



STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE
MEETING

THURSDAY, APRIL 16TH, 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: Present:</p> <p>Endrina Allen (Ex Officio), Lorenza Amico (alternate), Michael Birckhead, Brett Bryant, Susan Carkeek (UHR), Sylvia Coffey, Bill Corey, Amanda Crombie (alternate), Morgan Davis, Chris Doran, Tim Eckert (alternate), Linda Freeman, Lynn Galasso (alternate), Logan Hobbs (UHR), Kobby Hoffman (alternate), Barbara Hogan (voting alternate for AJ Davidson), Brandy Hyder (voting alternate for Arlene Buynak), Lara Jacobsen, Nancy Kriigel, Michael Ludwick, Della Marsh, Patty Marshall, Kelly Merryman, Nina Morris, Amy Muldoon, Sandi Murray, Eric Newsome, Bill Peairs, Kathy Peek, Monica Petrich (UHR), Melanie Price, Danelia Robinson, Leigh Rockey (Ex Officio), Brett Schnell, Megan Sekford (SOM HR), Dannelle Shugart, Nick Skriloff (alternate), Maggie Stein, Edward Strickler (voting alternate for Sandra Foster), Tosh Thompson, June Wade, Jayne Weber (alternate), James Weissman, Katie Winters (alternate), plus guests.</p>

Members not Present

Holly Bennett (alternate), Linda Blacke, Missy Brads (alternate), Arlene Buynak, Molly Castle (alternate), Jill Clarke (guest senator), Shawn Comeau, Jennifer Cottingham (alternate), Richard Covington, Judy Craig, Felix Crawford (alternate), Tina Cross (guest senator), AJ Davidson, Becky Davis (alternate), Nancy Eagle, Peggy Ehrenberg (alternate), Sandra Foster, Cindy Garwood, Sandy German (Ex Officio), Penny Guy (alternate), Kendall Howell, Katrina Hunter (alternate), Jennifer Kreitzman (alternate), Fran Lloyd (alternate), Tina McWilliams (alternate), Dick Minturn (alternate), Eric Molnar, Sylvie Moore, Sherry Morris, Zachary Root (alternate), Reggie Rose (alternate), Lindsey Saxby, Molly Shifflett (alternate), Ellen Shrum (alternate), Jamel Smith (alternate), George Stinnie, Lorie Strother (Ex Officio), Duane Taylor (alternate), Kelley Tobler (Ex Officio), Charlotte Toney, Margaret Weeks (Ex Officio), Leslie Yowell

WELCOME

WELCOME & ANNOUNCEMENTS

Nina Morris welcomed everyone to the meeting.

Sustainability Update: Events April 19th through 24th

April 22nd: Earth Week Expo

- Free lunch event
- Exhibits 10am-12noon
- Hoos talking Green Panel 12:30-2pm
- Schedule of events available at www.virginia.edu/sustainability

Maggie Stein:

Shared several announcements with the group

- Guests were welcomed
- Parking passes are available at each meeting for senators who park in the garage.

MEETING SUMMARY

Guest Speakers:

Colette Sheehy

VP, Management & Budget

Provided updates on the New financial Model, the timelines for the future, and what this means to each department at the University.

Susan Carkeek, Vice President and Chief Human Resource Officer

Discussed the Early Retirement Incentive Plan (ERIP) that will roll out on Tuesday. The eligible employees will receive letters to their home, and will have a defined period of time in which to apply. Classified staff will need to switch to University Staff in order to take advantage of the program.

Alison Miller

Compensation Manager, Human Resources

Alison presented the specifics about the merit and performance compensation that University and Classified staff can look forward to in July and August. Employees who take advantage of the ERIP are not eligible for a salary increase.

Changes to the Bylaws:

Members will be asked to vote on changes in May, as 2 suggestions for amendments were made at today's meeting. Old and proposed new Bylaws are available on Collab.

