

STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE MEETING

THURSDAY, NOVEMBER 19TH
2014
11:00 AM-1:00PM
NEWCOMB HALL,
COMMONWEALTH ROOM

MEETING STARTED AT	11:00 AM
CO- CHAIRS	Nina Morris; Eric Newsome
SECRETARY	Sandi Murray
MEMBERS PRESENT	<p><u>Present:</u> Present: Edrina Allen (ex officio), Lorenza Amico (alternate for Bill Corey), Michael Birckhead, Brett Bryant, Arlene Buynak, Shawn Comeau, Bill Corey, Richard Covington, Amanda Crombie (alternate for Laura Jacobsen), AJ Davidson, Morgan Davis, Chris Doran, Sandra Foster, Linda Freeman, Lynn Galasso (alternate for Chris Doran), Cindy Garwood, Logan Hobbs (UHR), Jennifer Kreitzman, Nancy Kriigel, Michael Ludwick, Della Marsh, Kelly Merryman, Eric Molnar, Nina Morris, Sherry Morris, Amy Muldoon, Sandi Murray, Eric Newsome, Bill Peairs, Kathy Peek, Monica Petrich (UHR), Danelia Robinson, Leigh Rockey (ex officio), Lindsey Saxby, Brett Schnell, Dannelle Shugart, Nick Skriloff, Maggie Stein, Jayne Weber (alternate for Eric Newsome), James Weissman, Michael Wilson, Katie Winters (alternate for Danelia Robinson), Leslie Yowell, Susan Carkeek (UHR), Chris Holstege (EVPCOO)</p> <p>* Invited Guests ** Executive Committee</p>
<p>Members not Present: Leslie Andrus (UHR), Holly Bennett (alternate), Judith Berry, Linda Blacke, Missy Brads (alternate), Molly Castle (alternate), Sonya Churchman, Sylvia Coffey, Jennifer Cottingham (alternate), Judy Craig, Felix Crawford (alternate), Nancy Eagle, Tim Eckert (alternate), Peggy Ehrenbert (alternate), Lisa Franco, Sandy German, Penny Guy (alternate), Pat Hartsook (VP Office), Kimberly Herring, Joanne Hoagland (UHR), Kobby Hoffman (alternate for Mike Ludwick), Barbara Hogan (alternate), Emily Hopkins, Kendall Howell, Katrina Hunter (alternate), Brandy Hyder (alternate), Lara Jacobson, Joyce Johnson (UHR), Dave King (VP Office), Fran Lloyd (alternate), Patty Marshall, Lynn McCutcheon, Tina McWilliams, Dick Minturn (alternate), Dusty Mitchell, Sylvie Moore, Cindy Persinger (VP Office), Melanie Price, Patricia Reilly, Zachary Root (alternate), Reggie Rose (alternate), Dee Saunders (VP Office), Raj Seneviratne (VP Office), Molly Shifflett (alternate), Ellen Shrum (alternate), Jamel Smith (alternate), Tammy Snow, George Stinnie, Edward Strickler (alternate), Lorie Strother (ex officio), Duane Taylor (alternate), Tosh Thompson, Kelley Tobler (ex officio), Charlotte Toney, June Wade, Margaret Weeks (ex officio)</p>	

WELCOME

WELCOME & ANNOUNCEMENTS	<p><i>Eric Newsome & Nina Morris</i> welcomed everyone to the meeting.</p> <p><u>Announcements: Maggie Stein</u></p> <p>Senators were asked to introduce themselves when making a comment, or introducing a suggestion to the group. Senators were also reminded to turn in a Name Cards are being made for each Senator, and will be available at the next meeting. If you have not already done so, please submit a Bio and picture for the Staff Senate Website to Amy Muldoon</p>
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MEETING SUMMARY

Guest Speaker: Christopher Holstege, M.D. Faculty Senate Past Chair
 Key Advice to Staff Senators: As leaders, we are responsible to fellow staff to ensure that we represent them fully. How we communicate is the most important thing.

Staff Senate Website is live <http://staffsenate.virginia.edu/>

Still time to donate to charities through the CVC Campaign Now- December 21,2014

No December Staff Senate Meeting

Standing Committees should hold first meeting, elect Spokesperson before January 22nd Staff Senate Meeting

APPROVAL OF MEETING MINUTES

MINUTES	A motion was made to approve the meeting minutes of October 16 th , 2014. The motion was seconded.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
HOT TOPICS & UPDATES	<p>PLEASE NOTE CHANGE IN DAY:</p> <p><i>Next Meeting: January 22nd, 2014</i></p> <p><i>11:00 AM South Meeting Room, Newcomb Hall.</i></p> <p><i>Guest Speaker, Patrick Walsh, Faculty Senate</i></p>		

**GUEST
SPEAKERS**

Guest Speaker: Christopher Holstege, M.D.

