<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Speaker/Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:10</td>
<td>Guest Speaker</td>
<td>Bryan Garey, Interim VP for UHR</td>
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<tr>
<td>9:25</td>
<td>Get to Know Each Other</td>
<td>Sandra Foster</td>
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<tr>
<td>9:45</td>
<td>Staff Senate Introduction</td>
<td>Amy Muldoon &amp; Maggie Stein 2015-16 co-chairs</td>
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<td>10:15</td>
<td>Committee Introductions</td>
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First Full Staff Senate Meeting:  
**September 15, 2016** at 11 AM in the South Meeting Room, Newcomb Hall
Prior to 2013-14

3 councils represented Academic Division employees

2013-14

Transition Committee, with Susan Carkeek’s support, developed Staff Senate structure & bylaws

Fall 2014-present

Senate represents all employees in the Academic Division (5K+)

40 senators and 40 alternates
ACCOMPLISHMENTS: 2015-16

Forged relationships with key administrators
- Staff Senate Advisory Board
- UHR, Bryan Garey and Alison Miller

Engaged with university leaders
- Hosted EVP-Provost, EVP-COO, EVP for Health Affairs, VP and Chief HR Officer

Fostered staff development
- Created leadership roles within the Staff Senate
- Placed staff on important university and hiring committees
ACCOMPLISHMENTS: 2015-16

ADVOCATED TO IMPROVE PROGRAM OFFERINGS FOR STAFF

• Developed compensation document
• Researched & developed recommendations for Education Benefit program
• Researched parental leave policies
• Explored ways to increase staff access to wellness centers

REALIGNING STAFF SENATE

• Rewrote mission, aligned committee work with mission, helped committees develop goals
• Developed new member orientation
• Established Senate coordinator positions
• Worked with CACS to redevelop Senate website
• Assisted UHR in selecting communication specialist to oversee Senate admin and outreach
LOOKING AHEAD

• Forge relationship with Kelley Stuck, new Chief Human Resources Officer
  o sent a welcome letter & invited to September meeting

• Collaborate with UHR on shared strategic initiatives
  o UHR Benefits Update at September meeting
  o Ongoing conversation with UHR leaders
  o Representative on Advocacy Committee
  o Arrange a meet and greet with President Sullivan

• Establish closer ties with EVPs
  o plan to invite Pat Hogan, Tom Katsouleas and Rick Shannon to Staff Senate meetings
Tell the Staff Senate Story

- Develop marketing materials that articulate value of the Senate
- Partner with UHR to host staff appreciation events
- Develop strategies to recruit top talent to Senate
  - Articulate ways the Senate matters
  - Emphasize accomplishments; highlight future goals
Advocate for staff & share information

- Improve communication with staff through new website and blog
- Broaden the Senate work beyond UHR initiatives
- Explore possibility of partnering with UHR to send out a staff survey
- Monitor University policies, programs and initiatives that impact staff
FINE TUNE STAFF SENATE

- Develop talent within Staff Senate
  - One Senate meeting devoted to leadership development
  - Leadership/Executive Committee training
  - Opportunities to serve on University-wide committees and search committees
  - Opportunities to take on leadership roles on the Staff Senate

- Explore ways to ensure the Senate is sustainable for its members

- Clarify election policies and develop strategies for recruiting senators and alternates

- Refine Staff Senate goals & direction at October meeting with OE
MEET YOUR STAFF SENATE EXECUTIVE COMMITTEE

Maggie Stein
Senate Co-Chair

Jess Wenger
Senate Co-Chair

Amy Muldoon
Past Senate Co-Chair

Chris Doran
Chair, Membership

Mike Ludwick
Co-Chair, Advocacy

Brandy Amos
Co-Chair, Advocacy

Andrea Johnson
Co-Chair, Partnerships

Melissa Goldman
Co-Chair, Partnerships
Senators and alternates

What is your Role?

Servant to fellow staff members

- Each senator represents up to 200 employees
- You are the voice for your constituents; you represent their needs (think broadly and beyond personal issues/desires)
- You are responsible for playing an active role on the Senate

Leader

- As a member of the Senate, you are in a leadership position. Your actions matter; your efforts are important
- Because of your position, you can make a real impact at UVA
What is your Role?

Advocate
- You can encourage individuals to advocate for themselves by directing them to appropriate university resources or offices
- You can bring constituent issues to the Staff Senate
- You can advocate through your work on a committee
- You can advocate for positive change in your immediate work area

Communicator
- Communicate Senate issues/information to constituents at least once a month
- Communicate constituent issues/needs to the Senate as necessary
Senators & alternates

**Senators**
- Attend the monthly Staff Senate meetings, if unable, send alternate (no more than 3 times/year)
- Serve on a committee or in a coordinator role
- Regularly communicate with constituents about Staff Senate issues (at least once a month; units with multiple senators need to coordinate communication efforts)
- Dedicate 4-6 hours each month

**Alternates**
- Attend monthly meetings if your senator is unable (be sure you know who your senator is and determine how you will communicate)
- Dedicate 2-4 hours each month
- Serve on a committee or as a coordinator if you are interested (we encourage active engagement)
**What’s next**

**Staff senate meetings**
Should have received Outlook invites. First meeting is on Sept 15 in the South Meeting Room, Newcomb Hall.

**Communicating with constituents**
Send first communication after the September meeting. We will send an email with more details in the next week or two.

**Touch base with alternate & other senators in your area**
Arrange a time to meet to discuss how to work together and communicate with constituents.
QUESTIONS?