Committee Presentations:

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

HOT TOPICS & UPDATES	<i>Next Meeting: May, 2015 11:00 AM Newcomb Hall, South Meeting Room</i>
OLD BUSINESS	
GUEST SPEAKERS	Colette Sheehy, VP, Management & Budget
	<p><u>Financial Model Presentation</u></p> <p>The <i>University Financial Model</i> began as a conceptual study in May of 2011. President Sullivan asked the University to consider the model that was in place at the University of Michigan. Leadership changes in the University have impacted progress, but this June the University is rolling out a “parallel process” which provides units a view of how the financial system will look under the new model.</p> <p>A number of goals were developed:</p> <ul style="list-style-type: none">○ 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 interdisciplinary activities and strategic priorities○ Improve financial reporting○ Ensure transparent decision making <p><u>Current Model</u></p> <ul style="list-style-type: none">• Has Target Budgets, Sales and Services Budgets and Summary Informational Budgets

- Collects revenues centrally, covers *central* overhead costs, and allocates remaining funds to schools
- Is historically-based and is not aligned with strategic priorities or actual activities
- Shortcomings include - does not consider all available funds, lacks linkage between sources and uses, provides few incentives for innovation, creativity, and revenue generation, and lacks transparency

University Financial Model

Allocates revenues directly to schools which will reward the *following*:

- Educating more students without compromising quality
 - Developing new programs
 - Maximizing external opportunities
 - Reducing redundancies
 - Encouraging efficient & competitive services
 - Promoting cost-knowledgeable and planning culture
 - Making institutional commitment transparent
 - Addressing base operating support & strategic investments with state appropriation & unrestricted private funds
 - Delegating responsibility and accountability
- There will be agreements between central service providers and UVa units which will define levels of service/support.

Current Status of New Model:

- The new model drives the revenue toward the activity. All schools will get all of their tuition revenue directly, driven by number of students enrolled in their school as well as the number of students who take courses in their school. All revenue gets directed to schools, including overhead on research grants. Essential administrative services will be allocated to the schools based on the defined drivers to do so. There will be opportunities to reduce duplication of effort in the new model.
- It is unlikely that any school will be able to support itself on direct revenues; therefore the state appropriations money will be allocated by the Provost to support large and strategic operations. Central cost centers will need to complete their budgets earlier each year in order to know how much can be allocated to each school.
- Each of the 11 cost centers will develop service level agreements to define the core level of services. Then, there will be common good services that will be provided. Core services will include such things as facilities management and housekeeping. Units can request an upgrade to these core services but will be charged additional fees.

Beginning in June 2015: Parallel Process: Provides an opportunity to work out any kinks before the official roll-out 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

FY2015-16 Budget Neutrality Process:

- Units will operate under new model.
- Units may receive some portion of subvention, if deemed necessary, although this will not necessarily make the unit “whole” in terms of covering the full amount of the proposed shortfall
- There will be continual review of model for effectiveness, efficiency, and fairness

FY2016-17 Budget

- Will run under the new model. Budget cuts and revenue generating plans will be solicited.

The University will need to reduce resources for the next year (8.2 million deficit to make up). The Provost and COO will work together to develop strategies.

You can view the power point presentation in its entirety on the Staff Senate website

Q: What will governance of this model look like?

A: We need to develop systems to work on methods for decision making, such as an advisory committee.

Q: With the \$130 million that is appropriated from the state, minus \$8.2 million deficit, will this offset the deficits expected to impact the schools?

A: There is the hope that this will be the case. Every year there are new revenues to invest. This year, there will be new tuition revenue, and we are moving into the 2nd year of the cornerstone plan, which will include strategies to improve, and make significant investments, along with investments in faculty hiring.

Q: The President has sent out a notice of refinance of debt. Can you speak to how this plays out in comparing being in the black or red?

A: We are not allowed to have a deficit, so we need to operate in the black. Every state agency is required to balance their budget. We issue our own debt now. As a restructured organization, we have a lot of authority over our own debt. Jim Matteo, the treasurer, will periodically review interest rates to assess how we can decrease debt by refinancing and choosing new rates. UVA was able to reduce \$ 300 million of debt by doing this.

Q: You mentioned that the *New Model* will help innovate across schools. Will schools share staff, how will this play out?

A: It plays out through the tuition revenue process. Tuition is split 25% goes to the school student is enrolled in and 75% goes to the school the student takes the class in.

Q: How are the earlier “deals” that have worked the past going to happen now in order to be more transparent?

A: F&A recoveries have been unwound to offset these earlier arrangements.

University Human Resources Updates Reports

Susan Carkeek, Vice President and Chief Human Resource Officer

Early Retirement Incentive Program

Susan Carkeek discussed the Early Retirement Incentive Program (ERIP)

HR has been Researching early retirement programs for some time now.

WHY is the program being offered?

