

Commission on Staff Affairs met last week. There was a good write-up in Spectrum about the meeting. They looked at the proposed changes in the Educational Aid Policy that has been looked at by a task force last year. This policy affects classified staff and faculty. Faculty takes more opportunity of it than classified staff. Copies of the proposal are available. The policy still must be reviewed by our commission, as well as the Commission on Faculty Affairs. We hope to get it approved by the beginning of the second semester.

No reports were given by the remaining councils, commissions, and committees.

Vice President Stott requested that reports be submitted in writing so that meeting time does not have to be used, unless it is something that requires attention by the Senate.

Senator Donohoe commented on the Building Committee. He talked to the Secretary to the university architect and she told him that there are several building subcommittees that lack representation. She will contact President McConnell concerning the vacancies.

#### Old Business

There was no old business

#### New Business

Senator Kaufman expressed concern that there have been problems in contacting Benefits. Someone in the library suggested to her that it would be helpful to have a telephone number that you could call and leave a message. Another suggestion was a profs ID so that employees could send them questions. People are frustrated. One of the library's part-time workers has been with the university for 15 years on an alternating part-time, full-time basis. She decided to work full-time, and she wants to know why part-time employees not allowed the health-care benefits that full-time employees are given. They also

do not have the option of participating in the flexible health-care account program.

Senator Williams responded that the way our system is set up right now, it cannot handle it. It is the university's hope to replace and upgrade the system. There are too many deductions for the system to handle at this time to take care of all issues

It has been suggested that the university set up an on-line help requests and employee-suggestion program for comments and referral.

Other

The Incentive Pay Plan was addressed by Vice President Stott as follows:

Employees are eligible for one-, two-, or three-step increases.

Training sessions are being held at this time by Personnel Services for supervisors, faculty, deans, directors, and administrators. Tell all your classified staff to document all service within your department, college, and university. Bring it to your supervisor's attention prior to evaluation, and be precise.

There are still questions on how to evaluate university service.

Only 8 percent will be awarded a three-step increase. If there are more people who get exceptional ratings than allocated, some will not get the three-step increase.

Senator Williams stated that those who do the best job of documenting their accomplishments will be the ones who will get the top raises.

Senator Murray stated that there was a question on whether we could obtain booklets on the incentive pay plan. She has talked with someone and all the booklet does is explain how to fill out the form. What the programs are stressing is how to train supervisors and knowing what the ratings really mean.

Senator Dellers stated that her understanding is that the evaluation forms have to be in Personnel October 1. She thinks they are due in Richmond on November 1.

Vice President Stott stated that a lot of employees disagree with the evaluation. If you don't get an exceptional rating or you do get an exceptional rating and don't get the three-step increase, it probably is not grievable unless you can show that evaluations are arbitrary or capricious. He encouraged staff members to have documentation.

Meeting adjourned at 6:45 PM.

Valerie Myers

Secretary