Staff Senate Meeting Agenda		April 14, 2016
South Meeting Room, Newcomb Hall		11:00 AM – 1 PM
11:00	Welcome & Announcements	Amy Muldoon, Co-Chair Maggie Stein, Co-Chair
11:05	Susan G Harris	Secretary, BOV
11:35	Andrea Trimble	Director, Office for Sustainability
12:05	Updates	Monica Petrich (UHR) Co-Chairs Committees (12:25-1 PM)

Next Meeting:

May 26, 2016 at 11 AM in the South Meeting Room, Newcomb Hall



#### **ANNOUNCEMENTS**

- Parking Passes
- Next Staff Senate Meeting is May 26
- June Meeting: Rick Shannon and Pat Hogan
  - Collect questions from constituents and mail them to Amy or Maggie



# HISTORY OF THE BOARD



- The Board of Visitors has been the governing body of the University of Virginia since the University's creation.
- Jefferson believed that a university should be run by a governing board and faculty rather than by a president; there was no president at UVA until 1904
- Jefferson served as the Board's first Rector and Secretary to the Board

# WHAT IS THE BOARD OF VISITORS?

- The Board of Visitors is the governing body of the University of Virginia
- The Board of Visitors acts as the University's corporate board
- The Board of Visitors is responsible for developing general policy and for long-term planning for the University

# COMPOSITION OF THE BOARD OF VISITORS

# The Board of Visitors is composed of:

- **Seventeen voting members**, each appointed by the Governor and confirmed by the General Assembly of the Commonwealth of Virginia
- ☐ One non-voting student advisory representative, appointed by the Board of Visitors
- ☐ One non-voting faculty advisory representative, appointed by the Board of Visitors

## Terms of Office:

- □ Each of the **seventeen voting members** serve for a **four-year term**, with the possibility of one reappointment (8 year limit)
- ☐ The non-voting student member and non-voting faculty member are each appointed to serve a one year term

# COMPOSITION OF THE BOARD OF VISITORS (cont.)

# **Solution** Composition of the Board:

- ☐ At least **twelve of the seventeen voting members** of the Board of Visitors must be **from the Commonwealth of Virginia**
- ☐ At least **twelve members of the Board** must be **alumni or alumnae of the University**
- One member of the Board must be a physician with administrative and clinical experience in an academic medical center, ensuring that there is always a member with the necessary knowledge to guide the University's Medical Center
- ☐ By statute, state employees may not serve on the Board of Visitors while they are employed by the state

# LEADERSHIP OF THE BOARD: THE RECTOR AND VICE RECTOR

- **№** Leadership of the Board:
  - ☐ The Rector and Vice Rector are the chair and vice-chair of the Board
  - ☐ Upon the founding of the University, Thomas Jefferson served as the first Rector from 1819-1826. President James Madison succeeded Thomas Jefferson and served as the second Rector.
  - ☐ The Rector speaks on behalf of the Board of Visitors
  - ☐ The Rector serves as the presiding officer at all of its meetings; in the Rector's absence, the Vice Rector presides

# LEADERSHIP OF THE BOARD: THE RECTOR AND VICE RECTOR (cont.)

Terms and Election:

- ☐ The Rector and Vice Rector each serve two year terms
- ☐ Every two years, the Board of Visitors elects the Vice Rector from among its members
- ☐ Upon conclusion of the Rector's term of office, the Vice Rector succeeds the Rector to serve a two year term

# THE SECRETARY TO THE BOARD OF VISITORS

- The Secretary is the liaison between the Board of Visitors and the President. The Secretary also serves on the President's Staff.
  - □ Jefferson served as the Secretary to the Board of Visitors during the formation of the University. He stepped down in 1825 when the first class of students entered UVA.
  - ☐ The Secretary attends all meetings of the Board of Visitors and its committees, recording the minutes of all proceedings.
  - ☐ The Secretary prepares meeting minutes for the permanent records of the Board of Visitors and the University.

# THE BOARD COMMITTEES

## **№ The Executive Committee**

Consists of the Rector, Vice Rector, and five visitors to be elected by the Board.

