



STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE
MEETING

THURSDAY, MARCH 19TH, 2015
11:00 AM-1:00PM
NEWCOMB HALL,
SOUTH MEETING ROOMROOM

MEETING STARTED AT	11:00 AM
CO- CHAIRS	Nina Morris; Eric Newsome
SECRETARY	Sandi Murray
MEMBERS PRESENT	<p>Present:</p> <p>Endrina Allen (Ex Officio), Lorenza Amico (Alternate), Leslie Andrus (UHR), Michael Birckhead, Arlene Buynak, Bill Corey, Richard Covington, Morgan Davis, Becky Davis (Alternate), Chris Doran, Nancy Eagle, Sandra Foster, Linda Freeman, Lynn Galasso (Alternate), Cindy Garwood, Joanne Hoagland (UHR), Logan Hobbs (UHR), Kobby Hoffman (Alternate), Barbara Hogan (Alternate), Jennifer Kreitzman (Alternate), Michael Ludwick, Della Marsh, Patty Marshall, Kelly Merryman, Eric Molnar, Sylvie Moore, Nina Morris, Sherry Morris, Amy Muldoon, Sandi Murray, Eric Newsome, Bill Peairs, Kathy Peek, Monica Petrich, Melanie Price, Danelia Robinson, Leigh Rockey (Ex Officio), Lindsey Saxby, Nick Skriloff (Alternate), Maggie Stein, June Wade, James Weissman, Leslie Yowell</p>
Members not Present	<p>Holly Bennett (Alternate), Linda Blacke, Missy Brads (Alternate), Brett Bryant, Molly Castle (Alternate), Jill Clarke, Sylvia Coffey, Shawn Comeau, Jennifer Cottingham (Alternate), Judy Craig, Felix Crawford (Alternate), Amanda Crombie (Alternate), Tina Cross, AJ Davidson, Tim Eckert (Alternate), Peggy Ehrenberg (Alternate), Sandy German (Ex Officio), Penny Guy (Alternate), Kendall Howell, Katrina Hunter (Alternate), Brandy Hyder (Alternate), Lara Jacobsen, Nancy Kriigel, Fran Lloyd (Alternate), Tina McWilliams (Alternate), Dick Minturn (Alternate), Zachary Root (Alternate), Reggie Rose (Alternate), Brett Schnell, Molly Shifflett (Alternate), Ellen Shrum (Alternate), Dannelle Shugart, Jamel Smith (Alternate), George Stinnie, Edward Strickler (Alternate), Lorie Strother (Ex Officio), Duane Taylor (Alternate), Tosh Thompson, Kelley Tobler (Ex Officio), Charlotte Toney, Jayne Weber (Alternate), Margaret Weeks (Ex Officio), Katie Winters (Alternate)</p>

WELCOME

WELCOME & ANNOUNCEMENTS

Eric Newsome & Nina Morris welcomed everyone to the meeting.

Maggie Stein: Shared several announcements with the group

- Parking passes are available for Senators who are parking in the Garage.
- Web site suggestion box: A comment was made about why we didn't just change the time of the meeting, given that it is during the lunch hour. Utilizing the lunch hour is meant to accommodate shift workers, and to reduce time away from work as part of the 2 hour meeting can be used as the lunch hour.

MEETING SUMMARY

Guest Speakers: Sarah Collie Assistant Vice- President of Organizational Excellence

Established in the summer of 2013, Organizational Excellence is a priority in the University's current [Strategic Plan](#). It is Strategy 14 under Pillar 5: [Steward the University's Resources to Promote Academic Excellence and Affordable Access](#)

University Human Resources Updates Report: Joanne Hoagland

- See updates below

Changes to the By-Laws:

Members will be asked to vote on changes in April. Old and proposed new bylaws are available on Collab.

Committee Presentations:

- See updates below
- Power Point Presentations will be located on the staff senate website <http://staffsenate.virginia.edu/>

