April 16, 2015 Meeting Agenda
South Meeting Room, Newcomb Hall

11:00 Welcome
Co-Chairs: Eric Newsome and Nina Morris

11:02 Housekeeping
Maggie Stein, Membership Officer

11:05 Sustainability Update
Nina Morris & Amy Muldoon

11:10 Guest Speaker
Colette Sheehy, VP, Management & Budget

11:40 New Business
UHR Update:
Susan Carkeek – Early Retirement & Service Awards
Alison Miller – Staff Salary Increases

12:00 Committee Updates
Nominating: 20 minutes; all others 5 minutes

12:40 Bylaws Discussion & Possible Vote

12:55 Open Floor
Led by Nina Morris

Next meeting: May 21 at 11:00 AM in the South Meeting Room, Newcomb Hall
EARTH WEEK 2015

APR. 19

COMMUNITY GARDEN BIG SPRING THING
April 19
9:00am, O’Hill Community Garden

SUSTAINASUPPER
April 20
6:00pm, Thornton Hall D221

SUSTAINA-BANQUET
April 21
6:00pm, Newcomb Hall Ballroom

EARTH WEEK EXPO
April 22
11:00am, Newcomb Hall Ballroom

GLOBAL SUSTAINABILITY FILM SCREENING & PANEL
April 23
6:00pm Wilson Hall 402

SPRING FEST
April 24
The Lawn & McIntire Amphitheatre

APR. 24

FOR SCHEDULE OF EVENTS VISIT: WWW.VIRGINIA.EDU/SUSTAINABILITY

BROUGHT TO YOU BY UVA SUSTAINABILITY
Free Lunch Event!
Celebrate sustainability with rapid-fire talks from five thought leaders, exciting exhibits, and a student poster competition.

Hoos Talking Green Panel:
Advancing a Sustainable Society: Local & Global Models of Success

Presenters:
Garrick Louis (Engineering)
Anselmo Canfora (Architecture)
Karen McGlathery (Environmental Sciences)
Andrea Trimble (Office for Sustainability)
Dyanna Jaye (U.Va. Student)

Wednesday, April 22, at U.Va.’s Newcomb Hall
Exhibits, 10:00 am - 12:00 pm
Opening Remarks, 12:15 pm
Hoos Talking Green Panel, 12:30 pm - 2 pm
RSVP On Our Website

For Schedule of Events Visit: www.virginia.edu/sustainability

Brought to you by UVA Sustainability
Guest Speaker

Colette Sheehy
Vice President, Management & Budget
University Financial Model

Colette Sheehy
Vice President for Management and Budget
Timeline

The University is transitioning to the University Financial Model in conjunction with budget development cycles

Launched May 18, 2011 by President Sullivan

- Conceptual Study: May 2011-July 2012
- Monitor Phase 1 Design Phase 2: July 2013 – Dec. 2013

Budget Development Cycle

- FY13-14 Budget Development Cycle
- FY14-15 Budget Development Cycle
Goals

• Align resources and expenses with activity
• Incentivize revenue generation and innovation
• Encourage efficient and competitive services
• Promote prudent stewardship of University resources
• Assess performance of revenue and cost centers
• Create funding for inter-disciplinary activities and strategic priorities
• Improve financial reporting
• Ensure transparent decision-making
Comparison of Current Model and UFM

Current Model

• Hybrid approach
  – Target Budgets
  – Sales and Services Budgets
  – Summary Informational Budgets
• Process
  – Collect revenues centrally
  – Cover central overhead costs
  – Allocate remaining funds to schools
• Historically-based -- not aligned with strategic priorities or actual activities
• Did not consider all available funds
• Little linkage between sources and uses
• Few incentives for innovation, creativity, and revenue generation
• Lacked transparency

University Financial Model

• Allocates revenues directly to schools which will reward:
  – Educating more students without compromising quality
  – Developing new programs
  – Maximizing external opportunities
• Distributes indirect costs to units/schools
  – Reduce redundancies
  – Encourage efficient & competitive services
  – Promote cost-knowledgeable and planning culture
  – Make institutional commitment transparent
• Addresses base operating support & strategic investments with state appropriation & unrestricted private funds
• Delegates responsibility and accountability
Current Budget Model