# **Standing Committees:**

- Academic and Student Life
- Advancement
- □ Audit, Compliance, and Risk
- Buildings and Grounds
- Finance
- Medical Center Operating Board (MCOB)
- □ The University of Virginia's College at Wise

# MEETINGS OF THE BOARD OF VISITORS

- There are three categories of meetings of the Board:
  - ☐ The Annual Meeting—must be in Charlottesville
  - Regular Meetings
  - Special Meetings
- The Rector or any three Visitors may call a Special meeting
- Normal Schedule: 4 meetings a year plus a retreat

# POWERS AND DUTIES OF THE BOARD OF VISITORS

- Some examples of the powers and duties of the Board of Visitors include:
  - Long-term planning
  - Preserving University's ideals and traditions
  - Establishing general education policy
  - ☐ Electing the University President, salaried members of the faculty, and Senior University Administrators
  - Approving promotions of faculty members
  - Approving general policy governing student scholarships and loans
  - Approving the annual budget for all divisions: Academic, College at Wise, and Medical Center

# HOW STAFF SALARIES ARE SET

- Classified Staff: the General Assembly and the Governor determine salary increases for all State Classified employees
- Wulliversity Staff: the General Assembly and the Governor determine the average salary increase for non-Classified state employees. Open question every year whether BoV may supplement state increase for University Staff (and faculty)
- Faculty: Same as University staff with regard to state increases; in past, BoV has supplemented to meet market demands.

# COMPARING UNIVERSITY LEADERSHIP

# The Board of Visitors

- Governing Body of the University, including the Medical Center and the College at Wise
- Responsible for the preservation of the University's ideals and traditions
- Approves the annual budget
- Responsible for the formulation and periodic revision of the University's long-term plans

# The University President

- Chief Executive Officer of the Academic Division
- Also has responsibility for the Medical Center and the College at Wise
- Serves as President of the Faculty Senate
- Responsible for the discipline of students
- Recommends educational programs to the Board
- Responsible for the day-to-day operations of the University in conformity with the purposes and policies determined by the Board

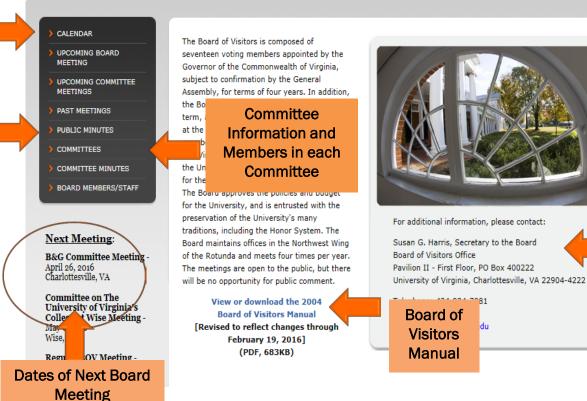
# BOARD OF VISITORS WEBSITE

# www.virginia.edu/bov



Calendar of Board Meetings through 2019

Tenure List
Click 'Board
Members/Staff'
Scroll to bottom of
page
Click 'Visitors
Tenure List'
located between
Current Member
Contacts and Staff
Directory



Board Office Mailing Address













# Sustainability at UVA

Andrea Trimble, Director, Office for Sustainability

April 2016

# ENGAGE STEVVARD DISCOVER





↑ News Sports Opinion A&E Life H&S Focus Comics Blogs Multimedia Print Edition

Grounds Local State Higher Ed

#### University unites in search for 'greener' U.Va StudCo Sustainability Committee supports zero waste events, U.Va to reduce

StudCo Sustainability Committee supports zero waste events, U.Va to reduce nitrogen footprint by 2025

by Madelyn Weingast | Mar 05 2014 | 18 hours ago



Kelsey Grant

Recycling bins for each type of material — white paper, mixed paper and plastic, metal and glass — are provided in all University buildings.



The Cavalier Daily

Morven Kitchen Garden is a one-acre student farm located about 20 minutes from Grounds which serves as a laboratory for student research and exploration



**У**Tweet ⟨5



"I compare the role of the Sustainability Team to that of the U.Va. Honor Committee," Greene said.
"Everyone at U.Va. plays a role in Honor. The Honor Committee doesn't single-handedly ensure that no one at U.Va. lies or cheats, but rather, the Honor

Following national trends, several groups around Grounds are making a concerted effort to create a more "green U.Va."

