



**Minutes from Staff Senate Monthly Meeting of November 19, 2015**

Location: Alumni Hall Ballroom

Time: 11:00 AM — 1:00 PM

Attending: *See pages following minutes.*

Meeting Summary

<b>Welcome and Announcements</b> .....	<b>Amy Muldoon</b> , Co-Chair
.....	<b>Maggie Stein</b> , Co-Chair
<b>Guest Speaker</b> .....	<b>Thomas C. Katsouleas</b>
	Executive Vice President & Provost
<b>Guest Speaker</b> .....	<b>Jennifer Atkins</b>
	Compensation Program Manager, UHR
<b>Discussion of Bylaws (vote)</b>	
<b>Updates</b>	
Report from Co-Chairs .....	<b>Amy Muldoon</b> , Co-Chair
UHR .....	<b>Logan Hobbs</b> (UHR)
Sustainability .....	<b>Amy Muldoon</b>

Welcome and Announcements

**Women’s Basketball Tickets** (Michael Ludwick):

UVA Staff Senate night is February 7; Two free tickets are available for each senator and alternate. To obtain tickets, send email to [Holsinger@virginia.edu](mailto:Holsinger@virginia.edu) with the following:

- Your Name
- How many free tickets you would like (max 2)
- Will a guest be a high school aged student?
- Which night would you like to attend: February 7 (UVA vs. VT) or January 24 (UVA vs. Pittsburgh)

Tickets can be picked up at will call at JPJ.

**CVC Campaign**

Pledge cards (in red envelope) are due December 16; or you may [pledge online](#) through December 31.

**Financial Fitness Checkup**

Take the online [Financial Fitness Checkup](#) and be entered to win a \$500 retirement savings plan contribution.

## Guest Speakers

**Thomas Katsouleas** [*prounounced: kot-soo-lay-us*], Executive Vice President & Provost

Tom oversees all teaching and research activities (representing 2500 staff among 11 schools and units). He shared some stories about some of his initial impressions and experiences about being at UVa, in particular in his capacity as a stand-in for President Sullivan. He noted the role of the Staff Senators as leaders and advocates for the greater staff, then proceeded to discuss his current priorities (beyond listening):

1. Team Building  
Building relationships with the deans and vice provosts.
2. Hiring  
4 major searches: 3 Dean positions [Law recently announced] and a Vice Provost for Research.
3. Research and Scholarship across the University  
Gap emerged between our ambitions and where we are, so there is urgency to get back on an aggressive path. There will be a huge investment over the next the 5 years with a goal of doubling scholarship metrics within 7 to 10 years. This can't be done in 5 years, but it is essential to get on the path in 1 year.

Tom noted that UVa is in a strong financial position relative to public peers; the question is how to optimally invest.

Tom had asked about Staff Senate priorities and was told equity in compensation, and inclusion in governance and management. He said that he whole-heartedly supported that agenda.

### Question and Answer

**Q:** Beyond participating in Staff Senate, what is the best way for someone to engage in the management of the University?

**A:** Universities are run by committee. Staff perspective would be valued in just about any area except tenure. Participate in programs like the Cornerstone Leadership.

**Q:** What role do you think you play in making sure that managers understand the ways in which their employees can be properly compensated and make use of existing benefit programs?

**A:** My role is primarily in the form of rhetoric and core value. My goal is to make this the best place to work and learn in the state of Virginia. I'm going to push that out to my staff as a core value. Truth is probably the highest core value at a University, but equity is right up there. Equity and equality are not the same – we are looking at rewarding and recognizing excellence.

**Q:** What specific investments do you want to make in research from the perspective of a research administrative staff?

**A:** I have a sense of what the landscape is but do not know specifically where we are going to invest. This has to be a collective process of prioritization. I know the scale: we are looking at

investing a couple of hundred million dollars over the next 5 years. ... Where can we make the biggest difference in terms of uncorking untapped research potential?

We have pan-university institutes now; our first institute is Data Sciences. We are going to choose one more by May 1. There are 24 proposals with each one involving about 50 faculty across grounds. Very few universities are doing this.