**Revenue**
- State Funds
- Private Gifts/Endow. Inc.
- Tuition
- Research Funds

**Expenditures**
- Undergrad Financial Aid
- Central Services
- Direct Expenditures

**University**
- Annual Budget + Addenda

**School**
- 64% of F&A
- Grant amounts + 36% of F&A
University Financial Model

REVENUE

State Funds
Private Gifts/Endow. Inc.
Tuition
Research Funds

PORTION OF UNDERGRAD TUITION THAT GOES TO UNDERGRAD FINANCIAL AID

EXPENDITURES

Undergrad Financial Aid
Central Services
Allocated Costs
Direct Expenditures

University

School

Base Operating Support
Additional Strategic Support
University Financial Model Background

University Activity Categories

- Academic School
- Special Academic/Public Service Entity
- Auxiliary Enterprise

Central Services (generate allocated costs)

- Facilities Services
- IT Services
- Employee Services
- Development/Fundraising Services
- Alumni Engagement Services
- Central Library Services
- Research Support Services
- Student Support Services
- Undergraduate Admissions Services
- Academic Support Services
- Business/Executive Management Services
Service Level Agreements

• Agreement between central service providers and UVa units
  – Defines levels of service/support
  – Establishes governance policies and customer responsibilities
  – Establishes measurement metrics to review performance

• SLA for each central activity center

• Three approaches:
  – Baseline “common good” services (e.g., employee benefits, facilities)
  – “For fee” services (e.g., data access, storage)
  – Optional premium services (e.g., employee recruiting)
Current Status

Parallel Process

• Business as usual with a *view* of how units would look under the new model

• Monitor model for effectiveness, efficiency, and fairness

• Work with units to identify how day-to-day operations will be handled

• Identify outstanding issues related to the UFM
# Timeline for the FY2015-16 Budget

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2015</td>
<td>All current budgets submitted to UBO for review</td>
</tr>
<tr>
<td></td>
<td>All Revenues allocated to the units -- Net Tuition, Fees, F&amp;A (100%), Endowment Admin Fee (50 bps)</td>
</tr>
<tr>
<td></td>
<td>Indirect costs are allocated to the units</td>
</tr>
<tr>
<td>May 2015</td>
<td>Preliminary P&amp;Ls are created for review by EVP/Provost &amp; EVP/COO:</td>
</tr>
<tr>
<td></td>
<td>• Determine subventions</td>
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<tr>
<td></td>
<td>• Determine strategic initiative funding</td>
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<tr>
<td></td>
<td>• Communicate decisions</td>
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<tr>
<td>June 2015</td>
<td>Board of Visitors reviews 2015-16 Budget</td>
</tr>
<tr>
<td></td>
<td>• Summary budget for Academic division and</td>
</tr>
<tr>
<td></td>
<td>• Budgeted P&amp;Ls for activity centers</td>
</tr>
<tr>
<td></td>
<td>Service Level Agreements are finalized</td>
</tr>
<tr>
<td>July 2015</td>
<td>University Financial Model goes LIVE for 2015-16 Budget in a Budget Neutral status</td>
</tr>
<tr>
<td>July 2016</td>
<td>University Financial Model is fully operational for 2016-17 Budget</td>
</tr>
</tbody>
</table>
FY2015-16 Budget Neutrality Process

• Units will operate under new model
• Units may receive some portion of subvention, if deemed necessary
  – Not a guaranteed annual allocation
  – Will not necessarily make the unit “whole” in terms of covering the full amount of proposed shortfall
  – If significant shortfalls occur in general University resources, units will be asked to cover a portion of that shortfall
• Continual review of model for effectiveness, efficiency, and fairness
Guest Speaker