From student activism to resolutions by the Board of Visitors, people at all levels are trying to create an environmentally systainable University.

The most visible University program is the source-separated multi-stream recycling program. Recycling bins for each type of material — white paper, mixed paper and plastic, metal and glass — are provided in all University buildings. Recycling bins can also be found around Grounds, and "E-cycling" bins for electronics are located at various high traffic points.

#### Student government initiatives

One of the most active student groups in shaping environmentally conscious initiatives is the Student Council Sustainability Committee, co-chaired by fourth-year College student Jonathan Torre and a fourth-year Engineering student Holly Mayton.

"The sustainability institution at U.Va is primarily proactive, not reactive, in responding to student concerns," Torre said. "Organizations like U.Va. Sustainability and U.Va. Dining go above and beyond student expectations by increasing the sustainable nature of institutional operations within the University of which students might not necessarily be aware."

The committee has 16 members who dedicate their time to various task forces. Ultimately, the committee acts as a resource for students interested in sustainability at the University and is involved in initiatives like hand-dryer installation in the Brown Science & Engineering Library, zerowaste events such as Pancakes for Parkinson's and cosponsorships with groups like the University Programs Council.

"This year, our budget was nearly double what it has been in the past," Torre said. "I anticipate that with strong leadership

#### **VP for Management and Budget**

- Facilities Management
  - Office for Sustainability
  - Environmental Resources
- Office of the Architect
- Transportation Demand Management Program
- Green Dining Program

#### **VP for Research**

- Associate VP for Sustainability Research
- Food Collaborative

#### **Exec. VP and Provost**

- Global Sustainability Major
- Global Sustainability Minor



Environmental Stewardship Subcommittee

> Committee on Sustainability

Teaching and Research Subcommittee

Civic Engagement Subcommittee

Student Council
Sustainability Committee
and Sustainability

OFS Student
Employees and
Advocates

#### **Student CIOs**

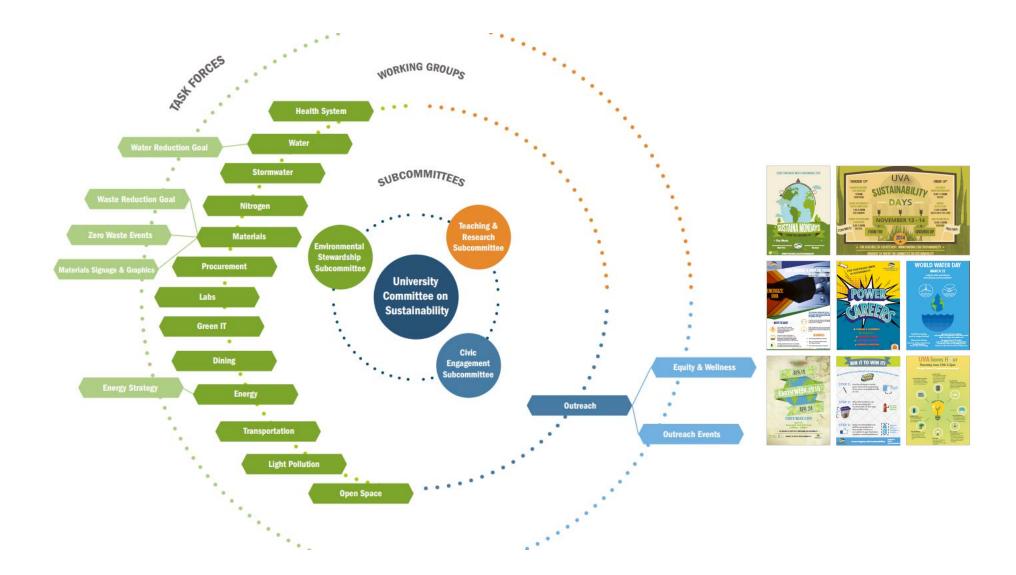
Food
Campus Kitchen
Slow Food
Hereford Garden (TJ Learning Garden)
Community Garden
Morven Kitchen Garden
Madison House Garden
Green Dining
DECAF
Greens 2 Grounds