**Q:** What kinds of communication lines do you envision to get ideas?

**A:** The VP for Research is going to want to get the best insights available. It's got to be part of their job; making this information connection. It is a big multi variable optimization problem.

Tom also discussed the upcoming "charrette," defined as 'a meeting in which all stakeholders in a project attempt to resolve conflicts and map solutions.' Working in participation with Pat Lampkin (Vice President and Chief Student Affairs Officer), the charrette will take place on February 26. The goal is how to design the culture and environment we want at UVa: one that is inclusive, welcoming, respectful, diverse, and safe. The group will brainstorm and report the results. Participants (anticipated, 150 people) will include faculty, staff (10-15), students, alumni, parents, board members, members of the community, city council, police, fire, property owners, media. The Staff Senate was invited to participate in the charrette. Tom sees this as a chance to be proactive versus reactive.

Maggie asked for Tom to remember to support staff presence on committees and invited him back at any time. Tom says he will return at our invitation.

### **Compensation 101: Removing the Mystery Surrounding Pay**

— Jennifer Atkins, Compensation Program Manager, UHR

#### History of University Staff

Initially, all staff were classified. 2006 began implementation of University Staff; policy was set by 2008 when the switch-over election (from classified to U Staff) commenced. 2013/14 marked the beginning of slotting jobs and the more defined structure we have today.

There are two "worlds" we live under: Classified and University Staff. Both have separate policies, including those that affect rewards and recognition and pay changes.

Exemption — the key difference is whether you are eligible for over-time pay. The myth is that UVa has a choice about this; in fact, there are Federal guidelines about which jobs qualify. Tests and specific criteria must be met in order to determine exemption status. If you are unsure, log in and examine your timesheet (or call the HR service center).

#### Lifecycle of Pay

*Starting Pay* — triggered by external hire or job promotion or change. The first question is: "What is the market value for this job in the marketplace?" Market ranges are determined by surveys and a national set of data. Pay is benchmarked to similar positions and data from peer institutions; geography plays into it as well. Other compensation factors include qualifications, experience, and pay history.

## How can you change your base pay?

*Merit Process* – part of the annual cycle. Staff under classified (vs U staff) are held to restrictions established by the state; increases are set legislatively. For U staff, the Board of Visitors will establish guidelines for merit increases (if any). Then market range and performance come into play. In 2015, 92% of employees received the increase for which they were eligible.

*Off-cycle Pay Adjustments* — can be exercised during the year. Factors include: change of duties, equity, retention, career pathing, and adjustment to the minimum hiring rate.

*Supplemental Pay* — temporary/acting pay [typically 10% for as much as 1 year]. Shift differentials.

*Variable Pay or Bonus* — performance or project based. Classified has a maximum of \$2,000; U staff is \$3,000 (or greater of 10% of salary).

## Resources

- *Classified Staff*: DHRM (<http://www.dhrm.virginia.gov>)  
*University Staff*: Compensation Policy (HRM-024) University Staff ([uvapolicy.virginia.edu/policy/HRM-024](http://uvapolicy.virginia.edu/policy/HRM-024))
- Best place to get information about your job and the market range tied to it:  
Title Summary Tool (<http://www.hr.virginia.edu/job/>)
- Total Compensation Tool  
in [Benefits@](#) — green tab labeled “Total Comp” in lower right of page
- Complete Competition Issues ([www.virginia.edu/wages/](http://www.virginia.edu/wages/))

## Q & A

**Q:** Is there some legislative action for exempt employees to have minimum pay?

**A:** There is a test for exempt/non-exempt around pay. The current level is very low, around \$23,000. They are looking at upping it to \$50,000. The comment period recently closed; a decision is expected in late 2016.

**Q:** *[question about fairness in compensation/bonuses at non-academic schools]*

**A:** The policy outlines what's *possible* but there is flexibility for each school or unit to implement their own unique way to reward and recognize. A goal is to, at manager's training, explain the ways employees can be recognized.

