March 19, 2015 Meeting Agenda
South Meeting Room, Newcomb Hall

11:00	Welcome	Co-Chairs: Eric Newsome and Nina Morris
11:03	Housekeeping	Maggie Stein, Membership Officer
11:05	Guest Speaker	Sarah Collie, Assistant VP, Organizational Excellence
11:35	Old Business	Minute Meeting Process (Amy)
11:40	New Business	UHR	Revised Bylaws	Website update
12:00	Committee Updates	Each committee has 10 minutes
12:55	Open Floor	Led by Nina Morris

Next meeting: April 16 at 11:00 AM in the South Meeting Room, Newcomb Hall

Guest Speaker

Sarah Collie
Assistant Vice President, Organizational Excellence

Organizational Excellence
"an institutional value and formal program"

Staff Senate
March 19, 2015

Strategy 14: Organizational Excellence

Enable the achievement of institutional strategic goals and priorities – *excellence in education, research, and scholarship*

Leverage institutional core strengths and distinctions through *resource alignment and optimization.*

Guiding Principles
- Academic and administrative collaboration
- Data-driven and results-oriented
- Structure for ongoing impact, not episodic
- Strategic, long-term focus

Engage. Simplify. Enable the Mission.

UVA ORGANIZATIONAL EXCELLENCE PROGRAM

EXECUTIVE SPONSORS

- set **strategy** and direction

- accountable for **vision**

- **champion** initiatives

LEADERSHIP COUNCIL

- **execute** direction, scope of **portfolio**

- accountable for **results**

- foster **culture** of continuous improvement

OE PROGRAM OFFICE

INITIATIVES/PROJECTS

- **targeted** efforts

- OE **partners** with academic and administrative areas

COMMUNITY NETWORK

- **individuals** across UVA

- **connect, collaborate, contribute**

OE PORTFOLIO

PROJECTS	OE PARTNERS
HR Strategic Design Initiative Create a long-term strategic vision for human resources that aligns with and enables the University's goals and priorities.	Human Resources, Office of the Provost, Medical Center, External Consultants
Research Administration/Research UVA A holistic review of the research administration process from pre-proposal to closeout and implementation of electronic portal, dashboard and workflow.	Office of Sponsored Programs/VP for Research
Internal Communications Develop an institutional approach to communicate effectively with the University community about strategy and operations-related information.	Central Offices, Schools, Units
Travel and Expense Management Redesign Streamline processes and increasing ease of use from booking travel to reimbursements.	Procurement
Server/Data Center Centralization Consolidate the server/data center in order to optimize resources and reduce costs.	Information Technology Services
Email Consolidation Consolidate to one email system at the University in order to facilitate and improve ease of communication.	Information Technology Services
Prioritized Multi-Year Strategic Sourcing Plan Analyze spend of goods and services to identify key opportunities, estimate cost-savings, and assess complexity to execute.	Procurement

CURRENT

OE PORTFOLIO (con't)

COMPLETED	**Strategic Sourcing: Office Supplies** Aggregate office supply spend for more favorable pricing and improved service.	Procurement
	Benchmarking of Administrative Services Baseline assessment of the University's structure and performance in key support areas: HR, IT, finance, procurement, research admin., student services, development and facilities services.	Central Offices, Schools, Units

OTHER INITIATIVES	**Leading Change through Innovation and Collaboration** Helped U.Va. host this state-wide forum for Virginia's public colleges and universities to share institutional best practices.	Office of the Vice President for Management & Budget
	Quality CORE Network An open network of individuals across UVa who have an interest and/or expertise in quality and improvement pursuits.	Central Offices, Schools, Units
	Great Colleges To Work For Program Sponsored by *The Chronicle of Higher Education* this program provides insights on the quality and culture of the institutional workplace. The program enables colleges and universities to gather information from faculty and staff about their impressions of their workplaces—areas of excellence as well as areas for potential improvement—and to benchmark practices, policies and benefits against peer institutions.	Cross-functional team with reps from President's Office, Provost Office, EVP/COO area

