Staff Senate Meeting Agenda
South Meeting Room, Newcomb Hall

April 13, 2017
11:00 AM – 1 PM

11:00 Welcome & Announcements
Maggie Stein and Jess Wenger

11:05 Senate Business: Advocacy Update
Brandy Amos

Senate Business: Membership
Chris Doran et al.

Senate Business: UP
Melissa Goldman, Andrea Johnson

Senate Business: Survey Results
James Weissman

Senate Business: Co-Chair Updates
Maggie Stein and Jess Wenger

Senate Business: Senator Feedback
Everyone

Next Meeting:
May 11, 2017
South Meeting Room, Newcomb Hall
Facilities Management Girls Day

Registration is open for second annual FM Girls Day
Sign-up by Friday, April 21

Facilities Management will host its second annual Girls Day on Thursday, June 29 from 8 a.m.-3:30 p.m. In an effort to increase interest and education in construction and the building trades among young women, FM will host girls between the ages of 12-18 to participate in various planned activities to show off our work. Participants may be any girl you know, including a daughter, niece, sister, friend’s daughter, etc.

Registration is going on NOW through Friday, April 21 on the following website: https://www.fm.virginia.edu/girlsday2017

The event includes tours of FM worksites such as the University Hospital Expansion project and the Ruffner solar panels as well as hands-on activities and vendor giveaways during a tradeshow at John Paul Jones Arena.

Questions? Contact the FM Girls Day Committee at fmgirlsday@virginia.edu or visit the Girls Day website at www.fm.virginia.edu/girlsday2017.
OPEN HOUSE
for UVA Employees & Family
APRIL 25, 9AM-6PM

Plan to join us for lunch from 12-1PM to hear from the Interim Dean of SCPS and the Vice President of Human Resources about adult learning, UVA’s investment in its employees, and education benefits (Lunch provided, registration required)

Other events include:
- Sample faculty lectures and information sessions held throughout the day
- Online learning demonstration
- Appointments available for Post-Bac Pre-Med program
- Vouchers given to waive $70 application fee
- Plenty of free parking at Zehmer Hall

Join us to learn how you can earn a degree, complete a certificate, or enroll in a course. To register, visit:

www.SCPS.virginia.edu/April25
A WEEK OF EVENTS CELEBRATING OUR PLANET

EARTH WEEK

APRIL 17 - 23

17 Mon. UVA FARMERS MARKET
3:00PM
6:00PM
AMPHI-THEATER

18 Tue. EARTH WEEK EXPO
10:30AM
2:30PM
NEWCOMB BALLROOM

19 Wed. SUSTAINA BANQUET
5:30PM
7:00PM
NEWCOMB BALLROOM

20 Thur. SUSTAINA PITCH NIGHT
5:30PM
7:00PM
OPEN GROUNDS

21 Fri. ACADEMICAL VINTAGE MARKET
12:00PM
4:00PM
1515 UNIVERSITY AVE

22 Earth Day of Action

23 Sun. CVILLE ECO FAIR
11:00AM
5:00PM
DOWNTOWN MALL

FOR FULL SCHEDULE OF EVENTS VISIT:
SUSTAINABILITY.VIRGINIA.EDU
Advocacy Update
Membership Update
Announcements/Updates

• Join the Senate webpage https://staffsenate.virginia.edu/join

• Eligibility requirements
  • Worked at UVA for at least one year as of August 1
  • Full-time or part-time (receiving benefits) staff

• Recruiting
  • It’s wonderful if one person agreed to run for a position, but we want to have multiple people running for each position
  • Want to give our constituents a choice in who is representing them.
  • Some great recruiting has already been happening! Great work!
May
Confirm nominations, collect bios/statements from nominees & send to Election Coordinators by May 19

June
Send Ballot to Unit

July
Communicate results of election to unit & reach out to newly elected members

August
Membership holds new member orientation

April
1. Continue to Actively Recruit
2. Update Email Lists before #3
3. Send Call for Nominations (2nd week)
Election coordinators
staffsen-elections@virginia.edu

Join the Senate
https://staffsenate.virginia.edu/join

Election Recruitment Guide
→ Timeline
→ Recruiting Tips
→ Recruitment flyer
→ Template letters/emails
Coordinator Positions