Activism
Green Grounds
Net Impact
Sustainability Advocates
IFC Sustainability
ENACTUS
GIFT Committee
Climate Action Society
APO
Habitat for Humanity at UVa

Get Global
Global Brigades Water
Global Brigades Medical and Dental
Global Brigades Architecture
Global Brigades Environmental
Global Development Organization

Transportation, Misc.
Ride Forward
Bike UVa
Outdoors Club
Crafting for Conservation

Academics
Engineering Students Without Borders
SARC EcoReps
Student Entrepreneurs for Economic Development
(SEED)
Environmental Sciences Organization







#### **ENGAGE**











2009 levels by 2025. 

Reduce building energy use intensity 20% below 2010 levels by 2020.



sses to the environment 25% below 2010 levels by 2020.



use 25% below 2010 levels by 2035.



Reduce the total tonnage of waste generated at UVA 50% below 2014 amounts by 2035.



tons of waste annually by the year 2035.

#### **STEWARD**



emissions 25% below







single-use food serving items sent to landfill by 2030, in alignment with the overall UVA waste goals.



water impact of dining operations.

preferable purchasing as a percentage of purchases.



UVA land and buildings to limit the need for new construction.



larger community through UVA and UVA Foundation lands.



Enhance and expand the number of sustainable and meaningful sites and



food and beverages available on Grounds



Reduce food waste and









with the region...to advance sustainable food systems in the broader community.



governance, social, and ethical issues in managing institutional investment

#### **DISCOVER**



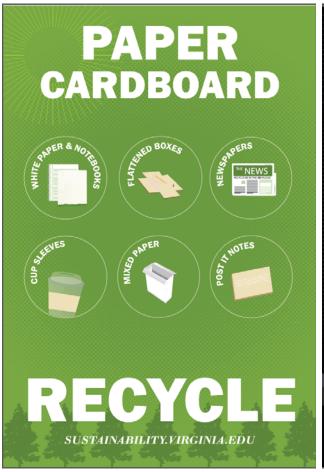


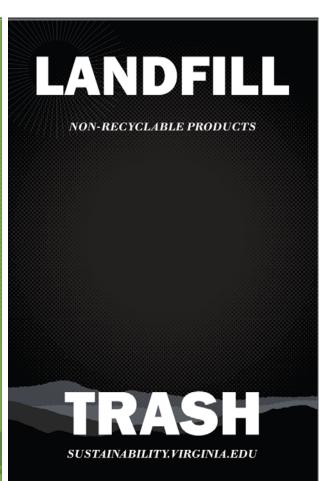
Utilize the Grounds as a learning tool through collaboration between

rational and academic units.

# Office for Sustainability - U.Va. Recycling









#### **ZERO WASTE EVENT GUIDE**

Congratulations on your decision to minimize waste at your event! This guide provides step-by-step instructions on how to turn any event into a zero waste event. If you have questions or need assistance, please contact Jess Wenger at 982-5540; jsw6d@virginia.edu or Amy Muldoon at 982-0812; ajm6u@virginia.edu.

#### WHAT IS ZERO WASTE?

A zero waste event is one in which organizers emphasize reusable, recyclable, or compostable materials in order to minimize land-fill-bound waste from the event. While "zero waste" is the common term for these events, most zero waste events are considered a success if they can divert 90% of event waste from the landfill. In reality, any waste that can be diverted from the waste stream and in favor of being reused or recycled is a victory. Every little bit counts!

#### WHY ZERO WASTE?

In 2012 Americans generated 251 million tons of trash, but only composted or recycled 87 million tons of it, sending 164 million tons of trash to landfills<sup>1</sup>. The EPA estimates that 21% of this trash was food waste, while recyclable plastics and paper made up an additional 39%. Essentially, the majority of material sent to U.S. landfills could be reused, recycled, or composted instead of sitting in a landfill, which takes up valuable land space, generates greenhouse gases, and often causes groundwater contamination when landfill liners crack. Additionally, materials inside landfills take hundreds of years to break down, which means that future generations will be impacted by the waste we generate today.

http://www.epa.gov/waste/nonhaz/municipal/pubs/2012\_msw\_fs.pd\*



#### CHECKLIST

#### DAY OF THE ZERO WASTE EVENT

#### ✓ ARRIVE AT LEAST ONE HOUR BEFORE EVENT AND COME PREPARED WITH...

- Signs and materials to hang signs, such as tape, zip ties, and string;
- Gloves for volunteers who will be staffing the waste stations;
- Cell phone numbers of volunteers, UVa recycling, NOPE, and anyone else who you
  might need to call from the event site.

