Commission on Classified Staff Affairs  
May 26, 2005  
10:30 AM – 12:00 Noon  
325 Burruss  

Present: Judy Alford, Jean Brickey, Ken Miller, Diane Reaver, Becky Sайлors, Charles Stott, Linda Woodard, Jon Wooge  

Absent: Brandon Bull, Katherine Cachaper, Trudy Epperly, Walter Hartman, Rachel Holloway, Teresa Lyons, Kellie Morris, Shelly Nichols-Richardson, Phyllis Olinger, Gerhardt Schurig  

Guest: Randy Marchany, Director, IT Security Lab  

Chair Jean Brickey called the meeting to order at 10:30 AM. The agenda was approved as submitted  

1. Guest Speaker: Computer Security – Randy Marchany  
Identify theft is becoming an ever increasing problem, particularly in education. A great deal of personal information is available on the web. Software vendors are compounding the problem by selling poorly designed software. Computer users must take steps to secure their computers and safeguard data. Currently, 95 percent of the campus has wireless service available, and many employees are using wireless connections on and off campus. Users should ensure that they are using an encrypted service. Currently, much spam is filtered, particularly from known “spammers.” However, there is still a great deal that cannot be filtered. Employees need to be careful when opening email, particularly attachments, from unknown sources. The VTNET CD, available at no cost to faculty, staff, and students, contains software to assist in keeping computers safe.  

2. Approval of Minutes  
The minutes of the April 28, 2005, meeting were approved as presented.  

3. Reports  
   - Benefits Committee – Becky Sайлors  
     There was no meeting in May.  
   - Staff Senate – Jean Brickey  
     The senate is working on the transition of officers. The senate is also working to assist in setting up associations in areas that have no representation or active staff association at this time.
The last meeting for this academic year was May 9. Ray Plaza will chair the commission next year. Two names were forwarded to the President’s Office for two at-large seats. The commission will also be electing two new at-large representatives for University Council, one student and one faculty or staff. Elections are currently in process for next year’s members.

4. **State Perks Card – Linda Woodard**

The PerksCard is a program being implemented by the state’s Department of Human Resource Management. The PerksCard program provides employee discounts for a variety of services and products. Some information is available on their website, [http://www.dpt.state.va.us/](http://www.dpt.state.va.us/). Cards were distributed at Staff Appreciation Day in May. Personnel Services has requested additional cards to distribute to faculty and staff on and off campus, and hopes to mail these to departments before the beginning of fall semester.

5. **Next Meeting in the Fall 2005**

Judy Alford will serve as the chair next year, and will schedule the next meeting after the semester begins.

There being no further business, the meeting adjourned at 11:55 a.m.