- Provide an opportunity to manage a project critical to Senate operations.
  - You can put your own mark on the position with your unique skills, talents and perspective.
  - Are open to alternates (signed agreement), senators and in some cases, alumni.
  - Replace obligation to serve on a Senate committee
  - Report to co-chairs (who also make final selections)
  - Designed for 1-2 people (2 people preferred)
Available Positions

Election

Oversees senator/alternate and co-chair elections, refines election processes, develops ideas/materials to attract top talent to the Senate.
Membership Update
University Partners Update
Staff Senate Survey

Findings & recommendations presented at Staff Senate Meeting April 13, 2017
OVERVIEW

Thank you to everyone who completed the survey

Total Responses: 38

31 current members (21 senators and 10 alternates)
7 alumni (6 senators and 1 alternate)
Time Commitment & Satisfaction in serving

Most survey respondents

- spend 12-15 hours/month on Staff Senate work
- said monthly time commitment was about right
- find time devoted to Staff Senate worthwhile
  15 - “somewhat worthwhile” and 21 - “very worthwhile”
- site lack of time as the greatest challenge in serving on the Senate: not enough time for job and Senate work.
- would recommend serving on the Senate to colleagues

33 Supervisors are supportive of the time you devote to the Senate:
  19 - very supportive and 14 - extremely supportive
would recommend serving on the Senate to colleagues.

HERE’S WHY:

Serving on the Senate is a great opportunity to...

- Have a voice/be part of the conversation/advocate/make a difference in staff lives/be engaged
- Connect with people across grounds/network
- Learn more about the university/important issues/be informed
- Be a part of something bigger than yourself/serve your University and your colleagues
- Develop professionally
”I love the ability to connect with staff from all levels and all parts of the University to discuss University wide goals.”

”I value the individual uniqueness, the spirit, trust, caring, open communication, and team work we share.”

”I find satisfaction when something we have worked on, for a longer or shorter time, comes to fruition.”
Why You Like to Serve

- Learn more about the university/gain a deeper understanding of UVA/hear first about upcoming initiatives
- Connect with staff across grounds and work collaboratively on shared goals
- Make a difference for staff/advocate for staff/be a voice for staff
- Share useful information with coworkers/keep them informed/serve as a communication bridge
- Participate in work that is meaningful
- Connect with senior administration
What Should the Senate Continue to Do?

“With our great list of speakers each month, we are gaining a wide knowledge of staff issues and voices, and it is clear that we are getting our voice out there as well! Let’s keep bringing in the big speakers, and invite them back for workshopping ideas, kind of like our committee workdays. We need to take advantage of our growing recognition and put ourselves in front of some of the higher administration.

“I am so impressed with the work of the Advocacy committee! Their research on paid family leave and elevating that issue to UVA leadership meant so much to me. When I was struggling to balance being a new mom and going back to work, it gave me so much strength knowing that they were working hard to make things easier for me and future moms.”
What Should the Senate Continue To Do?

- Bring in good speakers at meetings
  - *Bring in senior UVA leadership*
  - *Continue to bring in a good variety of presenters – don’t repeat speakers too often*

- Keep staff engaged and informed and ensure staff has a voice

- Continue committee work/Advocacy work that benefits staff
  - Senate members are excited about how we influenced education benefit; research on parental leave

- Improve communication within Senate/keep Senate members informed
Additional Comments

“Staff Senate has been an amazing group of people, and I'm so glad that I joined. I get energized by making connections across Grounds, and I am really excited about the direction we are going!

It has been enjoyable (usually) and sometimes exasperating. UVa is constantly changing - which is a good thing overall. But staff need to keep "pushing the envelope" to be sure that they are included in discussions and involved in the decisions... Many staff are complacent. We need to figure out how to instill more pride and interest."
Possible Action Items
presented to Executive Committee

• Examine structure of Staff Senate to see how we can reduce time commitment, increase satisfaction in serving and do meaningful work.

• Establish working group to develop recommendations for how Senate can better build community within the Senate.

• Devote time at Staff Senate meeting to explore how we can make Staff Senate work "very worthwhile" for more people.

• Discuss ways to best engage UVA leadership & develop a strategic plan for doing so

• Increase communication with UVA community
  • *Establish a clear plan, process and launch date for Senate blog as a way to share our work and important UVA updates with staff – Let the UVA community know who we are and what we are doing*
Proposed Changes to Staff Senate

Why?