Susan Carkeek

Vice President and Chief Human Resource Officer
Guest Speaker

Alison Miller
Compensation Manager, Human Resources
<table>
<thead>
<tr>
<th>2015 Staff Compensation Increases</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1% University staff market adjustment processed through Integrated System (IS)</td>
<td>7-27-15</td>
</tr>
<tr>
<td>University staff merit increases (based on 2% pool) processed through Lead@UVa</td>
<td>8-10-15</td>
</tr>
<tr>
<td>2% Classified staff across-the-board and compression adjustments processed through IS</td>
<td></td>
</tr>
<tr>
<td>Increases (2%) for high-turnover Classified and University Staff High Turnover positions (list determined by VA General Assembly) processed centrally through IS</td>
<td></td>
</tr>
</tbody>
</table>
### University Staff eligibility criteria

<table>
<thead>
<tr>
<th>For Market Adjustment</th>
<th>For Merit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Hired prior to January 1, 2015</td>
<td>1. Hired prior to January 1, 2015</td>
</tr>
<tr>
<td>2. Salary below market pay range Upper Reference</td>
<td>2. 2014 Performance ratings of Effective or higher</td>
</tr>
<tr>
<td>3. 2014 Performance ratings of Effective or higher</td>
<td></td>
</tr>
</tbody>
</table>

### Classified Staff eligibility criteria

**for General Assembly increases - across the board and compression**

1. 2014 performance rating of 2 or higher
2. Compression based on years of *continuous state* service
<table>
<thead>
<tr>
<th>High Turnover eligibility criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Eligibility hire date has not yet been announced</td>
</tr>
<tr>
<td>2. Must be assigned to specified Classified role titles/UVa job titles</td>
</tr>
<tr>
<td>3. 2014 performance rating of a 2 or higher</td>
</tr>
</tbody>
</table>

ERIP participants are ineligible for 2015 staff compensation increases.
Advocacy/Issues Committee
• Staff Senate Facebook site
• Staff Senate newsletter? Quarterly? Or should we send out the minute summary in a newsletter format?
• Best Practices for Communicating with Constituents
• Best Practices for Staff Senate Committee Communication with University
• Website update: News and Events plug-in
External Partnerships
Membership Committee
Nominating & Recruitment Committee

Staff Senate Election Guidelines
Election Guidelines

- It’s a guide, not strict instructions.
- Election processes should be transparent and fair.
- If you have suggestions, please send them to: staffsen-nominating@virginia.edu
# Table of Contents

- Election of Senators/Alternates
- Midterm Elections For Senators/Alternates
- Election of Officers
- Midterm Elections for Officers
- In the Event of Ties
- Responsibilities of the Nominating and Recruiting Committee
- Elections Timeline
- Appendices
Appendices

• A. Talking points for soliciting nominations
• B. Templates of letters soliciting nominations for senator and/or alternate
• C. Templates of email ballots
• D. Sample paper ballots
• E. QuestionPro survey tool instructions
• F. Representation by organizational units in 2014
Election of Senators/Alternates

• Sitting senators will organize and hold the elections of new senators and alternates for the organizational units they represent.

• If a senator is running for reelection, then that senator must find another senator or alternate to run the election in his or her place.

• Senators from the same organizational unit should work together to run an election when more than one senator/alternate seat is up for election.
Election of Senators/Alternates

- Senators will gather nominations for senator and/or alternate by inviting coworkers to nominate themselves or others via email or in person. Please see talking points in Appendix A and template letters in Appendix B.
Appendix A: Talking Points for Soliciting Nominations

• You will meet people from all across Grounds! If you want to know what it’s like to work in other parts of the University, here’s your opportunity.

• You will hear first about University news and programs, and you can ask the first questions, too.

• The Staff Senate is a meaningful outlet for staff concerns. You can provide your coworkers with a voice in University governance. If you are an advocate for a particular issue, being a member of the Staff Senate is a great way to shine a light on it. Current Staff Senate initiatives on behalf of staff include: promotion of the education benefit and recommendations for staff rewards and recognition programs.
Appendix A: Continued

• The Staff Senate is without precedent at UVa, so you can greatly influence the future of the group, especially in setting goals and determining operations.