**Q:** What is the role of HR in training a department chair so staff can get what they deserve?

**A:** We need to do a better job of providing tools and resources. One of the goals for 2016 is trying to codify resources for managers and make it easy and quick to access.

**Q:** If someone is being paid below the market range what should they do?

- A:** It is very unusual for someone to be above or below the range, though geography may be a reason in some cases. As to the “why” – consult your manager or HR consultant because there are analytics behind it.
- Q:** How do staff fall within the 3 pay tiers?
- A:** Estimate: Most people fall at about 44 or 45% of range penetration. Typically, when someone begins, they are in the first third, and the goal is to move them through the range.
- Q:** How frequently are market ranges adjusted?
- A:** We have a cycle that we follow; we just finished all of the values in 2015, then IT in 2016; so it is a 2 year cycle. The market data is from legitimate national sources and is consistently applied.
- Q:** How do you handle jobs that don’t fit existing descriptions; what is the process for a new position?
- A:** We first check to see if it fits into existing descriptions; if not, sometimes a best fit will work, especially because ranges are quite broad. Descriptions are reviewed from a global standpoint. It is very rare that we cannot fit it into an existing position.
- Q:** Say a person’s job changes, or their duties change, and there is a good reason for them to get an increase, but their manager says ‘no.’ What can that person do?
- A:** If there is a disconnect, loop in your HR partner. Generally, managers want to give people *more* money. Contact HR service center to identify your partner. (Some areas don’t have them.)

## Updates

### Report from Co-Chairs

*Amy Muldoon*

We folded the Nominating and Recruiting Committee so needed to change the bylaws which requires a vote.

#### Vote Results (Accepting Change to Bylaws)

For: **31**

Against: **0**

**The change to the bylaws is enacted.**

Notes on past meeting regarding goal setting:

Constructive disruption is a good thing. Ask “why” about your role and committee’s role.

Photos from the flip-charts are available in the [resources section](#) of Collab as a single pdf.

*Maggie Stein*

Shared Executive Committee goals:

- Create an advisory board, particularly for co-chairs.
- Create opportunities for staff to serve in leadership positions on grounds.  
(Question about how to hook into Faculty Senate. Response: Patrick Walsh was replaced; need to determine his replacement. This is “on the list.”)

- Create opportunities for staff to serve in leadership positions on grounds.
- Provide support to Senate committees.  
Meet regularly with chairs to provide direct support: training and providing knowledge, tools and resources.
- Develop a robust Staff Senate.

Considering redefining or eliminate the role of alternates and making everyone a full Senator. (Will not affect current alternates who do not want to 'convert.')

#### **UHR – Logan Hobbs**

Open enrollment ended at the end of October. Use the same cards as last year unless you made changes in which case you will get new ones in January.

Aetna going to online printout for ID cards. If there is a major change (name/dependents), you'll still get plastic, but if you just want additional cards, you can go online and they will be printable.

The prescription plan is changing the name from Catamaran to OptimumRx. Your current card will continue to work.

Reminder: Education Benefits are still valid until end of Calendar year. On January 1, the benefit will reset.

W2's will be online January 15<sup>th</sup> if you've opted out of paper; otherwise they should arrive on January 29. You can email AskHR to opt-out of paper or go to the self-service Time & Leave and opt-in for online W2.

Regarding the ERIPP (early retirement incentive program) there are no plans to do it again right now.

#### **Sustainability – Amy Muldoon**

##### **[Green Workplace program](#)**

The Dean of College Arts & Sciences has signed up; encouraging other departments to enroll.

#### **Free Online Training**

Reminder: UVa is now site licensed for Lynda.com. Easy access: [www.library.virginia.edu/lynda/](http://www.library.virginia.edu/lynda/)

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Next Meeting:

**Thursday, January 21, 2016**

**Newcomb Hall, South Meeting Room**

- Potential guest speaker from the Board of Visitors.
- Allocated time for extensive committee updates on goals and feedback from the Senate.