HOT TOPICS & UPDATES

*Next Meeting: April 16th, 2015
11:00 AM
Newcomb Hall, South Meeting Room*

Guest Speaker, Colette Sheehy to discuss the New Internal Financial Model

<p>OLD BUSINESS</p>	<p>Lactation Rooms: question asked if there was an update based on concerns from the February Meeting. Joanne Hoagland mentioned that the February minutes include a link to the current Lactation policy and a contact name for further questions.</p>
<p>GUEST SPEAKERS</p>	<p>Sarah Collie: Assistant Vice President of Organizational Excellence</p>
	<p>Organizational Excellence Established in the summer of 2013, Organizational Excellence is a priority in the University's current Strategic Plan. It is Strategy 14 under Pillar 5: Steward the University's Resources to Promote Academic Excellence and Affordable Access.</p> <p>The Organizational Excellence program is governed by a Leadership Council of faculty, administrators, and staff chaired by Robert Pianta, Dean of the Curry School of Education. Executive Sponsors are Executive Vice President and Chief Operating Officer Pat Hogan, Executive Vice President and Provost John Simon, and Vice President for Management and Budget Colette Sheehy.</p> <p>The office is currently working on complex issues within the University, and because of the complexity, it will take time to understand the issues, and manage a re-design. It takes an entire community to build a culture of quality and organizational excellence. Organizational Excellence is</p> <ul style="list-style-type: none"> • both a formal program and an institutional value. “All of us are part of organizational excellence at the University of Virginia”. • meant to engage, simplify and enable the mission • already occurring around grounds. For example, the Staff Senate is already engaged in organizational excellence as we combined three employee councils into one representative body. • currently focusing on Strategy 14 of the Cornerstone Plan (see link above) by <ul style="list-style-type: none"> ○ enabling the achievement of institutional strategic goals and priorities. Excellence in education, research and scholarship. These are core, ○ aligning resources in the best way, for highest quality, highest performance to realize those core mission activities, and ○ establishing guiding principles (<i>see slides on the Staff Senate website</i>) • structured as follows: <ul style="list-style-type: none"> ○ Executive sponsors, (Pat Hogan, John Simon, Colette Sheehy) and a leadership council that oversees the portfolio of projects. ○ Project teams: mechanisms to get feedback ○ Academic and administrative people who work on specific issues at the University when called upon.

- Initiatives group
- Leadership council: Administrative academic representation
- Community network: build community around quality improvement.
- reliant on project teams

Organizational excellence is based on a partnership role, each person serves different roles on different projects, and it varies by project. Partnering with other entities across the University is extremely important. For each project, there are many people involved.

Comprehensive Projects:

- **Human resources:** create a long-term strategic vision for human resources that aligns with and enables the University's goals and priorities.
- **Research administration, (Research UVA ready to be launched very soon):** A holistic review of the research administration process from pre-proposal to closeout and implementation of electronic portal, dashboard and workflow.
- **Internal Communications,** collected information to understand our current processes & and challenges(including 2-way communication) via focus groups and survey activities.
- **Process re-design Projects:** Implement feasible ideas, pursue additional procurement opportunities, and streamline processes.

Completed Projects:

- **Strategic Sourcing of Office Supplies:** Focus on how we source our spending. There were over 400 office supply vendors that were being used at UVa. Looked at the common items we are buying, in an attempt to reduce costs by a strategic buying process such as buying in bulk, having fewer choices, and utilizing aggregate spending. As a result, UVa has now strategically sourced office supplies through the Office Supply Room.
- **Benchmarking study (administrative services)** has been foundational, and continues to leverage the data to form the projects chosen. There were high levels of community engagement (1300) in completing the survey.

Other OE Initiatives:

****Leading Change through Innovation and Collaboration***

Initiative focused on university community and culture of quality improvement: Partnering with other institutions across the state to share best practices.

***Quality Core Network:** An open network of individuals across UVa who have an interest and/or expertise in quality and improvement pursuits.

Affords an opportunity to learn from each other and collaborate. All are invited to join; 170 people have self-selected to participate. Hour long sessions have been offered, including topics such as, change management, communications, inquisitive inquiry and sharing sessions. If you have a great idea, or have implemented a great program, please come to share. Senators were encouraged to join Quality Core Network, participate in a focus group, or complete a survey if given the opportunity to do so.

More information is located on the [Organizational Excellence Website](#). The next event will be presented on April 20th from 2-3:15pm in Ruffner Hall, G006 on *Professional Social Networks*, by Rob Cross from the McIntire School.

***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.

The Data collection process at this point is being gathered by questionnaire and survey to random faculty and staff. This is a pilot program, and the university will decide how this fits with other surveys that are already on-going (staff and faculty surveys) and whether to continue or reduce frequency.

*Launching a new program: ***Spotlight of Excellence***. This is an attempt to recognize the on-going excellence in the community, via nominations for recognition of exceptional performance in your colleagues and peers

QUESTIONS:

1. **Question:** Amy Muldoon- Will you make publically available – in aggregate form - the results of the “Great Places to Work For” survey?