#### ✓ SET UP WASTE STATIONS

- At each station include a recycling bin, compost bin, and trash can unless you have determined there will be no trash. Eliminate any stray trash cans where people could accidentally throw out compostable or recyclable items.
- When determining waste station locations, talk to caterers to locate appropriate waste stations in the kitchen or preparation area.
- Post signs at all stations, labeling each of the bins. Secure actual items to the signs for each bin to help people sort waste more easily.
- Have someone stationed at each waste station to ensure items end up in the right bin.

#### MAKE YOUR ROUNDS

- For catered events, talk to the event catering manager and facility event staff to ensure everyone who is handling waste knows where it goes.
- For potluck events, explain to guests the nature of the event and describe how waste should be handled.

#### TIE UP LOOSE ENDS AFTER EVENT ENDS

- Check that all leftover food has been disposed of in the compost bins.
- Place the NOPE compost bins, any additional compost bags, and NOPE signage in the area where they were dropped off.
- Place recycling bins in the location you have arranged with the site manager.

University of Virginia Sustainability • Zero Waste Event Guide

http://sustainability.virginia.edu/docs/ZeroWasteEventGuide-8-11-15.pdf



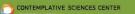
Sun. Mon. Tue. Wed. Thur. Fri. Sat. Sun. BATTEN EARTH DAY VOLUNTEER CVILLE BIG SPRING SUSTAINA EARTH SUSTAINA WITH THING HOUR BANQUET WEEK EXPO **PITCH NIGHT** YOGA ECO-FAIR RIVANNA 3:00PM 1:00PM 4:00PM TRAILS 11:00AM 5:00PM 10:00AM 6:30PM 10:00AM 5:00PM 5:00PM 2:00PM 7:00PM 2:00PM 7:30PM 5:00PM UVA GARRETT **NEWCOMB** GIBSON AMPHI-MEET AT DOWNTOWN NEWCOMB UVA CHAPEL COMMUNITY GREAT BALLROOM BALLROOM 211 THEATER MALL GARDEN HALL



UNIVERSITY of VIRGINIA FRANK BATTEN SCHOOL of LEADERSHIP and PUBLIC POLICY

More Events Happening Each Day!

FOR FULL SCHEDULE OF EVENTS VISIT:



SUSTAINABILITY.VIRGINIA.EDU







SUSTAINABILITY





#### 7 Steps to a Green Workplace

- Get familiar with the program.
- Form a Green Team.
- Obtain leadership approval.
- Register for the Green Workplace Program.
- Perform an initial assessment.
- Document your accomplishments
- Get certified and celebrate! Submit your completed application to greenworkplace@virginia.edu

#### **BUILDING SUSTAINABILITY**

Join a team of dedicated individuals GET INVOLVED Join a Team of dedicated individuals working together for a better future.



Green Workplace Program engages U.Va. employees and workplaces in actions that conserve energy, save money, and advance sustainability.



Green Labs Program helps researchers minimize the environmental impacts of lab operations.



Clark Hall will be the first building on Grounds to be considered for LEED Existing Buildings, Operations and Maintenance

Sustainability at the University of Virginia calls for collaboration and ingenuity to promote the well-being of the community, solve local and global challenges through scholarship and practice, educate ethical leaders and steward this

**U.Va. Sustainability Statement** 











Delta Force





stewardship on Grounds, in partnership with building occupants, students, administrators, faculty, and staff. Help us make this building a more sustainable place to work and learn.

U.Va.'s Building Sustainability program

fosters a culture of environmental

Together We Are Building Sustainability

sustainability.virginia.edu



#### Green Workplace

The credit categories in the Green Workplace Program are quite comprehensive and include energy, transportation, purchasing, zero-waste, community, health, food, and innovation

There are 60 actions (100 total points) that participating workplaces can implement to be more sustainable.





