Staff Senate Meeting Agenda
South Meeting Room, Newcomb Hall
June 15, 2017
11:00 AM – 1 PM

11:00  Welcome & Announcements  Maggie Stein and Jess Wenger

11:05  Senate Business: Bylaws Revision  Maggie Stein and Jess Wenger
       Senate Business: Elections  Amy Muldoon
       Senate Business: Exec Update  Maggie Stein and Jess Wenger
       Senate Business: Food  Maggie Stein and Jess Wenger

11:30  Presentation: U-First  Rose Markey and U-First Team

Next Meeting:
Senate Appreciation Luncheon!
July 20, 2017
Harrison/Small Auditorium
Bylaws Revision

1. No comments received on proposed changes
2. Vote Electronically – Qualtrics

Please cast your vote regarding the proposed changes to the Staff Senate bylaws outlined in the document "StaffSenate_Bylaws_2017 Proposed Revision - final."

- The changes to the bylaws ARE acceptable
- The changes to the bylaws ARE NOT acceptable
Bylaws Revision

1. Must have ½ Senate vote in favor of to pass

2. If passes, will elect Directors in addition to Co-Chairs and Senators/Alternates as part of Elections

Please Vote on the Bylaws – Make your Voice Heard!
Unit Elections

Update

• Unit Election Managers have been amazing and have worked hard to recruit strong candidates from their areas

• SOM has 16 people running in their election!

• Sadly, we have no candidates for alternate positions for McIntire or Arts and Sciences

Timeline

• James created beautiful ballots for each unit which we have distributed. Voting for units will end June 30ish.

• In July, election managers will notify units of names of new Senate representatives.
Director Positions & Elections

Nuts & Bolts

• Replaces the former committee co-chair role
• Must be a senator in good standing
• One-year commitment

Overall Responsibilities

• Serve on Executive Committee
• Serve as a leader in the Senate to accomplish Senate work

Positions Available

• Six positions: (2) Advocacy, (2) Membership, and (2) University Partnerships
Director Positions & Elections

Advocacy directors

• Work with the Senate to identify objectives that will improve the work-lives and well-being of university and classified staff,
• set measurable targets for progress,
• carefully research related policy, and
• collaborate with appropriate groups and offices on grounds to implement positive change in university culture.

Membership directors

• Create and maintain best practices for membership, attendance, and the transition of seats for senators and alternates;
• Provide support and resources for new senators;
• Coordinate the new member on-boarding event and July luncheon for Senate members;
• Oversee the following coordinator positions: Elections and Membership
Director Positions & Elections

University partnerships directors

- Create collaborative partnerships with key committees and groups on Grounds to better engage staff in the University community and to empower staff voice to be represented fully and equitably in University-wide initiatives and shared governance.
- Ensure that Staff Senate is connected to and receiving updates from other groups at UVA. Connections may include attending meetings, reading meeting minutes, or establishing a direct connection.
- Convey information gathered to executive committee and Staff Senate
- Ensure certain liaison or committee roles are filled
Co-Chair Elections

Candidates

• Jess Wenger
• Michael Phillips

Timeline

• Voting for co-chairs and directors will happen via an electronic ballot, which will be sent to senators in the next couple of weeks.
Coordinator positions

overview

• Provide an opportunity to manage a project critical to Senate operations.

• Can put your own mark on the position with your unique skills, talents and perspective.

• Are open to alternates, senators and in some cases, alumni.

• Report to co-chairs (who also make final selections)

Open Positions:

2 Election Coordinators

Oversee senator/alternate and co-chair elections, refine election processes, develop ideas/materials to attract top talent to the Senate.
Exec Update – What Have We Been Doing?

1. Bylaws Revision
   1. Blog WG

2. Senate Work and Meeting Planning

3. Co-Chairs met with Bryan Garey and Joe Esposito of UHR
   1. Promise of Continued Support for Staff Senate
   2. Quarterly meetings between UHR, Co-Chairs, and Advocacy Directors to collaborate

3. Budget
# Senate Budget - Food

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Rationale/Additional Explanation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Meeting room expenses</td>
<td>Includes A/V in Newcomb; cost of reservations in Zehmer &amp; Alumni Hall (when Newcomb isn’t available); cost of reservation in Harrison Small Auditorium for Annual luncheon and reservation for orientation meeting.</td>
<td>$1525</td>
</tr>
<tr>
<td>2 Food for Staff Senate events.</td>
<td>This includes including onboarding member breakfast, light food for Executive Committee Retreat, and either snacks for monthly meetings or annual luncheon.</td>
<td>$3,775</td>
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<tr>
<td>3 Parking passes</td>
<td>Departments “donate” 2 hours of their employee’s time so that they can attend Staff Senate meetings. We are hopeful that the Senate can meet departments half way and pay for parking for those who have to drive. [Notes: 15 passes per meeting; 10 meetings per year; each pass about $4.5]</td>
<td>$750</td>
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<tr>
<td>4 Staff Senate website maintenance</td>
<td>Annual Hosting Fee: $250; $120/hour consultant fee (updates)</td>
<td>$2050</td>
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**Total Cost:** $8,100
Appreciation Luncheon vs. Monthly Snacks