Answer: We do not receive the raw data, it is held by a third party. We will receive a summary that will highlight areas for improvement, especially when compared with data from other institutions.

2. **Question:** Nina Morris: Does this survey replace or consider the 2011 Employee survey that President Sullivan sent out?

Answer: There are other options in addition to the frequency of the survey. Different cycles could be chosen, and custom items could be added to the survey. It is a random survey now, but the sample could also be customized. This is a pilot to help us understand its value to our quality program.

NEW
BUSINESS

Process for Meeting minutes: (located in *Best Practices on Collab*)

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).
6. If during the meeting, specific, critical information that needs to get out to constituents, the executive team member will draft information to make sure it gets out in a timely manner.

• **University Human Resources : Joanne Hoagland**

- Senators have been asking for more information on early retirement. The proposal is in the works and is still in draft view. HR cannot confirm what the proposal looks like at this point. Once the proposal is finalized, HR will make an announcement as soon as it is available.
- Timeline? There has been delay, which has to do with the approval process. It is hard to know at this point when it will be ready, but once approved, it will be turned around quickly.
- Leonard Sandridge awards proposals are due by **3/21**.
- Tax season runs until April 15th, and tax filing help is still ongoing for employees who make less than \$53,000. Appointments can get booked up at the end of the season so it is recommended to get an appointment soon.
- It is “*Lead@Season*”. Remember that there are toolkits available at the HR service center for assistance in using the system.

• **QUESTIONS**

- **Question:** Is the Retirement Program geared toward university or classified staff?
Answer: This is not known at this time, and cannot be confirmed.

- Was the Committee on benefits involved? We were encouraged to contact Anne Broccoli as she has been more directly involved.
 - It was suggested that the Staff Senate be given a presentation on the retirement program during the roll out of the process.
 - **Question** about an update on salaries. Joanne mentioned that she would ask HR to discuss at the April meeting.
 - **Question** about tax identity fraud services for UVA. It is a national issue, not specifically just at UVa. There are IRS social security guidelines available, and those are the resources available at this time.
- **Updated Bylaws Presentation: Amy Muldoon, Maggie Stein**

Recommendations to revise the current By-Laws were presented today. The intent is to have a Staff Senate vote in April.

- New By-laws changes would go into effect on September 1st. They are located on collab under resources, in the bylaws folder, with a text document that provides details about the changes.
 - *Why update now?*
Although the excellent transition bylaws have worked well for this transition year, the bylaws committee is offering revisions that will reflect the current Senate practices which include the organizational lessons learned during this transition year.
 - The new bylaws will include only practices that will be consistent from year-to-year. Procedures that will change as we evolve and develop new best practices should be more responsive and will be included in best practice documents rather than the bylaws.
- **Review of some of the major changes:**
Executive Team
 - Proposing that the Senate moves to co-chairs and a secretary rather than a chair, vice chair and secretary
 - Proposing that committee chairs should participate as part of the executive committee to plan future meetings and help direct Senate work. Including committee chairs provides a clearer division of duties. The rest of the executive team would include the past co-chairs, and the chairs of the standing committees.
 - Larger executive committee prevents over-burdening co-chairs & the secretary.
 - *Why this change?*
 - Easier to be a co-chair than chair.
 - When committees have input, it can feed to the executive committee via the chair.
 - Including committee chairs allows for the specific roles to be represented and the work of the senate to continue by the distribution of responsibilities.

Committees:

- Eliminated guest speaker committee.
- Added reward and recognition committee to the advocacy committee.
- Nominating and recruiting, communication, membership and development and external partnerships will continue
- Committee names and the specific details of how standing committees function will be included in a best practices document rather than in the bylaws
- Added the option to add other standing committees as needed or discontinue them if not needed anymore without having to change the By-Laws.
- *Elected Transition* officers (Membership, on-boarding, communications) who worked during the transition period will no longer be elected members, but the responsibilities are and have been moved to the committees.
- The only elected members are the 2 co-chairs and secretary. Committee chairs will be up to the committee itself to know who would be the best choice for the chair.

The proposed changes will be sent to Senators to review. Please send emails to the executive team with your ideas or concerns. If there are no concerns, there will be a vote at the April meeting.

Website updates: Amy Muldoon

- Resources page has been added to our website
- Amy requests our input for additions, and ideas.
- Reminded to have committee information added to the website, with the committee charge and goals, and at some point, accomplishments.