A CULTURE OF
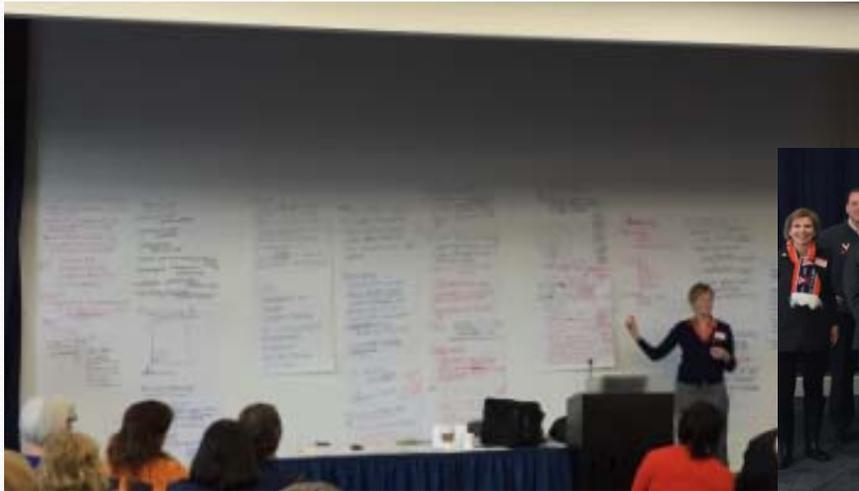# QUALITY AND PERFORMANCE EXCELLENCE

Quality CORE Network

An **open network** of individuals who have an interest and/or expertise in quality and improvement pursuits.

- **connect** with others with similar interests
- **contribute** to institutional and unit-level
- improvement **develop** skills and knowledge

Coming Soon!

"Spotlight on Excellence" Recognition Program

www.organizationalexcellence.virginia.edu
Engage. Simplify. Enable the Mission.

Meeting Minute Process: Best Practice

In order to get the minutes out in a more timely fashion, we are proposing that we no longer officially "approve" the minutes, especially since our bylaws do not require us to do so. We propose the following process for future meeting minutes:

1. Secretary will draft the minutes typically within 5 business days after the meeting.
2. Secretary will send the minutes to the executive committee who will review them and edit as necessary within 3-5 business days.
3. Minutes will be sent to senators for distribution to constituents and will be posted to the website. The minutes will also be posted on Collab.
4. Senators will have the opportunity to send edits to the secretary and will be given the opportunity at the following Staff Senate meeting to provide edits.
5. Secretary will review the edits sent by staff senators and will incorporate any changes he/she deems necessary into the minutes AFTER the following meeting (unless there is a substantial/critical change, in which case the minutes will be updated immediately) and send the revised minutes to the Communication Committee to post on the website (as final).

Meeting Minute Highlights Document

Because it may take 10 business days after the Staff Senate meeting to distribute minutes to our constituents, the executive committee will produce, **when necessary**, a meeting summary/highlights document that will include a brief overview of the meeting, time-sensitive information, and any other critical piece of information that should be distributed immediately. The summary/highlight document will typically be distributed 1-3 business days after the meeting.

Revised Bylaws

Why update?

- Bylaws should reflect the current Senate practices and include organizational lessons learned during the transition year.

- Bylaws should include only practices that will be consistent from year-to-year. Procedures that will change (such as committee structure or voting practices) as we evolve and develop new best practices should be more responsive and will be included in best practice documents rather than the bylaws.

Executive Team

Proposed changes

Interim	Current Bylaws (after interim year)	Proposed (after interim year)
Chair Co-chairs (2) Secretary	Chair* Vice Chair* Secretary*	Co-chairs (2)* Secretary*
Communication Officer Planning Officer On-Boarding Officer Membership Officer Historian	Past Chair Elected At-Large Members (2)	Past Co-Chairs Chairs of standing committees (currently 5)

Executive Team

Why the change?

- Co-chair model shares responsibility.
- Committee chairs should participate in exec to plan future meetings and direct Senate work.
- Including committee chairs provides clear division of duties.
- Larger exec prevents over-burdening co-chairs & secretary.

Committees

Proposed Change

Current By-Laws:	Proposed By-Laws:
Nominating & Recruitment Communication Leadership & Development Guest Speakers Advocacy/Issues Award & Recognition External Partnerships	Nominating & Recruiting Communication Membership & Development *Eliminated* Advocacy/Issues *Eliminated (rolled into Advocacy)* External Partnerships **Also ADDED:** • "Staff Senate may establish or discontinue standing committees." • Standing Committees Best Practices Documents

Committees

Why the change?

- Current by-laws don't reflect current committees.
- Want to be more responsive to changing nature of Staff Senate work.
- Assume that current five committees will continue into next year, but don't want to lock anything down, which is why we simplified the bylaws.
- IMPORTANT: Duties assigned to officers during transition will now be delegated to standing committees. (This is already happening.)

