

STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE
MEETING

THURSDAY, JUNE 18TH, 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: Lorenza Amico, Judy Berry, Brett Bryant, Sylvia Coffey, Richard Covington, AJ Davidson, Morgan Davis, Sandra Foster, Lynn Galasso, Cindy Garwood, Logan Hobbs, Kobby Hoffman, Della Marsh, Patty Marshall, Kelly Merryman, Eric Molnar, Amy Muldoon, Sandi Murray, Eric Newsome, Bill Peairs, Monica Petrich, Melanie Price, Leigh Rockey, Brett Schnell, Dannelle Shugart, Nick Skriloff, Maggie Stein, Edward Strickler Jayne Weber, James Weissman, Leslie Yowell</p>

WELCOME

WELCOME & ANNOUNCEMENTS	Eric Newsome welcomed everyone to the meeting.
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MEETING SUMMARY

Guest Speakers: There were no guest speakers at today's meeting

- Power Point Presentations for the meeting will be available on the staff senate website <http://staffsenate.virginia.edu/>
- Election updates:
 - Elections are due by end of June. Absentee voting will be available. Questions came up about how to keep them anonymous.
 - Final announcements will be made in the fall.

- Absentee voting can be accomplished by using this link:

<http://questionpro.com/t/ALQ1FZSrRN>

- **Committee Presentations:** Committees met to work on annual report and best practices. See below under committee breakout sessions. See power point agenda items at <http://staffsenate.virginia.edu/>.

<p>HOT TOPICS & UPDATES</p>	<p><i>Next Meeting: July 16th, 2015 11:00 AM Maury Hall, Room 209</i></p>
<p>OLD BUSINESS</p>	<p>Old Business</p> <ul style="list-style-type: none"> ● The By Laws have passed. They are available on the Staff Senate website. Election update: Nominations@rockey@virginia.edu ● Leigh Rockey reported as follows: <ul style="list-style-type: none"> ➤ We are doing well. Please continue to contact Leigh for questions. Rockey@virginia.edu. <ul style="list-style-type: none"> ○ Elections are due by end of June. Absentee voting will be available. Questions came up about how to keep them anonymous. ○ Absentee voting is available at the following link: http://questionpro.com/t/ALQ1FZSrRN ○ Final announcements will be made in the fall. ● The question was asked, should voting on new officers go to the nominating committee? All Senators agreed with this. ● Nominees <ul style="list-style-type: none"> ○ Secretary: James Weissmann ○ Co-Chair: Amy Muldoon; Michael Ludwick, Maggie Stein ● Suggestions for what you should do once your elections are over? <ul style="list-style-type: none"> ○ Close the poll. ○ Contact the persons elected: letter developed by Amy as a sample ○ Newly elected senator: email letter option ○ Susan Carkeek will send letter to supervisors to officially note that they have been elected to the Senate. ○ An official welcome packet will come from communications committee. ○ Let membership committee know who won and who their supervisor is. ○ Documents in collab under elections “what to do when elections are over”.

	<ul style="list-style-type: none"> ○ There is a power point slide in collab to describe the process. Under election information, <i>What to do once elections are over.</i>
<p>GUEST SPEAKERS</p>	<p>There were no Guest Speakers Today in order to allow for Committee's to use the time to work together on Developing Best Practices and an annual report.</p>
<p>NEW BUSINESS</p>	<p>Maggie Stein:</p> <ul style="list-style-type: none"> • Next meeting in Maury Hall Room 209 July 16th, 2015 • August Meeting will be a luncheon in the Harrison Auditorium where all Senators terms ending, and beginning will be invited. • A special “thank you” was given to Leigh Rockey via a basket of special items for all the work she has done working out all the details for the process for nominations, by laws, and attending meetings as she assisted us during this transition year. <p>HR Updates: Monica Petrich</p> <p>The Academic Division is partnering with UPG and the Medical Center to offer a new employee discount program through an outside vendor. The vendor is in the process of soliciting discounts from local and national businesses that will be compiled in a printed directory and featured on a web site and a mobile app. The books will be delivered via interoffice mail in August and there will be communications preceding their distribution.</p> <p>Make sure you get the app when the time comes so you can watch for flash specials! If you think there is a local business missing from the list they will be added throughout the year so you can always make suggestions. More info will come out closer to the publishing date.</p> <p>This year is our first with a performance management cycle on the calendar year. Mid-year reviews are coming up so emails will be going out about interim evaluations in the next few weeks.</p> <p>You should have received an email from Hoo's Well about a change to the program this year – Starting in 2015, Hoo's Well will move to biometric screenings every other year.</p> <p>The University will not provide biometric screenings or collect physician screening forms in 2015. Starting August 1st, employees will be encouraged to earn \$480 by completing an online health assessment and participating in the Fall Fitness Challenge.</p> <p>Employees will see monthly health rewards in 2016. We were advised to read the</p>

annual brochure that will arrive at our homes at the end of July for reward instructions.

