



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 Senate Business: Membership Senate Business: UP Senate Business: Survey Results	Brandy Amos Chris Doran et al. Melissa Goldman, Andrea Johnson James Weissman
	Senate Business: Co-Chair Updates Senate Business: Senator Feedback	Maggie Stein and Jess Wenger 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



UNIVERSITY
of VIRGINIA

SCHOOL of CONTINUING
and PROFESSIONAL STUDIES



APRIL 17 - 23

**one helluVa
planet**

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!



Election Timeline

May

Confirm nominations, collect bios/statements from nominees & send to Election Coordinators by May 19

July

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

April

1. Continue to Actively Recruit
2. Update Email Lists before #3
3. Send Call for Nominations (2nd week)

June

Send Ballot to Unit

August

Membership holds new member orientation

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



**BOARD OF VISITORS**
UNIVERSITY of VIRGINIA


[This Site](#) [Go Up](#) [People](#)

- CALENDAR
- UPCOMING BOARD MEETING
- UPCOMING COMMITTEE MEETINGS
- PAST MEETINGS
- PUBLIC MINUTES
- COMMITTEES
- COMMITTEE MINUTES
- BOARD MEMBERS/STAFF

The Board of Visitors is composed of seventeen voting members appointed by the Governor of the Commonwealth of Virginia, subject to confirmation by the General Assembly, for terms of four years. In addition, the Board of Visitors appoints, for a one-year term, a full-time student and faculty member at the University of Virginia as non-voting members of the Board of Visitors. The Rector and Visitors serve as the corporate board for the University of Virginia, and are responsible for the long-term planning of the University. The Board approves the policies and budget for the University, and is entrusted with the preservation of the University's many traditions, including the Honor System. The Board maintains offices in the Northwest Wing of the Rotunda and meets four times per year. The meetings are open to the public, but there will be no opportunity for public comment.

Next Meetings:
Presidential Search Committee Faculty Listening Sessions - April 7 & 11, 2017
Charlottesville, VA
BOV Meeting - April 20, 2017
Charlottesville, VA

View or download the 2004 Board of Visitors Manual
[Revised to reflect changes through



For additional information, please contact:
Susan G. Harris, Secretary to the Board
Board of Visitors Office
Northwest Wing, The Rotunda, PO Box 400222
University of Virginia, Charlottesville, VA 22904-4222
Telephone: 434-924-7081
Fax: 434-924-1304
Email: sg4c@virginia.edu



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"
- cite 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

Time Commitment & Satisfaction in serving

32 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

Why You Like to Serve

“ 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 (2)
- 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

