

**University of Virginia**  
**Staff Senate Meeting Minutes**  
**October 13<sup>th</sup>, 2021**

**Present:** See attached attendance list

**Guest(s):** **Stuart Munson**, Community Resource Specialist – Employee Assistance Fund  
**Kathleen Jump**, Project and Communications Manager - Department of Safety and Security  
**Carri Lyn Burgjohann**, Youth Protection Program Coordinator - Department of Safety and Security

**1. Welcome + Call to Order**

Co-Chair Adam Griggs welcomed all and called the second meeting to order. Consent to record was executed.

**2. Agenda Item: FEAP, Human Resources, Employee Assistance Fund**

Stuart Munson provided an overview of FEAP (Faculty & Employee Assistance Program), and also explained his role of connecting employees with resources that can help them meet their needs. The Community Resource Service:

- Assists ACD, UVAHS, and UPG employees, and contractors
  - i. This does include School of Medicine employees, however NOT Med Center employees
- Meet basic needs of housing, food, debt management and credit repair, and emergency childcare by engaging with federal, state, community and UVA resources
- Assists with basic personal finance – budgeting credit improvement, etc.  
\*Assistance is free and confidential

Employee Assistance Fund is available to anyone on the academic side

- Provides grants for one-time, unexpected expenses for basic needs of up to \$1,500 every rolling 12 months to full-time, ACD employees with at least 6 months service with no UVA Standards of Conduct violations
- Over 60 of our colleagues assisted
- How to:
  - Apply through Workday
  - Provide documentation of expense
  - Request approved by Review Committee
  - Grant paid in paycheck (less taxes)

How Staff Senate Can Help:

- Raise fund awareness: It needs to be staff helping staff
- Fundraising
  - The fund must be self-sufficient
  - Seed money is limited
  - FEAP needs partners

**Chat Q&A**

- How long has this fund been available?
  - Since March 2020; initially started with seed money from the university with the expectation that the program will be self-sufficient and viable long-term
- Are there income limits employees have to meet to qualify?
  - No

- Can we donate to this fund? Is it tax deductible?
  - Yes, it is 100% tax deductible as part of the UVA 501C3
- Are you combining efforts to help people improve their job/pay/economic situations?
  - No, but will provide educational opportunities, resume writing, etc.
- Can this help with medical bills for medical treatments that are one time but the employee may need help paying the bill?
  - Yes
- Is this a non-profit?
  - Yes
- Is there a page of an HR or FEAP website we can link to in sharing this info?
  - Yes: <https://uvafeap.com/>
- Is this a part of our current CVC campaign?
  - Not this year, but we hope to get into that for the future
- How much funding are you looking for as a foundation?
  - Goal of \$150,000 per year

Contact Stuart Munson for any further questions/fundraising involvement:

[Scm5rw@virginia.edu](mailto:Scm5rw@virginia.edu)

434-243-3672

### 3. Agenda Item: Department of Safety and Security

Kathleen Jump provided an overview of what topics will be discussed:

- How UVA Communicates about Public Safety
- New Initiatives

The Department of Safety and Security (DSS) is led by Associate Vice President and Chief of Police Tim Longo. *The DSS Mission is to help make our community safer for everyone.*

#### How UVA Communicates about Public Safety: Five Units

1. University Police Department (UPD)
2. Office of Emergency Management (Used to be called Emergency Preparedness)
  - planning responsibilities as well as how to respond to mitigate and recover from disasters
  - snow weather advisory team, which is essentially a 24/7 type operation
3. Clery Compliance and Office of Youth Protection
4. Office of Threat Assessment
  - smaller group; group that looks at possible situations involving individuals at risk which unsafe situations occur or progress
5. Safety and Security Systems and Technology
  - cameras, safety apps, etc.

#### How UVA Communicates about Public Safety: Four Types of Safety Messages\_

1. UVA ALERTS
  - Conveys immediate emergency alert to the University community of an imminent threat on Grounds and what action to take
  - Required by law
  - SMS Text, Alertus, LED Signs, Websites, Twitter, Outdoor Sirens, Rave Guardian, Email
    - The DSS is encouraging everyone to go into your UVA account and add your phone

number: <http://uvaemergency.virginia.edu/uva-alerts>

\* UVA Alert Accounts: 60,109

\* Accounts with at least one mobile phone = 18,060 (only 30% of the accounts)

## 2. TIMELY WARNING

- Notifies the University community (those with a virginia.edu email address about crimes that pose a serious and ongoing threat to safety)
- Triggered by a crime that has already occurred and been reported WITHIN a geographical area of the University as prescribed by the Clery Act
- Required by law

## 3. COMMUNITY ALERT

- Notifies the university community (those with a virginia.edu email address about crimes that pose a serious and ongoing threat to safety)
- Triggered by a crime that has already occurred and been reported OUTSIDE OF a geographical area of the University as prescribed by the Clery Act
- Not required by law

## 4. COMMUNITY ADVISORY

- Provide awareness about safety issues to the University community (those with a virginia.edu email address)
- Not required by law

### **New Initiatives**

1. UVA Emergency Alerts Opt-In
2. Rave Guardian Mobile Safety App
3. Community Oriented Policing Squad (COPS)
4. Safe Walk – via Ambassador Program

### **Chat Q&A**

- I am interested in what the use of force policy is and the number of officers who carry weapons/what kind?
  - TBD
- Do COPS work alongside Charlottesville/Albemarle Police?
  - They do. We have a joint patrol agreement and we share a jurisdiction. We are aggressively recruiting for officers
- Has Safety and Security considered meeting with Facilities Management employees for their help?
  - Contact Kathleen regarding her reach out to Sergeant Rexroad