Removed Procedures from Bylaws

Best Practices Documents to Accompany Bylaws

Membership Guidelines	Standing Committee Guidelines	Election Guidelines
Removed requirement for "approval" of absences – no procedure in bylaws. Will instead be in Membership Best Practices document, and handled by Membership Committee.	Mention of specific committees removed from bylaws and included in this document, which will contain specific information about how standing committees should operate	All specific information about election processes & procedures were removed from the bylaws and included in this document

Advocacy/Issues Committee

Compensation

PAY

Objectives/Plans (Strategy)	Metrics	Targets/Goals	Initiatives/Actions (Tactics)
Achieve appropriate salary levels to recruit and retain high-quality staff	% salary increases, % placement among peers	4% (?) merit pool increase, Staff salaries in the top 40% of peers	Advocate to and communicate with administration, BOV and General Assembly, in conjunction with Faculty Senate. Monitor General Assembly relative to staff salary increases and monitor with HR relative place among peers.
Increase funding for salary adjustments	% of employees within market range, % of employees in proper place within market range based on experience and longevity	100% of employees within market range. 75% (?) of employees in proper place within market range based on experience and longevity	Advocate to and communicate with administration, BOV and General Assembly, in conjunction with Faculty Senate. Monitor staff salaries with HR to ensure all within market range and % of those in proper place within market range.

Compensation

Educational Benefit

Objectives/Plans (Strategy)	Metrics	Targets/Goals	Initiatives/Actions (Tactics)
Increase central EB funding amount to accommodate tuition costs	Central funding amount	Increase central funding amount to $2500 (?)	Communicate with administration and BOV
Expand uses of EB for professional development or wellness, communicate uses to employees	Permitted uses of EB	Use EB for Center for Org Excellence development activities. Allow EB for wellness activities--pay for gym membership. Allow staff to forfeit EB so others can use the funds.	Communicate with administration and BOV
Explore uses of departmental EB funds and how are funds allocated to departments	Departmental funding amounts and policies	Determine department funding amounts and governing policies	Communicate with HR and departments to obtain information about funding and guidelines and transmit information to staff.

Compensation

Rewards and Recognition

Objectives/Plans (Strategy)	Metrics	Targets/Goals	Initiatives/Actions (Tactics)
Increase understanding and use of R&R programs	Amount for R&R programs and department policies	Determine current status of R&R programs, funding amounts, departmental allocations and use by departments.	Gather information from HR, budget office and individual departments. Communicate information to staff.

Other Benefits/Initiatives

Objectives/Plans (Strategy)	Metrics	Targets/Goals	Initiatives/Actions (Tactics)
Ensure affordability and quality of health insurance benefits	Costs of premiums, co-pays, and other out-of-pocket costs. Overall benefit package	Reduce health insurance premiums and out-of-pocket expenses. Expand benefits as necessary (?)	Inform staff of ways to reduce costs. Advocate use of gym facilities to increase overall wellness.
Assist with development of early retirement program	Benefits offered to those who retire early	Ensure program benefits staff and university	Collaborate with HR and participate in plan formation
Increase library privileges	Number of items that can be checked out by staff	Increase number of items that can be checked out and duration to match faculty privileges	Advocate for expanded privileges for book, movie, etc., checkouts
Increase access to gym facilities to improve staff wellness	Number of staff using gym facilities	Increase number of staff using gym facilities	Advocate for free gym facility access or use of EB to pay for membership and classes. Encourage staff use of facilities.
Evaluate need for a "Staff Recruitment, Retention, Retirement and Welfare Committee" to mirror Faculty Senate Committee	Creation of committee	Discuss with Staff Senate the need for standing committee	Schedule meeting with Faculty Senate committee to discuss committee, structure, activities and bylaws. Share information at SS meeting. Discuss with SS and Administration.

Communication Committee

Collab Overview

External Partnerships

Requesting Membership For Your Committee; Ad Hoc/Group Or Task Force from Staff Senate

Background

This communication is being sent by the Staff Senate External Partnerships & Leadership Committee (SSEPLC) to establish a connection between your Committee; Ad hoc/Group/Task Force and our Committee to provide you with the proper channel to secure a staff member for needed participation in your consortium. The SSEPLC is a subcommittee of the Staff Senate.

We can provide your needs to our 80 representatives so that we can recommend an appropriate individual who satisfies the requirements needed.