1. Budget –
   1. $3300 for luncheon
   2. $5-$6 per person per meeting (once money runs out, it’s gone)

2. Dietary concerns
   1. Luncheon has gluten-free, vegan, vegetarian, dairy free, etc.
   2. Expense of replicating this monthly

3. Coordination
   1. Once a year versus monthly time commitment
   2. Who?
Next Meeting:
Senate Appreciation Luncheon!
July 20, 2017
Harrison/Small Auditorium
Staff Senate, UVA

June 15, 2017
What we will cover

- Update on Ufirst
- How Ufirst is managing all this change
- Introduction to Workday
The Ufirst Mission:

The University of Virginia is transforming the way we serve our mission by putting you first. The Academic Division and Health System are joining forces. We aim to create a consistent and exceptional work experience for every UVA colleague, one that is commensurate with our reputation of excellence.

The Ufirst Strategic Objectives:

- **Exceptional employment experience**
- Recruiting, hiring, and onboarding experience consistent with the reputation of UVA
- **Improved satisfaction through seamless, consistent, high-quality HR services and experiences**
- **Real-time reporting, analytics and people insights to inform decisions**
- **Proactive support and engagement from HR business partners**
- **User friendly systems and the ability to use your smart devices**
Ufirst Basics

Who will Ufirst benefit?

UVA Health System
- UVA Medical Center, School of Medicine & University Physicians Group
- 13,000+ team members

UVA Academic Division
- 11 Schools, Administrative Units & UVA College at Wise
- 15,000+ faculty & staff

Why Now?

- Inconsistent service experience for team members
- Inefficient and redundant policies & technology:
  - 70+ disjointed HR systems
  - 6 learning management systems
  - 20+ employee categories governed by 152 HR policies
- Mass retirement of talent
- Increasingly competitive market for talent

A disjointed Human Resources function impacts our organizations’ ability to serve our customers
What will Ufirst deliver?

The Ufirst project team will deliver a single, future-state HR function that provides a consistent and exceptional work experience for every UVA colleague by:

- Aligning standard HR work
- Reviewing HR policies
- Building on best practices
- Creating common processes
- Implementing a best-in-class HR technology

As a result, the future-state HR function will deliver a best in class HR service, enhancing UVAs ability to recruit, hire, retain, and develop top talent.
Future-state HR Service Delivery Model
Operating Model Design

HR
- Leadership
- Communications
- Change Management
- Executive Recruitment

Talent
- Community of Expertise
  - Talent Recruitment
  - Talent Management
  - Employee Relations

Service
- Community of Expertise
- HR Business Partners
- HR Solution Center

IMPACT and Decision Support
- Community of Expertise
- HR Business Operations
- People Data and Technology
- Total Rewards
The Ufirst is working to create a two-way engagement channel to ensure rapid and accurate information exchange to and from the Ufirst project team and HR Customers.
Engaging with UVA Constituencies

- Leadership and UVA Community Groups: 40%
- Human Resources Stakeholders: 32%
- Others within UVA, State and Local Communities: 28%
Ufirst Project Update

Major Milestones

People: Current team supported
Ready for new roles

Wave 1 Hiring will support 2017 Service Launches

Wave 2 Hiring will support 2018 Service Launches

Work: Clear accountability
Minimize disruptions

Jul 2017
Nov 2017
Oct 2017

Solution Center
IMPACT - Core Employee Relations

Health System Talent Recruitment

HR Business Partners

One Payroll Talent Management
Academic Talent Recruitment

Apr 2018
Oct 2017

Workday Go-Live

Jul 2018

Wave 1 Hiring will support 2017 Service Launches

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Current team supported
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Jul 2018
CHANGE MANAGEMENT - ADKAR
Change Management Framework

ADKAR Model

The Prosci ADKAR Model is a goal-oriented change management model to guide both individual and organizational change.