Contact Kathleen Jump for any further questions:

[jump@virginia.edu](mailto:jump@virginia.edu)

## **4. Agenda Item: Department of Youth Protection**

Carri Burgjohann provided an overview of Youth Protection coming in a variety of “flavors” and shared that the policy her office oversees is HRM-050: Protection of Minors and Reporting Abuse Policy:

- HRM-050 policy was approved and implemented in 2019

- Office of Youth Protection becomes a central point for University policies, training, and program registration for youth programs and activities
- Carri Lyn shares an impactful image of the reality that 1 in 5 first year undergrads will be coming on grounds with a history of sexual abuse:

## The Numbers Tell a Story



- In Summer of 2021, the Office of Youth Protection had over 40 covered programs, which served 3,000+ youth
  - Covered programs: organized programs involving direct contact with a minor, including academic, athletic, or recreational activity such as camps, workshops, conferences, competitions, and enrichment programs
- In an average, non-COVID summer, there are 60+ residential programs where minors are staying overnight on Grounds. There are also programs throughout the school year
  - Sports camps, mentoring, tutoring, outdoor environmental programs, arts, etc.
- How we can help:
  - The University is a big place and we learn every week of great initiatives and programs involving children which we want to be connected with!
    - Email: [youthprotection@virginia.edu](mailto:youthprotection@virginia.edu)
  - We are all mandatory reporters, meaning if we encounter or suspect child abuse or neglect, we're required to report it to local authorities and notify the University
    - Virginia Dept of Social Services Hotline: 1-800-552-7096

Contact Carri Burgjohann Jump for any further questions:

434-964-8695

[youthprotection@virginia.edu](mailto:youthprotection@virginia.edu)

Contact Meghan Rapp (Assistant VP for Clery Compliance and Youth Protection)

434-906-1160

[youthprotection@virginia.edu](mailto:youthprotection@virginia.edu)

## Agenda Item : Co-Chair Announcements + Updates from Executive Committee

1. Adam Griggs and Patrick Wood met with President Ryan September 30<sup>th</sup>, where President Ryan is elated and willing to be an active participant with us in giving us the voice that we need as a group of individuals who have been underrepresented in the decision-making process.
2. Adam Richard attended the Family Support Collab meeting on Tuesday, October 12<sup>th</sup>. The mission of the Family Support Collab group is identifying areas around UVA that the university can support for any kind of family initiative i.e. kids, dependents, elderly care. The group is extremely diverse, representing all different departments across the university. More to come.
3. Allison Day share that the next Staff Senate Advocacy Group Meeting is October 27<sup>th</sup> 11a-12:30p
4. University Partnerships:
  - Leslie Booren
    - The goal of University Partnerships is to look at ways in which the Staff Senate can partner amongst senators and also with outside groups, in increasing communication across the board
    - UVA Chair Summit: A group of chairs from across grounds | different representative bodies that meet monthly; to bring issues that they're hearing from their groups, so that we have a place where leadership resides to help address topics that go across our university community
      - There have been two meetings so far this year
        - Update: Recently welcomes the Black Faculty Resource Group as a new member
        - Upcoming Meeting Guests: Liz Magill, Kevin McDonald (University DEI)
    - If you are interested in getting involved with the UVA Partnerships group, please contact Leslie Booren: [lmb9v@virginia.edu](mailto:lmb9v@virginia.edu)
5. New Staff Senate Scribe Coordinator: Victoria Proscia  
Contact: [vmm6yk@virginia.edu](mailto:vmm6yk@virginia.edu)
  - We are looking for one more scribe coordinator (to take meeting minutes, send some electronic communications to the group, etc.) on a rotating basis. If you are interested, please contact Adam Griggs or Patrick Wood
6. The Afton Express
  - Kendall Howell shared an overview of a new public transportation service that connects Staunton, Fishersville, and Waynesboro to UVA (stops including: Bavaro Hall and Health Sciences Library), Downtown Charlottesville (West Main Amtrack Transit Center), and Fifth Street Station (right in front of Wegmans)
    - Runs Monday through Friday 5am – 9:25am, and 3:20pm-7:10pm
    - Shuttle Bus approximately every 20 minutes
    - Cost: \$3 one way, or you can purchase a monthly pass (pricing is at the link below)
    - Buses feature luxury “captain” seats, Wifi, charging stations, and each are equipped with bike racks
    - You can sign up for alerts (weather conditions, timing of bus arrivals, etc.)
  - Please consider riding for an easier, cheaper, more relaxing, and more sustainable commute.
  - For more information, visit [www.aftonexpress.org](http://www.aftonexpress.org)

## 7. Constituency Corner

- Sheela Linstrum shares an overview of this portion of the meeting: information is relayed to the group, and is a place where Staff Senate members can ask questions, answer one another's questions, etc.
  - As a result of this communication, there was a working group formulated from the last meeting surrounding Education Benefits
    - Next steps: potential conversation to advocate for changes; gathering data surrounding how many employees have used the benefits, and how many applications are submitted/accepted/rejected
    - If you'd like to get involved, contact Sheela: [sl2va@virginia.edu](mailto:sl2va@virginia.edu)
- There will be a Constituency Corner feedback form, or other mechanism to gather feedback, to create more of an organizational approach for future meetings. We want to ensure important issues are captured and discussed

**Next Meeting:** The next meeting is scheduled for November 10 from 2:00-3:30 via Zoom

**Meeting Adjournment:** The meeting adjourned at 3:30 PM