**Staff Senate Meeting Attendance - November 19, 2015**

<b>Schools/Business Unit</b>	<b>Senator</b>	<b>Attended?</b>	<b>Alternate</b>	<b>Attended?</b>
<b>Athletics &amp; IM Sports</b>	Schnell, Brett	Yes	Davis, Becky	
<b>Audit/Compliance/Emergency/Police/Treasury</b>			Castle, Molly	
<b>Business Operations/ Dining/ Housing/ Parking/ Printing/ Booksto</b>	Garwood, Cindy		Hunter, Katrina	
	Peek, Kathy	Yes		
<b>College of Arts &amp; Sciences</b>	Stein, Maggie	Yes	Lamb, Jennifer	
	Zylstra, Mieke	Yes	Short, Rachel	
<b>Curry School</b>	Rhea, John	Yes	Kiley, Ryan	
<b>Darden School</b>	Weissman, James	Yes	Skriloff, Nick	
<b>Engineering School</b>	Cornell, Jan		Mauler, Jennifer	Yes
<b>Facilities Management</b>	Bryant, Brett		Taylor, Duane	Yes
	Campbell, Tony		Shifflett, Molly	Yes
	Wenger, Jessica	Yes	Kevin Lawrence	
	Werlitz, Norman		J.R. Richardson	
	Stinnie, George		Smith, Jamel	
	Thompson, Tosh		Covington, Richard	
	Birckhead, Michael		Rose, Reggie	
<b>Finance/ Comptroller/ Budget/ Architect/ Procurement/ Real Estab</b>	Doran, Chris	Yes	Galasso, Lynn	
	Ludwick, Michael	Yes	Hoffman, Kobby	
<b>Frank Batten School</b>	Crombie, Amanda	Yes	Bainter, Hannah Rose	Yes
<b>Human Resources Central &amp; HR Development</b>	Small, Michelle	Yes	Ober, Diane	Yes
<b>Information Technology: CIO/ ITS/ Communication Services</b>	Buynak, Arlene		Cuadros, Pat	Yes
	Hyder, Brandy		Townsend, Tony	
<b>Law School</b>	Morris, Sherry	Yes	Bennett, Holly	
<b>Library Services (excludes Health Sciences Library)</b>	Corey, Bill	Yes	Amico, Lorenza	Yes
<b>McIntire School</b>	Amos, Brandy	Yes	Ehrenberg, Peggy	
<b>Office of Advancement (includes Development Office &amp; Radio Stat</b>	Davidson, AJ	Yes	du Pont, Westley	
<b>President's Office (includes Diversity &amp; Equity, EOP, Communicatio</b>	Adkins, Lee Ann		Prailey, Tammy	Yes

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<b>Schools/Business Unit</b>	<b>Senator</b>	<b>Attended?</b>	<b>Alternate</b>	<b>Attended?</b>
<b>Provost</b>	Henriksen, Melissa	Yes	Carter, Nyshae	
	Muldoon, Amy	Yes	Rorem, Anna	
<b>School of Architecture</b>	Goldman, Melissa	Yes	Smith, Cynthia	
<b>School of Continuing &amp; Professional Studies</b>	Merryman, Kelly	Yes	Shugart, Dannelle	Yes
<b>School of Medicine</b>	Cross, Tina	Yes	Guy, Penny	
	Harris, Amanda	Yes	Logan, Elida	
	Johnson, Andrea	Yes	Clarke, Jill	
	Kriigel, Nancy	Yes	Blough, Elizabeth	Yes
	Stepanski, Mary		Sullivan, Diane	Yes
	Yowell, Leslie	Yes	Kish, Alex	Yes
	Foster, Sandra	Yes	Strickler, Edward	
<b>School of Nursing</b>	Marsh, Della	Yes	Oswalt, Jackie	Yes
<b>Student Affairs / Student Health</b>	Murray, Sandi	Yes	Eckert, Tim	
<b>VP for Research (Environmental Health &amp; Safety, Comparative Med)</b>	Peairs, Bill	Yes	Mathes, Donna	Yes
<b>Ex-Officio</b>	Morris, Nina			
	Newsome, Eric			