Standing Committee Updates: *Please see the Staff Senate website for official Committee reports and power point presentations from today's meeting.*

Advocacy: Mike Ludwick:

Advocacy Committee:

- (staffsen-advocacy@virginia.edu)
- The draft of the goals, initiatives, and actions document has been updated and finalized. It is available on collab.

- Senators should have gotten an email to complete the survey meant to assist in prioritizing these initiatives.
- Please include your name on the survey; this will enable the committee to review the name of anyone who would be interested in working on a particular initiative or objective. You may also contact Mike to discuss your interest.

- The plan is also to send the survey to our constituents as well. Once posted, an email will be sent to us about what to send to our constituents. At the next meeting the data will be collated, and then reported back to the senate.
- The committee saw a need for HR to come to SS to address the issues on the goals document, especially if they are already working on some of them already.
- A question was added to the survey after discussion at the last meeting regarding the pay equity survey that was done at the faculty senate level.
- Committee recognized the need to have someone from the budget office present current information and this will occur in April.
- Noted that it is not necessary to be a Senator or alternate to work on committee initiatives. We should reach out to those who have an interest in a specific topic and utilize their talents.

Communications Committee: Amy Muldoon

Created a new Resource page on website

www.staffsenate.virginia.edu/resources Consolidates one place to find the information you need, and is particularly helpful for new staff.

- Reminder: please add charge and goals to the website.
- Collab overview
 - The plan is that the Communication Committee will manage of the Staff Senate collab site.
 - Committees can use Collab subsites to store working documents but final documents should be posted on the main Staff Senate Collab site.
- UVa Box overview:
Richard Covington did a presentation on UVa Box, which is another place where committees can store working documents, collaborate on committee charge and goals, and communicate with committee members.
 - Its.virginia.edu/box is the website.
 - Log in at the right with net badge credentials
 - May need your local IT person to set this up (install box button on the right)
 - Easy to invite folks, but best if they are a UVA box user already.
 - Can use email within the site

- **External Partnerships: Morgan Davis**

External Partnerships

- A Letter will be sent to committees and task forces around grounds to determine if they need staff representation and if so, a name will be provided.
 - Discussed the process to follow if a senator is interested in being added to a UVa committee as a staff senate representative. A form will be available to send to the external partnerships committee. We were asked to let the committee know if we were aware if staffs in our departments are interested in being on a particular committee. The EP committee can recommend individuals who are not Staff Senators. Please see collab to view this form.
 - The committee was interested in sending a survey, however, it was noted that perhaps there needs to be oversight of the number of surveys that are sent from the Staff Senate.
- **Membership Officer: Maggie Stein**

SAVE THE DATE:

Staff Senate Luncheon

Thursday, August 13

To include all on-boarding, and off-boarding Senators & Alternates.

- Membership committee will be reaching out to all new members.
 - Updated membership list is available on Collab now.
 - There have been questions from committees, about who will be off boarding from their committees. There is a list of individuals on each committee listed in the power point on Collab. The Senators in red are completing their tenure on the senate. If you are in charge of a committee, and you are off boarding, it is important to make sure that all documentation and goals of the committee are documented to get passed on for next year.
- **Elections Committee: Leigh Rockey- Election Timeline was presented**

April: The Staff Senate Election Guidelines will be presented at the April Meeting

- Voting Best Practices document will be presented to senators. Included will be templates of email messages and talking points that senators may use to solicit nominations for senators and alternates.
- At the Staff Senate meeting: Voting procedures will be explained.
- Senators should begin talking with their coworkers about serving on the senate. Senators who are up for re-election should arrange to have their election run by another Staff Senate member.

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 May.
- Senators running elections should collect names of nominees in their organizational unit. Use Voting Best Practices document for procedures to follow.
- You may send nominations to Staffsen-nominating@virginia.edu

June:

- Officer candidates may address the Staff Senate if they wish. Absentee votes may be submitted from June 18-July 15th.
- Senators will run the elections and report the outcome to the Nominating and Recruiting Committee by June 30th. Again, use the Voting Best practices document for guidance.

July:

- Officers will be elected and announced
- Welcome letter sent to new senators and alternates by con-chairs.

Senator Concerns:

None were shared at this time

Comments:

An announcement about the Staff Senate will be sent out at election time to increase awareness of the Senate and the election process.

Mike Ludwick: Mentions that he has joined the *Virginia Governmental Association Dues*, \$4/pay period. This group advocates for employees. For more information, you can view their website

There being no further business to discuss, the meeting was adjourned at 12:55pm
Minutes respectfully submitted,

Sandra Murray, Secretary, Staff Senate