Dr. Holstege is professor in the School of Medicine and Director of the UVA's Division of Medical Toxicology. He is also the Medical Director of the Blue Ridge Poison Center and practices emergency medicine. Dr. Holstege is currently the Executive Director of the University of Virginia's Student Health Center, and the immediate past chair of the Faculty Senate as of June 1 (he served as Chair for three years).

Dr. Holstege stated that he was pleased to be speaking to the Staff Senate. He emphasized that leadership positions are important in the University.

His talk focused on the things he learned while the faculty senate was forming and evolving over time, including how their structure was determined, and how they were affected after events in 2012.

There are actually 2 groups that represent the faculty at UVA, the Senate which is the overarching group and the General Faculty council.

Dr. Holstege shared multiple slides to outline how the Faculty is represented:

► **Faculty Senate**

- Represents all full-time, tenured, tenure-track, and non-tenure-track faculty at the rank of Assistant Professor or higher
- Responsible for faculty participation in University planning and governance:
 - Establishes/terminates degree programs.
 - Advises the President and Rector concerning matters related to welfare of the University based on feedback from the faculty.
 - Understands the need for transparency and the importance of good communication. As such, One UVA was formed to improve communication between all groups.

- 81 Senators across 11 schools
- No representation from administrative/professional faculty (will be amended in by-laws this year to be more inclusive of all faculty at UVA)
- 9 standing committees: This can change over time depending on what is important and what is going on.
- “Chair group” participates in President’s Cabinet meetings. (Chair group is chair elect, past chair, and chair). Meet with executive council, and then faculty senate.
- Meetings regularly attended by President Sullivan, John Simon, Pat Hogan and at times Susan Carkeek. (Leadership talking with Leadership).
- Imperative that leadership is communicating clearly with faculty.
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► **General Faculty Council (GFC): Was formed to represent the non-tenure track faculty, and maintain good communication with the main Senate. Faculty Senate still represents them as well. These 2 groups work closely together.**

- Represents full- and part-time non tenure-track faculty and the senior professional research staff & A&P faculty.
- Advises the University on matters pertaining to its constituents
- 21 Councilors across 9 “areas”
- Representation from administrative/professional faculty: Administration, Athletics, Libraries, Student Affairs
- GFC Chair is an ex-officio member of Faculty Senate Executive Council.

Standing Committees

- ▶ [Academic Affairs Committee](#): They evaluate degree programs to determine if they should be approved or not.
- ▶ [Collaboration, Communication, & Engagement Committee](#): A newer committee that has been around for 4 years, has grown in importance to focus and strategize on communications throughout the University and with the media.
- ▶ [Executive Council](#): Comprised of the committee chairs (9), and by some that are elected (7) This committee meets once per month. President Sullivan, the Provost, and Pat Hogan may come to these meetings. Certain topics go back to the Senate for discussion.
- ▶ [Faculty Grievance Committee](#): Their task is to make sure faculty members are well represented. They look into grievances around promotions, tenure, and disciplinary action taken by the Provost. If there is a disciplinary action that has occurred by the Provost, A Peer Review Panel can also review the case to see if the action was appropriate and make recommendations.
- ▶ [Faculty Recruitment, Retention, Retirement, & Welfare Committee](#): Their main focus is on “How do we keep people here?” They sent out a survey in 2012 to capture concerns and to find out what things keep faculty at UVa.. They shared the results with the administration, and discussed the top priorities. Dr. Holstege mentioned that they will probably do a survey every 5 years but noted that there are a lot of nuances in utilizing the survey data in an effective manner.
- ▶ [Finance Committee](#): A newer committee formed to provide faculty information about the new internal financial model and about financial processes at the University. [Nominating Committee](#): This group nominates the next chair. The executive council knows who is the most appropriate person to be named as the next chair. The committee is made up of the past chair, chair elect, and a few other members who nominate the next chair. The way the Bylaws currently read one nomination comes out of this committee. [Planning Committee](#): They work with Milton Adams to learn about planning issues at the University.
- ▶ [Policy Committee](#): This committee examines policies that could affect faculty, such as hiring and firing practices.
- ▶ [Research, Teaching, & Scholarship Committee](#): They focus on the research and teaching mission of the University, which involves researching grants and awards.