- A number of employees have been on the edge of making a decision to retire, but have needed assistance with financial barriers to retirement which are primarily about health care. Voluntary program is a Win/win:
 1. Positive for those ready to retire to help make that possible
 2. For the institution, the program offers an approach to work on the \$8 million budget deficit, if we don't fill all the vacancies.
 3. A win for those who remain: allows for the redesign of the way we do work: allowing more responsibilities and career advancement for those staff who continue their employment as well as to redesign offices and fill jobs differently. Would be able to maintain the tradition not to use layoffs to balance the budget.

Basics:

- ERIP is voluntary and will not appeal to everyone who is eligible
- University staff only: Classified staff must convert to University staff to be eligible
- Must be 55 with at least 20 **consecutive** years of service.
- ERIP retirees will be offered a cash severance of 9 months' salary, plus \$9,000 as a health care subsidy. These are both paid out as a lump sum.
- 403b; 457 and other tax shelter options are available to offset the tax implications. Can get a monthly annuity payout to help with retirement monies
- The formal communication will begin on Tuesday, April 16th. Eligible staff will receive a letter at home.
- An email will go out to the University community to let everyone know about the program.

- The enrollment period is May 4th-June 14th
- Retirements have to start effective August 1 through October 1st. Departments will have the ability to negotiate for staggered retirement dates to deal with the number of staff who may want to take advantage of the program.
- Classified staff must switch to University staff at the time they enroll, and that will continue until the retirement date.
- If a staff member has already been approved for retirement, he/she is not eligible. The intent is to encourage new retirements.
- Those who take advantage of the ERIP are not eligible for an upcoming raise.
- Resources to assist in decision making will include a specific website, benefits counselors, HR Directors across grounds, and an increase in the phone bank personnel.
- This program is more generous than other national programs.
- This is a one-time offer, not to be offered on an annual basis.

Q: Will the department be able to replace employees who leave?

A: Approvals to rehire will take place at the VP and Dean level. This allows an opportunity to look at collaboration across the Departments, and at this level on the org chart, these individuals can look more broadly at how to share resources.

Q: Who has to approve these retirements?

A: There are 3 decisions that will need to be made at the VP & Dean level:
 1) funding 2) effective date: future retiree will request a retirement date, but it will be the VP or Dean to choose the date, especially if there are multiple retirees in the same department. 3) Backfill: how do we replace the position? Susan made it clear that anyone who is eligible can take advantage of the ERIP.

Q: What if the department does not have the finances to approve the requested retirement?

A: At the VP and Dean level there would be more access to a wider range of resources to cover these costs.

Q: Is it possible to come back to work at a future time, in a part time or wage position?

A: Persons taking advantage of the ERIP Program will be asked to sign a letter agreeing that they will not be able to work for the University in the future in any capacity.

We were advised to review the particulars on the Human Resources Website.

Alison Miller
Compensation Manager, Human Resources

The Senate was presented with the 2015 compensation plan for University and Classified staff:

Staff Compensation Timeline

- 7.25.15: 1% increase for University staff as a market adjustment processed through Integrated System (IS) if you are below the top of your market pay range and have an effective rating or higher

- 8.10.15:
 - University staff merit increases (based on 2% pool) processed through Lead @UVa
 - 2% for classified staff across-the-board and compression adjustments (see below) processed through IS. Compression increases will be offered to classified staffs who have worked at least 5 years, up to 30, with \$65 offered for each year worked.
 - Increases (2%) for high-turnover Classified and University Staff. These High Turnover positions (list determined by VA General Assembly) will be processed centrally through IS

University Staff eligibility criteria:

For Merit

1. Must have been hired prior to January 1, 2015
2. 2014 Performance ratings of Effective (3) or higher

For Market Adjustment

1. Must have been hired prior to January 1, 2015
2. Salary below market pay range Upper Reference
3. 2014 Performance ratings of Effective (3) or higher

Classified Staff eligibility criteria:

For General Assembly increases - across the board and compression compensation

1. 2014 performance rating of 2 or higher
2. Compression based on years of *continuous state* service up to 30 years

High Turnover eligibility criteria

1. Eligibility hire date has not yet been announced
2. Must be assigned to specified Classified role titles/UVa job titles
3. 2014 performance rating of a 2 or higher

ERIP participants are ineligible for 2015 staff compensation increases.

Q: \$65 per year of service is this a one-time bonus added to your base?

