Commission on Staff Policies and Affairs
October 16, 2007
8:30 A.M. – 325 Burruss
Minutes

Present: Robin Atkins, Catherine Caldwell, Haiyan Cheng, Alicia Cohen, Sue Ellen Crocker, Carolyne Dudding, Cathy Hill, Shannon Jarrott for Fred Piercy, Cindy Koziol, Maxine Lyons for Jean Brickey, Mike Naff, Wyatt Sasser, Tom Tucker, Linda Woodard

Absent: Lay Nam Chang, Walter Hartman

Guests: Pat Hyer, Office of the Provost; Judy Ridinger, Human Resources

Chair Tom Tucker called the meeting to order at 10:05 AM. The agenda was approved with one correction. The minutes of the September 18, 2007, meeting were approved electronically.

1. New Business
   • Emeritus Policy for Staff - Dr. Pat Hyer, Associate Provost for Academic Administration
     Dr. Hyer reviewed the faculty emeritus policy. “Emeritus” refers to a person who has retired from professional life, but retains the previous title held. Many retired faculty continue to teach occasionally, as well as continue research. There is no pay associated with emeritus status and no office space is guaranteed. The status is granted to tenured full and associate professors. It has rarely been granted to AP faculty, exceptions being made for AP faculty who have also taught classes. Occasionally senior extension agents who have been promoted through the ranks to the highest level have been given emeritus status. Research faculty are not eligible. However, the policy on emeritus status does allow for staff emeritus. “The title of emeritus is conferred on retired full professors and associate professors, administrative officers, extra-collegiate faculty with continued appointment, senior extension agents, and exceptional staff members who have given exemplary service to the university, and who are specifically recommended to the board of visitors by the president and approved “ No process has been established for emeritus status for staff. She is not aware of any other universities that have staff emeritus. It was decided to establish a subcommittee to research the issue. Robin Atkins, Jean Brickey, and Haiyan Cheng will serve on the subcommittee.

   • Staff Leadership Award
     The Staff Leadership Award has been approved. Volunteers are needed for a subcommittee to begin work on the process for nomination and selection of recipients of the first awards. Procedures will have to be established to publicize the award, receive nominations, select and announce the winners. The award will be presented at the McComas Leadership Seminar held annually in May. Sue Ellen Crocker, Cathy Hill, and Mike Naff volunteered to serve. University Leadership Development will also assist with the program.

2. Old Business
   • Meeting Schedule for 2007-08 Commission
     Commission will meet on the third Tuesday of each month 8:30 - 10:00 AM in 325 Burruss with the exception of the two meeting listed below.
     - November 13, 8:30 - 10 AM, in 210 Burruss Board Room (location change as well)
     - December 11, 8:30 - 10 AM, in 325 Burruss Conference Room
- Goals & Objective for the Commission - Tom Tucker
  The chairs of all the university’s commissions met with the president and the provost to review each group's plans for the coming year. Copies of this year’s goals were distributed.

- Employee of the Week Program
  The commission discussed the inclusion of 35 and 40 year service awards recipients. A list of the coming year’s recipient will be obtained from Human Resources to determine the number of employees.

- Diversity Dimension Guidelines – Sue Ellen Crocker
  The guidelines have been revised to address concerns voiced by commission members at the September meeting. The document is still in draft form. The more complex the document, the less likely it will be used. It will be finalized and distributed in the very near future so that it can be used for the coming year’s performance plans. It will be sent via email to deans, directors, and department heads. Staff will receive a printed copy. Any additional comments may be sent to Judy Ridinger.

- Restructuring - EAC Design teams
  The Employee Advisory Committee (EAC) is soliciting nominations for employees to serve on design teams to develop new human resources policies for university staff in the following areas: staff benefits and work life; compensation and rewards; and performance management and employee relations. The deadline for nominations is October 29. The teams will meet weekly for the next two to three months. The membership of the design teams will be shared at the next meeting.

- Newsletter
  Brian Gittens is serving in a Human Resources internship to provide project management for restructuring. He will also be assisting with the production of a quarterly HR newsletter for faculty and staff. It is being sent electronically to most employees, but hard copies will be mailed to some areas. Copies will also be mailed to deans, directors, and department head with the request that it be posted.

3. Reports
- CEOD – copies of meeting minutes have been emailed to commission members
- Benefits Committee will meet on October 25.
- Other Business
  - The Commission on University Support is establishing a Committee for Energy and Sustainability. Staff Senate has been asked to appoint two staff members.
  - Ennis McCreary, Office of the Graduate School Student Ombudsperson, was suggested as a future speaker. While she is a student ombudsperson, it was suggested that the commission might want to explore the possibility of a similar position for staff.
  - Commission members were reminded of the VT Engage kickoff on the Drillfield on Tuesday, October 16.

There being no further business, the meeting adjourned at 10:00 a.m.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary