



STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE
MEETING

THURSDAY, JULY 16, 2015
11:00 AM-1:00PM
MAURY HALL, ROOM 104

MEETING STARTED AT	11:00 AM
CO- CHAIRS	Nina Morris; Eric Newsome
SECRETARY	Sandi Murray
MEMBERS PRESENT	<p>Present: Endrina Allen (Ex Officio), Lorenza Amico (Alternate for Bill Corey), Elizabeth Blough (Alternate), Arlene Buynak, Sylvia Coffey, Bill Corey, Richard Covington, Amanda Crombie (Alternate for Laura Jacobsen), AJ Davidson, Chris Doran, Linda Freeman, Alice Kenney (Alternate for Bill Peairs), Michael Ludwick, Della Marsh, Patty Marshall, Kelly Merryman, Eric Molnar, Nina Morris, Sherry Morris, Amy Muldoon, Sandi Murray, Bill Peairs, Monica Petrich (UHR), Melanie Price, Danelia Robinson, Leigh Rockey (Ex Officio), Brett Schnell, Dannelle Shugart (Alternate for Kelly Merryman), Nick Skriloff (Alternate for James Weissman), Maggie Stein, Edward Strickler (Alternate for Sandra Foster), Tosh Thompson, James Weissman, Leslie Yowell</p>

WELCOME & ANNOUNCEMENTS

Eric Newsome & Nina Morris welcomed everyone to the meeting.

- A link to the UHR announcement about staff raises will be posted to News and Events on the front page of the Staff Senate website.
- The budget submitted for the Staff Senate was not approved for this fiscal year. Although the need for our request was supported, available funds were put toward safety initiatives. Because of the large amount of work that is involved in running the Staff Senate, a request had been made for a part time. We were advised to ask for the funds we thought we would need to cover all of our expenses, since it is difficult to increase a budget. We will look forward to submitting this request for the next budget cycle.

Housekeeping Reminders: Maggie Stein:

- Individuals who were interested in becoming a senator, but were not elected, can still be involved by becoming a member of a Senate committee or working group. Please encourage anyone who would like to sign up. Keep in mind that standing committees must be comprised of a majority of senators and alternates.
- Senators were asked to turn in their *Staff Senate* badges if you are off boarding in order to provide them to new members.

Sustainability Issues: Nina Morris

- The UTeam Farmer’s Market is now open every Thursday from 3-6pm on Hospital Drive by the West Complex. The Farmer’s Market features local farmers and vendors and will run through September 4th. More info: <http://www.virginia.edu/sustainability/uteam-farmers-market-at-u-va-hospital/>
- Make your voice a part of the five year U.Va. sustainability plan to steward this special place. The Plan will compile new and existing ideas while building upon U.Va.’s current initiatives and accomplishments. Add your voice...

MEETING SUMMARY

Guest Speakers: Marge Sidebottom, Director, Office of Emergency Preparedness

Marge described the current initiatives for her office, which is now called, *The Office of Safety and Emergency Preparedness*. See below for more details regarding Marge’s presentation.

Important links to be aware of:

- <http://emergencypreparedness.virginia.edu/for-faculty>
- <http://uvapolicy.virginia.edu/policy/SEC-030>

Staff Senate Elections:

Newly elected Staff Senate Executive Officers:

- Co-Chairs: Amy Muldoon and Maggie Stein
- Secretary: James Weissman

Committee Presentations: Committees presented their annual reports.

August Meeting: The August 13th, Luncheon will be held in the Harrison Small Library. All incoming and off boarding senators and alternates are welcome.

HOT TOPICS & UPDATES	<i>Next Meeting: August 13th, 2015 End of Year Luncheon 11:00-1:15 AM Harrison Small Library, Auditorium</i>
OLD BUSINESS	<p>Staff Senate Elections: Nominees</p> <ul style="list-style-type: none"> ○ Secretary: James Weissman ○ Co-Chair: Amy Muldoon, Michael Ludwick, Maggie Stein <p>The elections process occurred via secret ballot by those senators who were in attendance. There were 2 rounds of voting due to the fact that some senators did not realize that they should choose 2 co-chair names.</p> <p>After the tally was counted by Leigh Rockey, it was determined that Amy Muldoon and Maggie Stein will be the 2015/16 Co-chairs, and James Weissman will be the incoming Secretary. Congratulations to our newly elected Staff Senate Executive Officers.</p>
GUEST SPEAKER	<p><i>Marge Sidebottom, Director, Office of Emergency Preparedness.</i></p> <p>Marge thanked the group for being invited to speak to the Staff Senate.</p>

1. The office has a new name: *The Office of Safety and Emergency Preparedness*. This new name does not change what the office is responsible for however.
2. There are a number of new individuals who have joined the team:
 - Donna Ferneyhough, Administrative Specialist
 - Lucian Mirra, M.Ed., NRP, FP-C:
 - Lucian is responsible for AED's on grounds, & CPR (Cardiopulmonary Resuscitation) training. He is available to provide classes to small groups. He is also assisting with the emergency phones process.
 - Kathleen Jump is responsible for emergency communications.

Marge shared several initiatives their office is involved in:

3. Emergency Preparedness exercises. There are requirements for annual training, and an exercise was held July 15th with the emergency management team. The plan is to have another in the fall, to incorporate a different group of individuals. After-action reports are reviewed to assess which areas need improvement.
4. On the 15th of every month, managers receive an emergency management message, and have to respond quickly.
5. Lighting has been improved across from the stadium, across from the new dorms, and by Klockner. There is an ongoing plan for the installation of lighting in other locations.
6. The Crosswalks where lights are located in the ground have been helpful, but a new plan for safety has been piloted at end of Culbreath. The lights are located in the air, so drivers can see them better. Individuals still have to push the button to turn on the lights however.

15 locations have been identified where this new safety measure will be installed.

7. There has been a suggestion to implement a *Mobility Safety* phone app. A study was performed to see if students would use the app. The response rate was that only about 10-15% of those who responded would use it. It was deemed that it was not cost effective to implement at this time.

Marge mentioned that the use of the *Circle of 6* option is being encouraged instead, so that 911 could be accessed quickly.

8. Marge mentioned that the plan is to install cameras all over grounds. It will take a while to find where all the cameras are currently located (sometimes departments install cameras without notifying campus police). Once all current cameras have been mapped, new ones will be installed in areas that lack camera coverage.

Eric asked if the city and University have worked out a plan for installing cameras.

Marge is not aware that this has occurred to date. She mentioned that police officers wear cameras and merchants have put cameras on their property. She mentioned that there continues to be dialogue about numerous safety issues by the

ECC board for the University, and that surveillance cameras is one of them. There is not an agreement at this time.

Of note, there are *Ambassadors* patrolling. They are not armed, but are meant to be helpful, offer directions, and can call for assistance when necessary.

Marge brought Emergency preparedness *Go bags*, and Safety and Emergency Preparedness cards that provide important phone numbers and directions on how to react in an emergency situation. There is also a list of Go-Bag items to equip your bag should you need to shelter in place.

Marge also mentioned that 75-100 new AED's are being installed in public locations on Grounds.

Question: Virginia Tech is looking at who can open carry or conceal weapons. The question was asked, what is the policy at UVA?

Answer: If we have questions, we need to ask the Chief of Police. The University has a policy that weapons may not be carried on UVA grounds, only law enforcement is able to do so. If you have a permit to carry a weapon, you would have to have the approval of chief of police, Mike Gibson to carry that weapon on grounds.

The following link was offered to help clarify the questions related to guns on Grounds.
<http://uvapolicy.virginia.edu/policy/SEC-030>

An emergency procedures flyer is also available with instructions for "If I go, or If I stay." This flyer is revised every year, and is available on the Emergency Preparedness website:
<http://emergencypreparedness.virginia.edu/for-faculty>

Marge encouraged questions from senators and departmental colleagues regarding Emergency Preparedness. She is available to speak at departmental workplaces.

HR Updates: Monica Petrich

Monica mentioned that there were questions asked at the June meeting that she agreed to respond to today:

There was a question/comment regarding the Hoo's Well documents which are being printed and sent out to staff. Must these be printed, or is there a more sustainable way to get this information out?

In an effort to spread the culture of wellness and clearly communicate important messages regarding substantial rewards, Hoo's Well sends one brochure mailing annually. 95% of Hoo's Well messaging is accomplished through email, social media, and website communications. To make sure that we reach all of our 14,000 employees and staff, we utilize mailings for crucial communications. We realize that not all of our 14,000 employees are "email-checkers" and must make all

NEW
BUSINESS

attempts to communicate effectively. (This brochure was put into the mail on Tuesday, July 14th).

Any updates on ERIP and numbers of participants taking it?

I have not received a finalized number in regards to the number of Employees who took ERIP. I will continue to check on this.

If/when salary raises for classified and University staff will happen. What is the difference?

The minutes from April: <http://staffsenate.virginia.edu/files/2014/09/Senate-Meeting-Minutes-April-16th-2015.pdf> prominently feature the details about the compensation for classified/u staff. The information is also updated on the [UHR website](#).

Question: Will UVA open an account with COSTCO?

Monica will get back to us regarding this in August.

August Staff Senate Meeting – Amy Muldoon

All senators and alternates are invited to attend the luncheon, scheduled August 13th.

Amy asked if current senators would consider offering an example of how they made a difference in their unit/organization this year in order to assist new senators in their role. One suggestion is how James Weissman was able to help his colleagues save a large sum of money by automatically renewing their parking passes online. Please consider volunteering to share your experience in August. Send examples to the Staff Senate website. www.staff-sen.reps@virginia.edu

COMMITTEE REPORTS

NOMINATING COMMITTEE

Leigh Rockey

- Collected and analyzed the voting procedures of other University staff councils
- Created nominating and voting procedures and expectations for senators, alternates, and officers
- Created nominating and voting schedule
- Wrote guidelines for the elections of senators, alternates, and officers
- Suggested revision of bylaws pertaining to officers and the executive committee

COMMUNICATIONS COMMITTEE

Amy Muldoon

- Developed the official Staff Senate website
- Created the official Staff Senate Facebook site
- Set up and maintained the Staff Senate Collab site
- Established a Communication Committee liaison program
- Developed Staff Senate logo and letterhead

EXTERNAL PARTNERSHIPS

Eric Newsome:

- Arlene Buynak will be the new Chairperson for the coming year.
- Worked on getting partnerships to liaison with BOV
- Developed a survey for senators who would like to work on committees
- Developed committee lists for each committee, and uploaded to Collab

ADVOCACY/ISSUES COMMITTEE

Mike Ludwick

- Compiled a list of realistic, accomplishable objectives with related metrics, targets, and actions for consideration by the Staff Senate as a roadmap for future activity,
- Raised issue and advocated for an early retirement plan which was implemented by the administration,
- Worked together to lay the foundation for committee operation and consensus decision-making.
- Surveyed Senators about prioritizing objectives and sought out Senators to participate on task forces to achieve objectives through the survey.

MEMBERSHIP COMMITTEE

Maggie Stein

- Tracked attendance at monthly meetings
- Created best practices for membership list
- Developed welcome packet for onboarding senators
- Planned August meeting

Announcements/Concerns: None

Next Meeting: August 13, 2015 | 11 AM- 1:15 PM

Location: Harrison Small Library, Auditorium

Guest Speaker: TBA

There being no further business to discuss, the meeting was adjourned at 12:25pm.

Minutes respectfully submitted,
Sandra Murray, Secretary, Staff Senate