Members Present: T. Fritter, B. Wilson, K. Knutson, K. Ziffer, M. Bradley, R. Pond

Members Absent: CLS Representative (Excused).

Others Present: R. Kutz, C. Newman

At 2:30PM, Chair Ziffer called the meeting to order, and paused to accept any comments from the public, none sought recognition.

Mr. Bradley moved, Mr. Wilson seconded, to approve the Minutes of the previous meeting. All in Favor. MOTION CARRIED.

Chair Ziffer recognized Mr. Russell Kutz, Chair of the Classified Staff Executive Committee, to speak to the committee regarding the Classified Staff Congressional Districting Database which has gone live on the OCS webpage. Questions were raised regarding the definition of job titles in districts. The creation of an FAQ page was discussed to assist with the understanding of terms which may be unfamiliar to users. Discussion was heard regarding embedding a link to the database within the district numbers of the Congressional roster.

Mr. Pond arrived.

Mr. Fritter arrived.

Chair Ziffer recognized Mr. Casey Newman, Associate Director of Transportation Services, to speak to the committee regarding the communications plan that has been drafted to introduce the Base Lot Permit Renewal system. Mr. Newman described the system as moving from a “priority” system to a “first come first serve” system. Mr. Newman said there will likely be an exception process. In regard to the communications plan Mr. Newman said that in an effort to avoid reliance solely on email permit holders will get a postcard. Question was raised if afternoon and evening shift employees will be part of the new system. Reply was in the negative. Question was raised as to why this was not the system that was developed in the first place. Reply came that due to limited parking availability a priority system was utilized.

Suggestion was made that this information be brought to a VCFA Directors meeting so that they know their employees will be asked to respond to this new system. Reply came that this is planned once the shared governance groups have provided all of their feedback. Point was stressed that Department Heads should alert employees to the change.

Question was asked if authentication method will remain Net ID. Answer was in the affirmative.
Discussion was heard that it should be explained why the system was changing. Reply came that Transportation Services is interested in feedback, including if people demand a priority based system remain in place.

Question was raised if any town hall style meetings were planned in conjunction with this roll-out. Reply came that none are scheduled as of this time but the idea has been discussed.

Question was raised if the material explaining the new system will be translated into the five target languages. Answer was in the affirmative.

Chair Ziffer recognized Mr. Kutz to discuss the power point presentation he is preparing to give to a meeting of HR professionals on campus. Discussion heard the pages regarding committees and their memberships could possibly be combined and a highlight given to the Personnel Policies and Procedures Committee and the process by which draft policies are reviewed.

Discussion was heard that it may be advantageous to provide this power point at individual Department meetings as well as to the employees on ‘off’ shifts.

Chair Ziffer provided the committee with an update on the APR Internal Communications work group. Chair Ziffer is serving on the Umbrella Committee and noted that Charges are currently being reviewed for sub-teams, such as Campus Leadership, Employee Info Hub, Staffing, and Education and Training.

At 4pm, Mr. Wilson made a motion to adjourn the meeting, seconded by Mr. Bradley. All in Favor. MOTION CARRIED.

Minutes prepared and submitted: J. Lease/Secretary