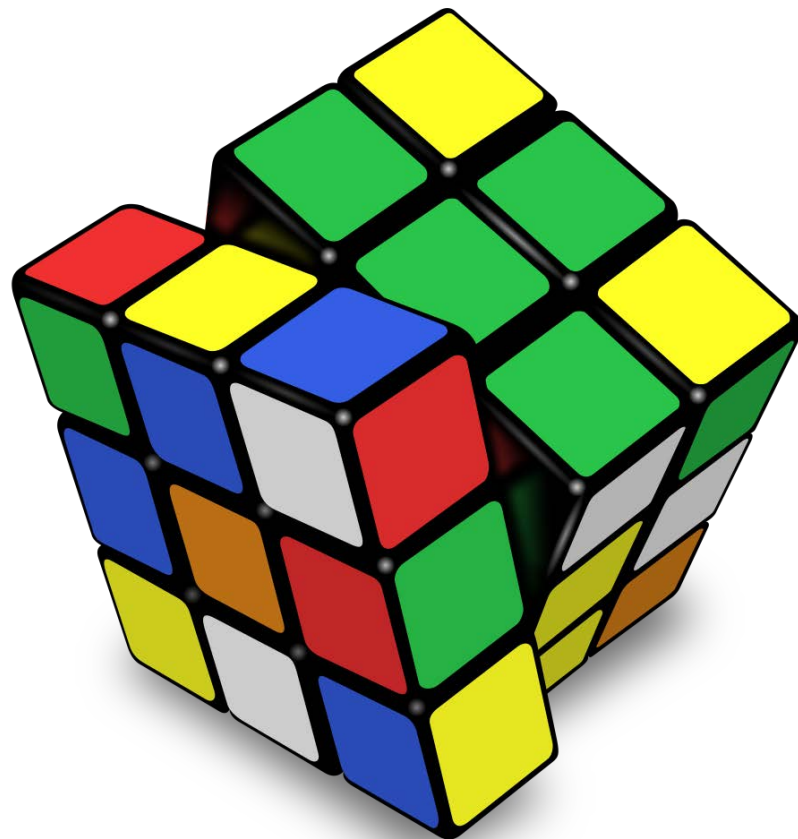


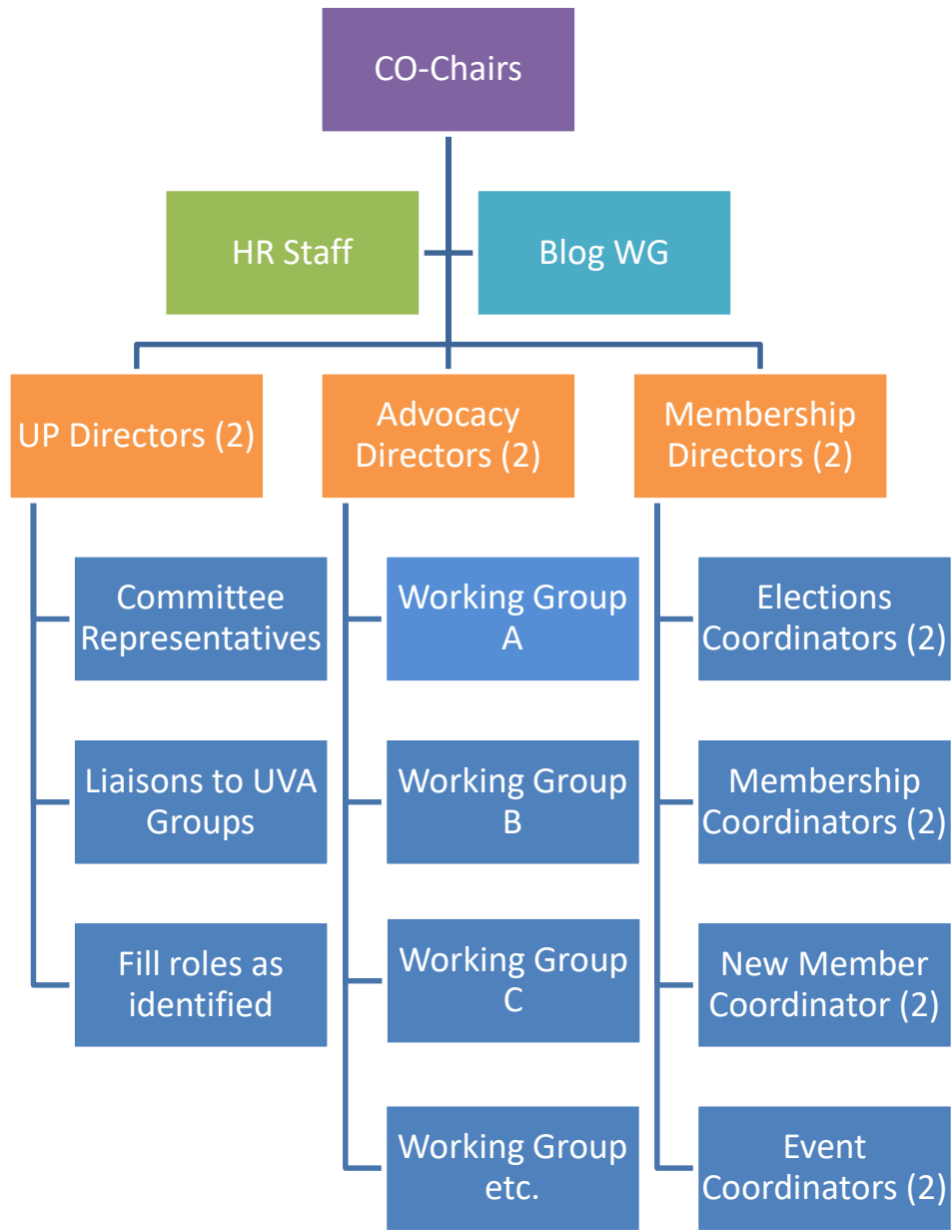
- Elections Coordinators (2)
 - Oversee/run Senate elections
- Membership Coordinator (2)
 - Update spreadsheet, track attendance, update Collab/Sympa lists
- New Member Coordinator (2)
 - Welcome and ensure smooth onboarding for new Senators
 - Plan new Senator orientation
- Event Coordinator (2)
 - 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







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





Group Discussion

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)



That's all Folks!

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