About your role on the Senate?
About the New Member Welcome Packet?
About the Staff Senate?
Membership Committee

The Membership Committee works to develop Senate members as leaders within the University community. It does this in part by creating and maintaining best practices for membership, attendance, and the transition of seats for senators and alternates. The committee also strives to ensure accurate representation for each organizational unit and an active commitment by those elected to serve.
Highlights from 2015-2016

- Maintained membership list and tracked monthly meeting attendance
- Partnered with the Center for Leadership Excellence (CLE) to brainstorm and ultimately propose professional development programs to be incorporated into regular Staff Senate meetings, ideally starting in the 2016-2017 year
- Planned first new member orientation for August 2016
- Partnered with University Human Resources (UHR) on annual luncheon
- Reviewed membership in order to create and communicate 2016 elections plan
LOOKING AHEAD

• Maintain accurate membership list and track monthly attendance, with more attention to long-term attendance trends

• Implement incorporating professional development programs into regular Staff Senate meetings, evaluating effectiveness along the way

• Evaluate effectiveness of new member orientation and, ideally, continuously improve for years to come

• Review and assess current policy for running elections when candidate(s) unopposed
The Advocacy and Issues Committee identifies objectives that will improve the work-lives and well-being of university and classified staff, sets measurable targets for progress, carefully researches related policy, and collaborates with appropriate groups and offices on grounds to implement positive change in university culture.

The Advocacy Committee:

- Gathers input from staff senators and constituents
- Researches and prioritizes objectives, sets targets to achieve, and develops an implementation plan
- Provides an update on progress toward objectives
Highlights from 2015-2016

1. At request of A/I, UHR presented “Compensation 101” to the Staff Senate. Presentation & voice-over video posted on the SS website.

2. At request of A/I, UHR presented information about the Education Benefits (EB) program at a Staff Senate meeting. Presentation posted on SS website.

3. The Pay Subcommittee developed a document to help staff advocate for themselves regarding pay issues.

4. The EB Subcommittee conducted research on EB programs at other universities, met with UHR to share research, & suggested program changes to UHR.

5. A “parental leave” document outlining existing benefits was submitted to UHR for review and will be incorporated into a revised UHR webpage.

6. The Wellness Subcommittee met with IM Rec Sports and discussed subcommittee priorities to expand gym access for staff and other wellness programs.
LOOKING AHEAD

1. The Education Benefit program may be changing due to IRS compliance issues. A/I should continue to communicate with UHR and monitor any proposed changes.

2. Continue to monitor progress on the UHR working group on parental leave.

3. Examine the overall basis and funding and implementation of the current R&R program.

4. Continue to monitor the possibility of a gym at the Medical Center and work with the Medical Center employee council.

5. Work with UHR to ensure that managers are properly trained and utilize proper procedures to pay, reward, and evaluate staff.
University Partnerships Committee

Create collaborative partnerships with key committees and groups on Grounds to engage staff in the University community and empower staff voice to be represented fully and equitably in University-wide initiatives and shared governance.
Highlights from 2015-2016

• Redefined the committee’s charge and goals to clarify and to focus the nature of our partnerships and to take active roles in fostering respectful engagement with University groups. The committee was renamed to reflect the new focus.

• Created a communication plan for establishing contact with liaisons from Faculty Senate, Student Council, the Board of Visitors, and key University standing committees.

• Began formulating a procedure for gathering information from partnerships and communicating any applicable information to the greater Staff Senate.

• Pursued experienced guidance on engaging with high level University partners to give advice and support to Staff Senate Chairs in fostering those relationships, for example, in determining how Staff Senate should engage, if at all, with the BOV.
• Cultivate and refine communication channels between UP and 4-5 key University partners to connect with larger University networks that we might not relate to in our daily activities.

• Work with Staff Senate Executive Committee to send a staff representative to the open portion of Board of Visitor meetings.

• Identify additional opportunities to engage with members of the University community, expand connections, and establish liaisons within committee to ensure the voice of the University Staff is heard.
Blog Working Group

2014-2015

Communications Committee

Established website, Facebook site, set up Collab, developed best practice documents

2015-16

Communications Committee

Maintained Facebook site; developed idea for SS blog

2016-17

Blog Working Group

Communications Committee folded into working group

Responsible for overseeing the FB site and overseeing the blog, which includes developing content ideas, gathering content from SS members, and ensuring a consistent voice.
Coordinator Positions

Why?
A need for certain Senate tasks and responsibilities to be assigned to individuals rather than to committees.

When?
Piloting in 2016-17

How Are People Selected?
Submit name to co-chairs and Executive Committee will make selections

Who Can Serve?
Senators and alternates (need to sign a contract)

Details
Replaces requirement to serve on a committee
Provides you autonomy over a specific internal project/task
Allows you to manage the hows and whats of your projects/tasks
Coordinator Positions

Internal Communications
Oversees Collab, Staff Senate email lists, all staff email lists

Membership
Tracks attendance, develops & manages membership list, determines unit elections

Election
Oversees senator/alternate and co-chair elections, refines election processes, develops ideas/materials to attract top talent to the Senate

School of Medicine
Coordinates communication and initiatives between the Medical Center Employee Council, the Health System leadership team, the SOM employees, the SOM senators/alternates and the Staff Senate.
NEW STAFF SENATE COORDINATORS

Diane Ober
Membership Coordinator

James Weissman
Election Coordinator

Bill Corey
Internal Communication Coordinator

Sandra Foster
SOM Coordinator

Mary Stepanski
SOM Coordinator