SILVER

To Join, contact: greenworkplace@virginia.edu sustainability.virginia.edu/programs/greenworkplace.html



#### **Green Labs**

Labs are a critical component to the innovative research conducted by the University, but they can be resource-intensive. Labs account for only 16% of the square footage at U.Va., but contribute to over one third of the energy use.



Make your lab a Green Lab! sustainability.virginia.edu/programs/greenlabs.html

# **Sustainability Partners**

The mission of Sustainability Partners is to actively engage U.Va. employees in cultivating a community that embraces sustainable stewardship and practices. Sustainability Partners advocate and promote initiatives that reduce energy and water use, minimize waste, promote community and enhance wellbeing.

Through monthly meetings and collaborative efforts, Sustainability Partners research innovative practices and develop strategies for creating a more sustainable workplace and community.



#### March 16, 2016

Guest speaker: Lonnie Murray Location: Newcomb Gallery

#### **Accomplishments**

Through Sustainability Partners, employees have helped shape:

- Reminder signs, such as "Try Just One" and "Flip the Switch."
- Development and promotion of U.Va. Sustainability Pledge
- Creation of an online training program, Sustainability at U.Va.: You Can Make a Positive Difference,
  offered through U.Va. Human Resources. Note: the link will direct you to the integrated system login
  page. Once logged in, you will see the option to enroll in the course (class #146816).

# SustainaNewsletter – subscribe here: http://sustainability.virginia.edu/news/newsletters.html

# www.virginia.edu/sustainability

https://www.facebook.com/sustainableuva/ https://twitter.com/sustainableuva

sustainability@virginia.edu

#### SustainaNewsletter



September 9 - October 12

Sustainability at the University of Virginia calls for collaboration and ingenuity to promote the wellbeing of the community, solve local and global challenges through scholarship and practice, educate ethical leaders and steward this special place.



#### Weekly Recap

The Environmental Stewardship Subcommittee (ESS) met last week to discuss upcoming projects for this semester, including a solar powered electronic charging station picnic table, evaluating the possibility of water bottle refill stations in Scott Stadium, and funding to help bring composting to events. To learn more about ESS, click <a href="https://doi.org/10.1081/j.chm/">https://doi.org/10.1081/j.chm/</a>

Starting this week, the SustainaNewsletter will be published bi-weekly. The next issue will be e-mailed the week of October 12.

#### News





#### Student Voices in Sustainability

Students are an integral part of our community and a driving force behind many sustainability actions across Grounds. Each week the From the Grounds Up blog will feature posts written by students working to make U.V.a. more sustainable. Read more...

#### Warburg: Pope Changes Debate Over Global Warming

"The extraordinary encyclical issued by Pope Francis holds great promise for an issue that affects all life on our fragile planet. This remarkable document essentially reframes an issue that has long been mired in a false and polarizing jobsvs.-the-environment dichotomy," - states Gerry Warburg Read more.

#### Opportunities & Updates







## **CO-CHAIRS UPDATES**

- Any questions or concerns about the bylaws? Scope? Mission?
  - Will send a survey to vote on the updates
- Will you help lead the Staff Senate?
  - Coordinator positions if interested submit name by May 30
  - Explain super alternate role
- Unit representation updated on website; make sure email lists reflect your constituency
- Next Advisory Board meeting is April 28



## **COMMITTEE UPDATES**



#### **ELECTIONS TIMELINE**

#### **April**

- Senators begin talking with coworkers about serving on the Senate.
- Senators who are up for reelection arrange to have election run by another Staff Senate member.

#### May

- The Executive Committee will present nominations for the offices of secretary and two co-chairs by the end of May.
- Senators running elections should collect names of nominees in their organizational units.



#### **ELECTIONS TIMELINE**

#### <u>June</u>

- Senators will run the elections for senators/alternates in their organizational unit and report the outcome to the Membership Committee by June 30 (staffsen-membership@virginia.edu).
- At the Staff Senate meeting: Officer candidates will be named.

#### <u>July</u>

- Absentee votes for officer elections must be submitted before the July meeting.
- At the Staff Senate meeting: Officers will be elected and announced.