A: Information from the state will be available in May to describe the order for which comes first, the increase or the bonus.

**Elections Committee: Leigh Rockey-
Election Timeline was presented along with resources for those holding
elections.**

Election Guidelines: *All located in Collab, Elections Folder*

- 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
- 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

- 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).
- 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, 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.

Please take the time to review the specific suggestions for working with your constituents, especially if you plan to have elections occur in your department.

These are located on Collab → Staff Senate → Resources →
Election Info & Guidelines

HR Updates: Monica

- Service awards are coming up in June. HR will be looking for volunteers to assist. There are two separate events planned, a day-time ceremony on May 19 for those with 10, 15 and 20 years of service, and an evening ceremony on June 8 for those with 25-50+ years of service.

Standing Committee Updates:

Please see Collab for official Committee reports and power point presentations from today's meeting.

External Partnerships: Morgan Davis

The response for who is interested in serving on committees is not been complete. Ballots were passed out to senators to solicit interest for serving on committees and gather information on who is sitting on committees at this time.

Advocacy: Mike Ludwick:

Advocacy Committee:

- (staffsen-advocacy@virginia.edu)
- Priorities and objectives data has not been collated as yet
- Senators are encouraged to send emails to add to the goals and directives. Committee will get information out for consideration next month.
- Committee has not met this month, nothing to report at this time.

Communications Committee: Amy Muldoon

- The committee is working on a Staff Senate Facebook site.
- Discussed a staff senate newsletter? How often: Quarterly? Also deciding if we should we send out the minute summary in a newsletter format?
- Discussed best Practices for Communicating with Constituents
- Discussed best Practices for Staff Senate Committee Communication with University
- Updating the Website: News and Events plug-in to let news automatically archive.

Membership Officer: Maggie Stein

Announced that at today's meeting we have met the 2/3 quota in the event of a vote on the bylaws if this occurs today.

BY- LAWS DISCUSSION : Please see side by side comparisons on Collab

Amy Muldoon, Maggie Stein

The senator from Office of Sponsored Programs raised some proposals for consideration regarding the By-Laws :

1. Should the duties of the co-chairs be defined in order to avoid confusion and possible conflict in the future? Eric stated that he agrees that this needs to be done but it was determined this information would be included in a Co-Chairs Best Practice document (rather than in the bylaws) drafted by Nina and Eric. A sentence will be added to the bylaws that will refer to this best practice document.
2. Should we re-consider how many people would be on the executive committee, as the number of committee chairs is considerable? Eric Newsome clarified that there are 5 standing committees, making the number of the executive committee members at 8. It was noted that limiting standing committees could be added to the Standing Committee Best Practice document rather than the bylaws.
3. Suggested in order to ensure that there is adequate senator representation when voting on bylaw amendments we change the bylaw language to the following: An overall majority (more than two-thirds of the entire Staff Senate membership) must be present, and **three-fourths** of those present must vote in favor of any amendment.

Presentation of the proposed changes to the bylaws as noted below:

Executive Team: Current

Chair, Vice Chair, Secretary, Past Chair, Elected At-Large Members (2)

Executive Team: Proposed:

Co-chairs (2), Secretary, Past Co-Chairs, Chairs of standing committees (currently 5)

Including committee chairs allows for the specific roles to be represented, and the work of keeping the senate running by the distribution of responsibilities.

Committees, Current:

Nominating & Recruitment, Communication, Leadership & Development, Guest Speakers Advocacy/Issues, Award & Recognition, External Partnerships.

Committees, Proposed:

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
- Removed Procedures from Bylaws
- Best Practices Documents to Accompany Bylaws
- Removed requirement for “approval” of absences – no procedure in bylaws. Will instead be in Membership Best Practices document, and handled by Membership Committee.

These changes were made in an attempt to simplify the bylaws, trying to move away from specific wording that needs to be changed when changes are made. A standing committees best practices document is being formulated that will be more specific about committee function.

A vote was tabled today, in order to make the 2 amendments changes that were suggested. The updated bylaws document will be sent out again, along with the Best Practices documents to consider.

Senator comment: It has been noted that the Governor has approved the removal of the criminal background check from applications. It is not yet known how this will be implemented.

Senator concern: Why is the Early retirement Incentive program not approved for classified staff? It is noted that it would have had to go before the General Assembly. Anything having to do with compensation has to go this route.

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

Sandra Murray, Secretary, Staff Senate