**Awareness**
Awareness of the need for change

**Desire**
Desire to participate and support the change

**Knowledge**
Knowledge on how to change

**Ability**
Ability to implement required skills and behaviors

**Reinforcement**
Reinforcement to sustain the change

*Guide individuals and groups impacted as a result of Ufirst transformation to reinforcement*

Not everyone changes at the same pace and can move around the spectrum.

Person 1

Person 2

Person 3

**Today**
Awareness

- Explaining the vision and the business case
- Stakeholder analysis and engagement
- Recurring monthly meetings (VOC, S3, SMRs, HRCC, Change Champions)
- Ad hoc meetings (President’s Cabinet, Staff Senate, Facilities Mgt, Student Affairs, etc.)
- Presentations, slide decks, minutes, email templates, topics specific to small group meetings and Kelley’s Office Hours
- Ufirst Website – the future, the project, technology, engage, resources, whiteboard video
- Monthly *Future First* newsletter
- Open houses, Ufirst Information Fair, HR Professional Development Event
- Workday technology demonstrations
Desire

- Service delivery model, organizational charts, position descriptions
- Stakeholder value propositions
- Change management education
- Role specific scenarios
- Career planning toolkit
- Individual coaching sessions
- Technology socialization events
Knowledge

- HR Professional Develop & Education Offerings (EI, Crucial Conversations, Lean 101, Change Mgt, Unconscious Bias)
- Talent selection process – who, what, when, where, how
- Workday demonstrations, design sessions
- Future-state process input sessions (SMRs)
Ability

- HR Professional Develop & Education Offerings (EI, Crucial Conversations, Lean 101, Change Mgt, Unconscious Bias)
- Future-state HR competency assessment/webinar and self-reflection questionnaire
- Individual counseling sessions
- HR Professional Development Event – how to prepare for interviews, mock-interviews
- Access to preparation guides, tools, worksheets, workshops, tips, and behavioral interview questions
Reinforcement

- Post Go-Live support – refinement of new processes
- Collect and listen to feedback
- Audit compliance to new processes
- Identify gaps
- Implement corrective action
- Celebrate successes
- Move to new business as usual
What questions do you have?
INTRODUCTION TO WORKDAY
Why UVA Chose Workday

- Unified technology across the University to access data, such as one employee record with multiple jobs
- Consistent workflows across the University with flexibility to accommodate critical, unique, school / unit requirements
- Real-time data, dashboards, and analytics enabled by a leading, cloud technology across modules with Higher Education inspired innovation
- Segregated security by entity and position and robust reporting for improved auditability
The University will transition from 70+ disparate systems to far fewer systems with Workday as the leading cloud technology at the center.
**HR TECHNOLOGY GUIDING PRINCIPLES**

- **Standardize processes where ever possible**
- **Design for the future, not for the present**
- **Be efficient by eliminating waste & reduce administrative burden** (e.g. 7 levels of approval)
- **If the process can be done in Workday, it should**
- **Adopt leading practices among higher education and healthcare institutions using Workday**
- **Ask WHY to determine how we will provide HR services in the future**

"Design the system for ONE university"
The Value of Workday

Workday will benefit the University by resolving the following issues:

- **Burdensome management of 70 disparate HR systems across the University**
- **Limited visibility into workforce headcount / diversity across the University and workflow status**
- **Inability to view an employee’s information within one employee profile for dually employed faculty, staff & team members**
- **Inconsistent user experience for all users, including applicants**
- **Complex, cumbersome and inconsistent business processes across the University such as hiring and onboarding**
- **Lack of real time data: most of the data exchange is often days to weeks late**

Ufirst Workday Implementation Timeline

Receive continuous feedback from stakeholders

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<thead>
<tr>
<th>2017</th>
<th>2018</th>
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<tbody>
<tr>
<td>Jan</td>
<td>Finalize Foundation Tenant Build 3/10/2017</td>
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<tr>
<td>Feb</td>
<td>Finalize Configuration Tenant Build 7/2017</td>
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<tr>
<td>Mar</td>
<td>Finalize End to End Tenant Build 11/2017</td>
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<tr>
<td>Apr</td>
<td>Finalize Parallel Tenant Build 3/2018</td>
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<tr>
<td>May</td>
<td>Workday Go-Live 7/1/2018</td>
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<tr>
<td>Jun</td>
<td>HR Community Workday Event 5/23/2017</td>
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<td>Jul</td>
<td>Workday Preview &amp; Feedback Sessions 8/2017</td>
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<tr>
<td>Aug</td>
<td>Workday Preview &amp; Feedback Sessions 12/2017</td>
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Interactive Workday Demonstration
Ufirst is improving the way you experience HR, supporting you in your pursuit of innovation and excellence at UVA.