• The Staff Senate is a gateway to opportunities beyond the senate itself. Senators have many chances to sit on University committees and councils, such as the parking and transportation committee, UHR benefits advisory committee, the Committee on Sustainability, the Women’s Leadership Council, and search committees for deans or vice presidents.

• You may get credit for the leadership you show to your fellow staff members by using the Lead@ SMART goal suggested by UHR in your performance evaluation goals.
Appendix B: Letters for Soliciting Nominations

• Need just senator
• Need just alternate
• Need senator and alternate
Election of Senators/Alternates

- The committee suggests that those senators organizing elections should begin soliciting nominations in April or May so that they can conduct elections in June.
- Before the election, senators who are running the election for their organizational unit should confirm with persons nominated by others that they accept the nomination.
Election of Senators/Alternates

Elections may be organized in three ways, by email, by paper ballot, or by online survey. Senators should choose the best means of election for their organizational units. A combination of methods is acceptable if managed well.
Voting by email

– UHR will provide an email address for each organizational unit. In order to include up-to-date personnel changes, these lists will be generated and given to the Staff Senate in April or May.

– Please see Appendix C for an email ballot template.
Voting by paper ballot

– Senators using paper ballots will determine how best to disseminate and collect ballots.
– See Appendix D for a sample paper ballot. Please try to reuse paper or use recycled paper.
Voting by online survey

– Use basic QuestionPro for free. It’s easy to make a simple multiple choice survey. Disseminate the survey to constituents using the URL it provides for you.

– QuestionPro is available through UVa here: http://its.virginia.edu/software/qp/. See Appendix E for instructions.
Go to: http://its.virginia.edu/software/qp/. Click on the QuestionPro UVa Portal link on this page.
You get the screen below. You must now create your own account.
After logging in, you get this screen. Click Create a Survey.
Select the New Survey button.
Fill in the name of the survey, and click the Create Survey button.
On the next page, click Add a Intro Text.
Type an introduction into the box. Please use the following intro as a guide —

“Hello: You are invited to vote in the Staff Senate Election. The Staff Senate is the representative and deliberative voice of all staff members in matters pertaining to the University. It aspires to advance University excellence, to cultivate a positive and productive work environment for all, to support each staff member in the realization of his or her full potential, and to foster the highest possible quality of work life at the University. It will take approximately two minutes to complete the questionnaire. Your responses will be strictly confidential. Please start with the voting now by clicking on the Continue button below.”
Click Save Question.
On the next page, click Add Question.
A pop-up window will ask you to type in your question and list of answers.
You could type in something like—“Dear staff member: please select one of these people to be the senator representing the [organizational unit] on the UVa Staff Senate.”

After you’ve entered the question and the candidates’ names, click on Save Question or Save & Add Another.
You might want to add another if you need an alternate, too—“Dear staff member: Please select one of these people to be the alternate representing the [organizational unit] on the UVa Staff Senate. An alternate fills in for the senator, if needed.”
What if you need more than one senator from your org unit?

When you Add a Question, the pop-up window offers options.

Click on Select Many.
Then phrase the ballot question like—"Dear staff member: Please select **TWO** of these people to be the senator representing the Library on the UVa Staff Senate."
When you’ve completed the ballot design, look for URL provided for you. Send this link to your constituents. They can click on it and go straight to the survey.
If you choose to send an email invitation through the QuestionPro software, **be sure to edit the subject line and message** to reflect information about the Staff Senate election.
Write something like—

Subject: UVa Staff Senate Election

Body: Hello, we would appreciate your vote in the UVa Staff Senate election. The Staff Senate is the representative and deliberative voice of all staff members in matters pertaining to the University. Read more about the Staff Senate here: [http://staffsenate.virginia.edu/](http://staffsenate.virginia.edu/). All responses will remain confidential and secure. Thank you in advance for your participation. Please click on this link to fill in your ballot: <SURVEY_LINK>

Please contact ???@virginia.edu with any questions. Thank You
When you’re satisfied with the email subject and message, add Recipients and click Send Survey.
When voting is over, you log into QuestionPro and the results will be provided for you. Click on the Reports tab.
Election of Senators/Alternates

• All elections for senators and alternates must be final and reported by email to the Staff Senate’s Nominating and Recruiting Committee by June 30 (staffsen-nominating@virginia.edu).
Election of Officers

• Send your nominees for Co-Chairs and Secretary to staffsen-nominating@virginia.edu.