1. Survey Results
2. Reduce time commitment for Staff Senate
3. Allow Senators to cater engagement to their needs
4. Allow Senators to focus on topics of interest
5. Allow Senate to focus on topics needing attention
6. Simplify life
General Changes

- No Standing Committees
- Create Working Groups as needs arise
  - Ex. Ed benefits
- Volunteers to serve as Directors and Coordinators with specific Senate roles
  - Directors = current Committee Chairs
  - Coordinators = have a Senate “job”
    - Membership, Elections
Directors

- No Standing Committees
- Committee Co-Chairs become Directors
- Directors serve to oversee general areas:
  - University Partnerships
  - Advocacy
  - Membership
- Two directors per area
  - Hopefully one “new” Senator and one “veteran” Senator
- Directors serve as intermediary between positions/working groups under them and the Co-Chairs
Coordinator Positions Remain

- Additional Coordinator Positions to be created
  - Coordinators are responsible for specific jobs/tasks
    - May do Senate work
    - Liaison to other UVA committees/individuals
    - Serve on UVA committee as Staff Representative
    - Lead a working group
  - Work independently with oversight from Director
- May be Senator, Alternate, or Alumni
Working Groups

• Formation
  • Created as need arises
  • Approved by a Co-Chair or Director before forming
  • May be lead by any Senator or Alternate
  • Any Senator or Alternate may participate

• Expectations
  • Exist for a finite period of time to address a specific interest or concern
  • Produce a product at the end of their effort
    • I.E. report, recommendation, research on peer institutions, a policy, etc.
University Partnerships - Directors

- Two Directors
- Responsible for ensuring liaison/committee roles are filled
- Respond to needs for new liaison/committee roles identified during the year
  - Work with Co-Chairs
- Receive reports from liaisons on monthly basis and disseminate information to Senate as needed
University Partnerships - Coordinators

- Committee on Sustainability Member
- Transportation and Parking Committee Member
- Faculty Senate Liaison
- Student Council Liaison
- General Faculty Council Liaison
- Board of Visitors Liaison
- Safety and General Security Liaison
- Others as identified
Advocacy - Directors

- Two Directors
- Serve as liaison between Staff Senate and Human Resources
- Responsible for pulling together specific advocacy related working groups as needed
- Responsible for overseeing any Advocacy-related working groups to ensure aligned with Staff Senate mission
Advocacy - Coordinators

- Current Advocacy Working Groups
  - Ufirst
  - Total Rewards
  - Rewards and Recognition

- Others as needs arise

- Do not have to be HR related
Membership - Directors

• Two Directors

• Internal Senate issues related to membership and elections

• Ensure coordinator positions are filled and oversee general efforts of coordinators
Membership - Coordinators

- Elections Coordinators (2)
  - Oversee/run Senate elections

- Membership Coordinator (2)
  - Update spreadsheet, track attendance, update Collab/Sympa lists

- New Member Coordinator (2)
  - Welcome and ensure smooth onboarding for new Senators
  - Plan new Senator orientation

- Event Coordinator (2)
  - Plan July thank-you lunch for outgoing Senators
Co-Chairs

• Plan Meetings

• Meet with Advisory Board

• Meet with Exec
  • Directors and Co-Chairs = Exec

• Oversee website content
  • Blog Working Group

• Oversee Senate direction
  • Align with Senate mission

• Serve as main contact for Staff Senate

• Answer all the emails

• Solve ALL the problems
CO-Chairs

HR Staff

Blog WG

UP Directors (2)
- Committee Representatives
- Liaisons to UVA Groups
- Fill roles as identified

Advocacy Directors (2)
- Working Group A
- Working Group B
- Working Group C
- Working Group etc.

Membership Directors (2)
- Elections Coordinators (2)
- Membership Coordinators (2)
- New Member Coordinator (2)
- Event Coordinators (2)
How does This Work?

• Membership already operates like this

• Existing projects /committee work continues
  • We have reps on several UVA committees
  • Connections to other groups

• Anyone can participate on any future project of interest

• Senators can propose new projects at any time

• Project updates at every meeting
  • Can join projects already in progress
1. Any Questions or Concerns?
2. What Projects Need to Continue from your Committee?
New Projects Needing Volunteers

1. BOV Presentation – what should we tell them about us?
2. Bylaw Revision to reflect new changes (if we like these ideas)
Next Meeting:
May 11, 2017
South Meeting Room, Newcomb Hall