Advice for the new Staff Senate:

- As leaders, we are responsible to fellow staff to ensure that we represent them fully. How we communicate is the most important thing.
- Orientation for committee members is extremely important.

- The Chair needs to make sure that committees are moving forward. The Chair might need to make calls to certain staff to ask them to serve on committees that need members based on their area of expertise.
- A challenge for the Senate, as with the faculty senate, is that staff will be asked to serve on task forces or other committees by the president or others, but it is a challenge to keep track of who these persons are if they are not communicating with the staff senate. Need to identify who they are and to keep up with the information that should be considered by the Senate.
- Be as transparent as possible.
- As leaders, we need to be responsible to our constituents, and not focus on our own needs and wants.
- Talk with Susan Carkeek regarding previous staff surveys to collect data to look at some of the issues at hand right now at the University.
- Biggest challenge is getting information out to 4,000 faculty. Newsletters help.
- Communications committee might be challenged with requests from other groups to share their messages out through the staff senate listservs. Faculty Senate has chosen not to do so.
- Utilize a newsletter to get the most important information out to your group.

Questions:

Eric Newsome: Asked about the nominating committee, regarding putting forth one nominee for chair. Asked for more detailed explanation about how this works behind the scenes.

Dr. Holstege mentioned that there used to be a slate of candidates, and it was more of a popularity contest. There was concern later on that this was not a good process. As the senate evolved, it was decided that because everyone on the faculty senate is elected, the Nominating committee would have the best idea of who should move forward as chair. They look at the various individuals who might be able to chair, who are mostly from the executive council, as they have been in the core group of meetings with the president. One is chosen, contacted and if they agree, they move into the Chair position. When it is time to vote, there is the opportunity to put in a slated member as well, and have the vote include them.

Question regarding whether there is an HR individual who attends Faculty Senate Meetings who would minimize communication breakdowns when there are changes in benefits.

Dr. Holstege described the process that he feels is important to ensure that the Senate is not blind sighted.

Eric Newsome: Shared that the staff senate has set up an external partnerships committee to keep abreast of issues that could be missed in committees other than those in the Senate to offset being blindsided.

Amy Muldoon : Asked for further information on the composition of executive committee.

It was described that there are 7 people on executive council-senators who are elected to the executive committee as members at large-and they also serve on another committee, as well as 9 Committee chairs.

Question: What Research matters are handled by the Faculty Senate?
Dr. Holstege stated that it is broad. The Faculty Senate votes on research awards. There are new platforms for research as things are approved by the IRB.

Question: How are the 81 Faculty members elected?
Dr. Holstege said it varies from school to school. SOM holds elections from a slate of candidates. Some schools have members take their turn of service. Some members are nominated to serve.
The total number of senators is based on a calculation based on the number faculty in each school.

Eric Newsome:
What works the best to ensure communication gets out to staff?
Dr. Holstege said that Facebook and Twitter were good in 2012 when it was important to get the word out quickly. The website is the best overall method in Dr. Holstege's opinion. Word of mouth is also effective, especially in small groups.

Question: Is the Policy Committee for the academic and medical or just academic?
Currently, it is just for academic side. It is expected that there will be an opportunity to look at this in light of the need to have policies reviewed by both sides to make sure everyone is on the same page.

Eric Newsome: For those senators who did not receive the email regarding Trish Reilly, Eric explained the circumstances that affected her decision to step down as chair. It was noted that Trish Reilly has accepted an opportunity to take on additional assignments in her current position, which has made the role of Chair more difficult. The work she has done as part of the transition team and during the planning of the Staff Senate was noted with appreciation for her hard work and dedication. Eric and Nina will continue to lead as co-chairs.

CVS Campaign: Carolyn Dillard from Office of Communications and Media Relations.

- Ms. Dillard reported on opportunities to make the CVC campaign meaningful and encouraged senators to consider making a pledge, noting that our efforts help over 1200 charities in our area.
- She also described how departments could institute ideas to make money for the campaign, including hosting raffles or "Guess for CVC" challenge where employees pay to guess how much candy is in a candy jar with all proceeds going to a charity. She mentioned there are many merchants that will donate gift certificates or items for raffles that raise money for the CVC. (Ben and Jerry's is one).
- She offered to have staff from her office do in-services for those departments who would like to hear about the campaign.
- In addition to the CVC website, there is a manual that has a listing of all the charities that are available to choose from. She encouraged senators to look into the organizations that they may not know about who would be benefit from donations. She can be reached at CDillard@virginia.edu. for questions or more ideas.