## **ADVOCACY COMMITTEE**



# EDUCATION BENEFITS SUBCOMMITTEE (MICHELLE SMALL, LEAD)

Since the presentation, UHR compliance has raised some issues about what classes/courses/workshops can be approved by the program based on IRS regulation. We are talking with UHR to understand the issues and then be able to communicate them to Staff Senate. We will likely ask to meet with HR compliance (Joe Esposito who is the Manager for Total Rewards Compliance) and Joanne Hoagland in the near future.

The subcommittee is/will be preparing a proposal regarding the EB program to present to the Staff Senate, it likely will propose a more robust program so that staff can take more classes without cost to staff members like other peer schools, while maintaining access to personal enrichment classes and educational activities at workshop and conferences.



# PAY SUBCOMMITTEE (MELISSA HENRIKSEN, LEAD)

The subcommittee has prepared a draft of a document that is intended to help staff members advocate for themselves in order to obtain additional compensation. The full committee offered feedback and a meeting is planned with Jennifer Atkins in UHR on 4/18 for additional feedback that will help us move forward and finalize the document.

The next step will be to create a document that staff can offer to their managers to help them understand how staff can be appropriately compensated.



# PARENTAL LEAVE SUBCOMMITTEE (MIKE LUDWICK, LEAD)

We provided UHR with a document that outlines current benefits for staff. UHR has formed an internal working group on this issue. A UHR website update is coming soon with a new more user friendly layout for existing maternity leave. Efforts need to be coordinated between payroll, leave, benefits, and compliance which requires more time to roll out the new website.

UHR asked the committee to help with research on policies of 25 other institutions. We are nearly done with the research. (UVA Faculty have parental leave already.) A UHR consulting team is also compiling data that ultimately can be shared with us. Then there can be discussion about what a Parental Leave policy for staff might look like.



## WELLNESS SUBCOMMITTEE (BRANDY AMOS, LEAD)

New proposed goals and objectives for this subcommittee:

Goal 5: Review Health and Gym Benefits, and engage feedback from employees to see what areas need attention.

- 1. Ask Health Ombudsman to approach local MedExpress sites to educate their employees on accurate charges for UVA employees and/or ask them to give us a standard rate.
- 2. Explore better pricing for gym membership for employees earning less.
- 3. Engage in conversation with our Hoo's Well staff about options for employees that are unable to complete the challenges and what other options they have available.
- 4. Explore "Employee Only" classes at Gym.
- 5. Review Gym Benefits at other ACC schools.
- 6. Investigate employee concerns with health plan and work with Health Ombudsman or HR to address issue.



# WELLNESS SUBCOMMITTEE (BRANDY AMOS, LEAD)

MedExpress update: All Charlottesville MedExpress locations will not take payments from patients on the UVA plan at time of service. A bill will be sent later.

On March 21 we met with Jill Krantz from IM Rec. We expressed interest in a sliding pay scale for employees who earn less. Jill's response was that such an idea would be something that could look into but since IM Rec operates in an auxiliary model it might prove difficult financially.

We learned IM Rec has a new marketing coordinator and they are going to focus on advertising the many options that they have for faculty and staff. Jill mentioned that Slaughter Rec Center is underutilized and they are going to try to promote it more.



## WELLNESS SUBCOMMITTEE (BRANDY AMOS, LEAD)

We discussed the idea of having "employee only" classes and Jill thought that was a good idea and she would get back to us on that. IM Rec would like to come to the Staff Senate meeting and talk about opportunities and give out free week passes.

We provided IM Rec with information about other ACC schools that provide free gym access and we discussed ways it might be accomplished at UVA.

The subcommittee will circle back with IM Rec next month and see what updates they have for us.



# R&R SUBCOMMITTEE (JAN CORNELL, LEAD)

The subcommittee will be meeting soon to look at the UHR R&R program and others around grounds. (We are still accepting them R&R program so if you have the one for your unit please send to staffsen-advocacy@virginia.edu.)

We are trying to raise awareness of these programs so that staff and managers are aware of them, so they can be better used to reward staff.

We are trying to understand the funding mechanism and bring transparency. We've collected some preliminary information about funding from UHR and the budget office but more research is needed. We will likely be seeking a meeting with UHR about this program to help us understand and get out the word.