• The Nominating and Recruiting Committee will present the list of candidates for each office to the Staff Senate in June.

• Senators will elect officers by secret ballot at the July Staff Senate meeting.
Election of Officers

• At the July meeting, Nominating and Recruiting Committee members will disseminate recycled-paper ballots to senators in attendance, collect the ballots, tally the votes and add them to any absentee votes, and announce the results of the election.

• In the event a senator or alternate cannot attend the meeting during which the officer elections are held, the senator may submit an absentee ballot to a member of the Nominating and Recruiting Committee before the third Thursday in July in person or by email to staffsen-nominating@virginia.edu.
In the Event of a Tie

• In the event of a tie, whether in officer or senator/alternate elections, the candidate with the longest period of service with the University shall be chosen. If this procedure does not break the tie, then the candidate with the longest period of service in his/her organizational unit shall be chosen.
Bylaws Discussion & Potential Vote
# Executive Team

## Proposed changes

<table>
<thead>
<tr>
<th>Interim</th>
<th>Current Bylaws (after interim year)</th>
<th>Proposed (after interim year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Chair*</td>
<td>Co-chairs (2)*</td>
</tr>
<tr>
<td>Co-chairs (2)</td>
<td>Vice Chair*</td>
<td>Secretary*</td>
</tr>
<tr>
<td>Secretary</td>
<td>Secretary*</td>
<td></td>
</tr>
<tr>
<td>Communication Officer</td>
<td>Past Chair</td>
<td>Past Co-Chairs</td>
</tr>
<tr>
<td>Planning Officer</td>
<td>Elected At-Large Members (2)</td>
<td>Chairs of standing committees (currently 5)</td>
</tr>
<tr>
<td>On-Boarding Officer</td>
<td></td>
<td></td>
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<tr>
<td>Membership Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historian</td>
<td></td>
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</tr>
</tbody>
</table>
## Committees

### Proposed Change

<table>
<thead>
<tr>
<th>Current By-Laws:</th>
<th>Proposed By-Laws:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominating &amp; Recruitment</td>
<td>Nominating &amp; Recruiting</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication</td>
</tr>
<tr>
<td>Leadership &amp; Development</td>
<td>Membership &amp; Development</td>
</tr>
<tr>
<td>Guest Speakers</td>
<td></td>
</tr>
<tr>
<td>Advocacy/Issues</td>
<td>Eliminated</td>
</tr>
<tr>
<td>Award &amp; Recognition</td>
<td>Advocacy/Issues</td>
</tr>
<tr>
<td>External Partnerships</td>
<td>Eliminated (rolled into Advocacy)</td>
</tr>
<tr>
<td></td>
<td>External Partnerships</td>
</tr>
<tr>
<td></td>
<td><strong>Also ADDED:</strong></td>
</tr>
<tr>
<td></td>
<td>• “Staff Senate may establish or discontinue standing committees.”</td>
</tr>
<tr>
<td></td>
<td>• Standing Committees Best Practices Documents</td>
</tr>
</tbody>
</table>
# Removed Procedures from Bylaws

## Best Practices Documents to Accompany Bylaws

<table>
<thead>
<tr>
<th>Membership Guidelines</th>
<th>Standing Committee Guidelines</th>
<th>Election Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removed requirement for “approval” of absences – no procedure in bylaws. Will instead be in Membership Best Practices document, and handled by Membership Committee.</td>
<td>Mention of specific committees removed from bylaws and included in this document, which will contain specific information about how standing committees should operate</td>
<td>All specific information about election processes &amp; procedures were removed from the bylaws and included in this document</td>
</tr>
</tbody>
</table>