Joyce from HR

Education Benefit deadline: The deadline to use education funds for the current plan year is December 14th for those paid Biweekly, or December 21st for those paid monthly. Any registrations made after these dates will be considered part of the 2015 fiscal year. **Early W2** available on line. W2s will be available as of January 15th, 2015; they will be sent out January 31st. Employees can send an email to AskHR@virginia.edu to request an electronic version.

Payroll changes:

Late or Missing Timecards

Beginning with the November 17th-30th pay period, employees will not be paid in the typical pay period if a time card is submitted after the deadline or not at all. They will be paid at a later time. Depending on the situation, paper time cards may need to be submitted.

New error messages will appear on the timecard.

Error messages will help prevent the two most common mistakes being made when recording time:

- a. deleting the pre-populated holiday hours;
- b. not accounting for a complete 40 hour week, if full time (and part time accordingly.)

Go here for more information: <http://hr.virginia.edu/other-hr-services/payroll-information/sstl-information/timecard-changes-2014>.

Biometric Screening: Employees who did not do a biometric screening through WorkMed, (Med Express screening form) can call 1-877-686-6636 to verify that their record is on file. Employees should also check their Aetna.com profile to ensure they have completed their health assessment. Go here for more information: <http://www.hr.virginia.edu/other-hr-services/hooswell/health-assessment-and-biometric-screening/>

Holiday Schedule has now been posted:

<http://www.hr.virginia.edu/calendars/university-holiday-schedule/>

Amy Muldoon Staff Senate Website

The Staff Senate Website was shown to Senators (<http://staffsenate.virginia.edu>)

There is a suggestion box and a news and events column on the front page. It was suggested that the communications committee could assist with keeping the news and events column updated. Everyone was encouraged to make sure that the senator listing is up to date and correct. For those who have not completed their bio, Amy asked that they send it along with a photo as soon as possible. Senators were asked for ideas for pictures, and for additions to the current page. Minutes will be added as they are approved each month. The mission and goals are also on the site, as well as the by-laws. **Bill Corey** has been working hard on collating the information from each employee council, and he is documenting employee history.

Senators were asked to send him any information they may have about the history of their councils, and documents from the transition process, including anything that was used to create the Staff Senate.

All he has now is what was on each council site, so anything else that individuals have would be helpful.

Open Floor time:

- Question regarding information on the Early Retirement Program: Is there any time frame on when this is going to go out? Susan Carkeek reminded us that Pat Hogan had discussed this when he spoke to the Senate, and that he had asked HR to begin work on investigating how this might look. Susan believes we'll hear some information about this in the spring.
- Question was asked if there was representation on the Parking & Transportation committee: It was suggested that if anyone was interested, we should investigate how to do so. Susan Carkeek offered to assist with the process. Lara Jacobsen volunteered to serve on the committee.
- Jayne Weber, from the School of Engineering mentioned that she has been nominated and invited to take part as the representative on the Women's Leadership Council beginning Dec 1st, for a 3 year term. She will add her affiliation with the WLC to her bio on the Staff Senate website. Amy mentioned that she will add the names to the website for all senators who sit on committees elsewhere.
- Question: Is there a relationship with faculty senate at this time? **UVa One-** which includes students, health system, and faculty senate members meets monthly and is the link between all these groups.
- **Question:** Dr. Holstege talked about the structure of the Nominating committee. Are we going to give some thought to that? Eric mentioned that the method that the faculty senate has chosen is something to discuss, but that he has some doubt about how this affects transparency.

Committee Meeting Breakout: Maggie Stein

The formalized working committees gathered with those senators who had signed up for each one. Maggie asked that if anyone had not signed up as yet, to please do so. The goal at this meeting was to introduce senators to one another, and ensure that the contact information was correct on the forms for each committee. Each committee was asked to review their committee charge, and discuss ideas on how to accomplish this. The next regular Staff Senate meeting will be January 22nd, but in December, each committee should meet to start working on goals and be able to present a draft document by the January meeting.

Committees worked on the following requests:

1. Identify a spokesperson for the committee.
2. Using the ideas generated at the November meeting, draft a document listing the goals you have set and how you will accomplish those goals. For each goal, include the following:

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| | <ul style="list-style-type: none">• What is the goal?• Is this goal a top priority, medium priority or low priority?• Who will be the point person for this particular goal?• What are the strategies (or steps) for accomplishing this goal?• When do you hope to complete this goal? <p>3. Be prepared to report on your work in January</p> |
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There being no further business to discuss, the meeting was adjourned at 1pm
Minutes respectfully submitted,

Sandra Murray, Secretary, Staff Senate