We have a comprehensive listing of all individuals available to participate based on your prerequisites and provide that information in a timely manner so as to enhance and support your initiative. The SSEPLC receives requests and then searches through a database of individuals who provided criteria to secure the person(s) for the need requested.

Submitting a Request for Staff Involvement/Membership

• Include your name, title to the group and the name of the Committee; Ad hoc/Group, or Task Force; • Your E-mail and contact information; • Provide the length of time required to serve; • Gender (if required); • How often and where the group meets; • If there is currently someone serving in that position and when their term will be end. • How long that committee is expected to continue (is there an end date)? • What will the responsibilities be? • What is the focus of the group?

Timeline: • The Staff Senate External Partnerships & Leadership Committee will acknowledge your request within two business days of receiving it. • Within five business days, the Staff Senate External Partnerships & Leadership Committee must search for the individual and either: o Provide the information requested in writing with the a copy of the individual chosen to participate, or o Determine that the request cannot be accommodated and send you a written notice explaining why. • If the request asks for a specific individual from the Staff Senate, the Staff Senate External Partnerships & Leadership Committee will identity and present your request and respond back within 5 business days of the request.

Exceptions: • If a staff member is part of a Committee; Ad Hoc/Group/Task Force and unexpectedly withdraws, resigns or is asked to leave, the Staff Senate External Partnerships & Leadership Committee will make every effort to replace that individual in a timely fashion.

Request **Staff Senate Member/Staff Participation**		
Committee Name		
Requesting Organization		
Special Requirements: (i.e. gender; Medical Center/Academic Employee, etc.)		
Requested By		
Contact Information	E-Mail	
	Phone	
Frequency of Meeting		
Estimated Start Date		
Estimated End Date		
Organization Website		
Criteria		
Responsibilities		
Response to be provided by Staff Senate		
Meeting Information		
Attendee(s)		
Area Represented		
Contact Information	E-Mail	
	Phone	
Term		

Membership Committee

SAVE THE DATE

Staff Senate Luncheon
Thursday, August 13

OFF-BOARDING SENATORS

BY COMMITTEE

ADVOCACY/ISSUES

- Michael Birckhead
- Sylvia Coffey
- Kobby Hoffman
- Nancy Kriigel
- Michael Ludwick
- Eric Molnar
- Nina Morris
- Sandi Murray
- Bill Peairs
- Melanie Price
- Katie Winters

COMMUNICATION

- Bill Corey
- Richard Covington
- Della Marsh
- Kelly Merryman
- Amy Muldoon
- Dannelle Shugart
- Nick Skriloff

EXTERNAL PARTNERSHIPS

- Arlene Buynak
- Morgan Davis
- Cindy Garwood
- Sylvie Moore
- Eric Newsome
- Danelia Robinson
- Edward Strickler
- Tosh Thompson
- James Weissman

MEMBERSHIP & DEVELOPMENT

- Brett Bryant
- Shawn Comeau
- Amanda Crombie
- AJ Davidson
- Chris Doran
- Nancy Eagle
- Sandra Foster
- Jennifer Kreitzman

- Sherry Morris
- Kathy Peek
- Lindsey Saxby
- Brett Schnell
- Maggie Stein
- June Wade
- Jayne Weber
- Leslie Yowell

NOMINATING & RECRUITING

- Lorenza Amico
- Linda Freeman
- Lara Jacobsen
- Patty Marshall

UNASSIGNED

- Judy Craig
- Felix Crawford
- Barbara Hogan
- Fran Lloyd
- Dick Minturn
- Molly Shifflett
- Charlotte Toney

Nominating & Recruitment Committee

Elections Timeline

April

- At the Staff Senate meeting: The Nominating and Recruiting Committee will present the Staff Senate Election Guidelines to the senate.

- Senators should begin talking with their coworkers about serving on the senate.

May

- At the Staff Senate meeting: The Nominating and Recruiting Committee will solicit nominations for the offices of two co-chairs and one secretary. These nominations will be accepted through the end of April.

- Senators who are up for re-election should arrange to have their election run by another Staff Senate member.

- Senators running elections should begin to collect names of nominees in their organizational unit.

June

- At the Staff Senate meeting: Officer candidates may address the Staff Senate if they wish.

- Senators will run the elections and report the outcome to the Nominating and Recruiting Committee by June 30.

July

- Absentee votes for officer elections must be submitted by the July meeting.

- At the Staff Senate meeting: Officers will be elected and announced.