HR can have a Hoo's Well rep come to your next meeting to talk about this change and the move to one portal, ActiveHealth, for all your Hoo's Well needs and activities.

ActiveHealth is owned by Aetna and works with Hoo's Well to help you achieve and maintain your best health, providing convenient, telephonic and virtual options to accommodate your schedule. All the details on how to use the new portal will be in the annual brochure.

Questions were asked about if there had been information collated on the number of staff who had accepted the retirement initiative (ERIP) and we were told that it is too early to have a final report at this time.

Mike Ludwig: Spotlight on Excellence Program:

- Reminded Senators that anyone can nominate an individual through this program. You may choose someone who you feel delivers high quality customer service, and produces productive partnerships. There is a website linked through our Staff Senate website

Eric Newsome: Executive Annual Report: Wrapping up the year

“Now is good time to remind ourselves that this time a year ago, we hadn't finalized whether the UVA Staff Senate would even exist.”

Eric was able to summarize for the Senators, the amazing work that has been accomplished during this transition year, in an effort to have us look ahead to the coming year energized by the following monthly milestones:

- ***August:*** President Sullivan came to our kickoff luncheon, praised the staff senators, whom she called “the face of UVA”. Senators very ambitiously brainstormed a short list of proposed goals, (only 63 items!) that we put on our to-do list. Fortunately this past year, we narrowed it to 6 subareas, and 13 goals thanks to advocacy and issues committee.
- ***September and October:*** The Senate held its first official meetings, and we heard from Pat Hogan and John Simon – both of whom not only updated us on what was happening around UVA, but who listened to our direct feedback and answered the questions that constituents asked. This valuable interactive process helps our leaders to be better informed, and consequently shapes their thinking and decision making regarding staff.
- ***February and March:*** HR leaders, responsible for staff Compensation, Career Development, and Organizational Excellence presented important information to share with our constituents.
- ***April and May:*** The Staff Senate laid the foundation for our first ever elections and passed the first amendments to the bylaws.

Eric mentioned that getting organized, focusing on goals, and building the necessary networks (both internally and amongst leadership) to achieve those goals, learning to communicate effectively (both with day-to-day communications and those as a response to crisis) for him demonstrates “a really good first year of effort”.

Membership Officer: Maggie Stein

Senators were asked to make comments on goals, and suggestions based on the work of the Senate during this year. Senators offered the following comments/suggestions for continued work:

OPPORTUNITIES:

- Less time with speakers. Less listening and more Senator engagement
- Free time at the beginning of the meeting to share, discuss.
- Refreshments
- Quarterly meeting meetings
- Might want to work on a strategic plan, as an opportunity
- Communicating questions to speakers before the meeting, give them time to research answers to our questions before hand.

STRENGTHS:

- Everything is set up for next year, no time and energy needs to go to bylaws, recreating a nomination and election process
- Strong leadership, very participatory, structure of senate great
- Opportunities for specific Great speakers from the faculty senate, new provost, sustainability
- Senate is great at breaking down silo's
- Appreciated leadership about what was coming down the pike to offset the grapevine.
- Informative committee reports

COMMITTEE BREAKOUT SESSIONS:

Committees were asked to begin working on the concepts noted below in an effort to continue developing best practices, and beginning their own individual annual reports.

Homework:

- Each committee needs to elect a chair for next year, to executive committee by next committee.
- One page annual report
- Committee best practice guidelines report
- Slide: selecting a committee chair:
 - 1 year term
 - Must be a senator
 - Good standing
 - Serve on the executive committee/team, make decisions, leadership opportunity
- Responsibilities: manager of the committee
 - Leading a small team (don't do all the work)
 - What does it mean to manage?
 - Who does what well
 - Support an inspire committee members

- Logistics: in formal, no elections
 - Process that everyone has the opportunity to choose the person
 - Before the July meeting ask members to submit choice on paper ballot or some other anonymous way
 - If person is running for a chair or co-chair of the senate, should not choose them
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- Annual report:
 - Take time to reflect what the committee has accomplished during the year
 - 3-5 tasks, projects accomplished
 - 3-5 activities that you think this commits should consider
- Committee Best Practice guidelines:
 - What process has your committee developed to complete your work?
 - Tasks must your committee complete each year and what suggestions do you have for completing them
 - Example from communication committee
 - “How to” manual for your manual

Announcements/Concerns: None

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

Minutes respectfully submitted,
Sandra Murray, Secretary, Staff Senate