Staff Senate Meeting Agenda
South Meeting Room, Newcomb Hall

June 15, 2017
11:00 AM – 1 PM

Time	Item	Presenter
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 Revison - 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 mangers 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

UNIVERSITY *of* VIRGINIA
STAFF SENATE

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

	Budget Item	Rationale/Additional Explanation	Cost
1	Meeting room expenses	Includes A/V in Newcomb; cost of reservations in Zehmer & Alumni Hall (when Newcomb isn't available); cost of reservation in Harrison Small Auditorium for Annual luncheon and reservation for orientation meeting.	$1525
2	Food for Staff Senate events.	This includes including onboarding member breakfast, light food for Executive Committee Retreat, and either snacks for monthly meetings or annual luncheon.	$3,775
3	Parking passes	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	$750
4	Staff Senate website maintenance	Annual Hosting Fee: $250; $120/hour consultant fee (updates)	$2050
			$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

Ufirst Strategy Objectives

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

UFIRST.VIRGINIA.EDU

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

Ufirst Community Engagement

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.
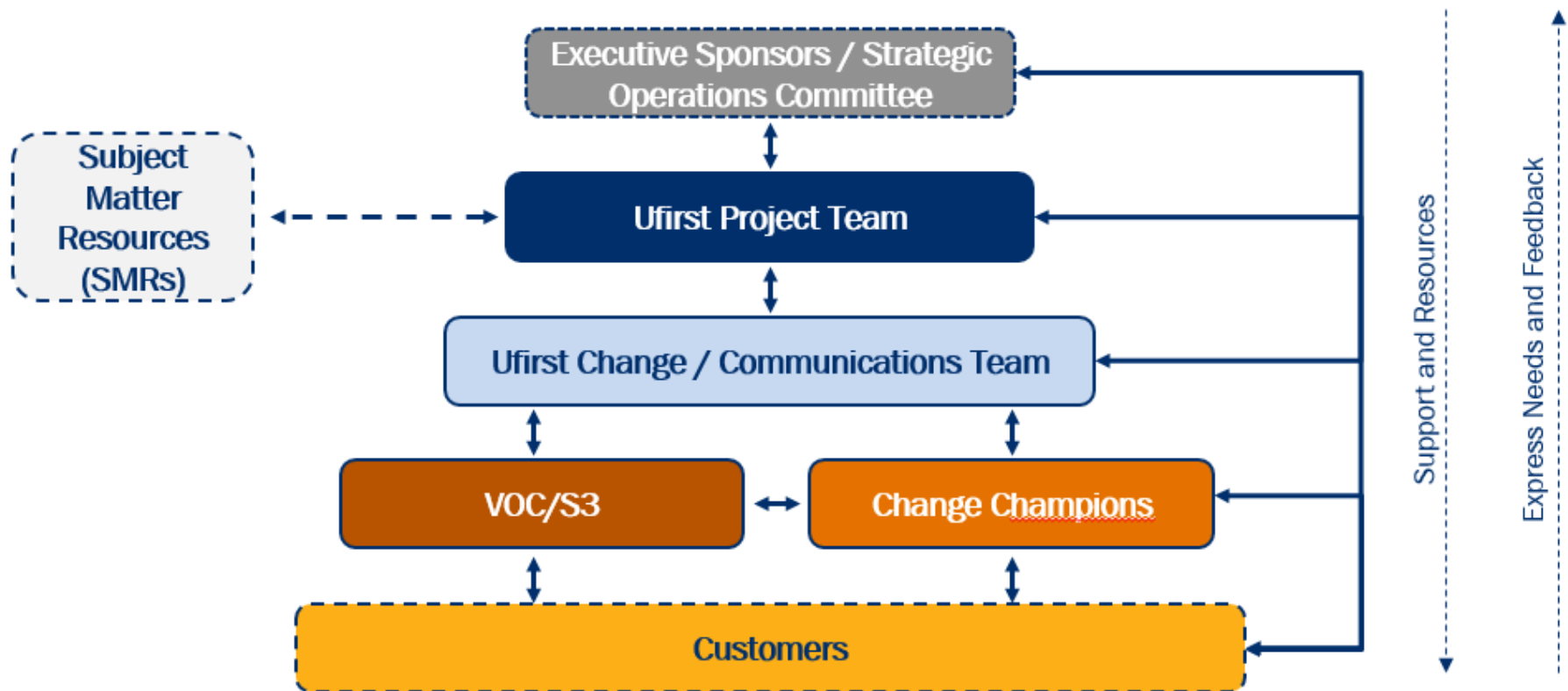
175+ **Engaging with UVA Constituencies**

40% Leadership and UVA Community Groups

32% Human Resources Stakeholders

28% Others within UVA, State and Local Communities

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

Jul 2017

Oct 2017

Nov 2017
Solution Center
IMPACT - Core
Employee Relations

Jan 2018
Health System Talent Recruitment

Feb 2018
HR Business Partners

Apr 2018
One Payroll
Talent Management
Academic Talent Recruitment

Jul 2018
Workday Go-Live

Work: Clear accountability
Minimize disruptions

UNIVERSITY of VIRGINIA

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.

A	D	K	A	R

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

Awareness	**Desire**	**Knowledge**	**Ability**	**Reinforcement**
Awareness of the need for change	Desire to participate and support the change	Knowledge on how to change	Ability to implement required skills and behaviors	Reinforcement to sustain the change

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

Person 1	A D K		A	R
Person 2	A	D K A R		
Person 3	A D	K	A	R

Today

A	D	K	A	R

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

UNIVERSITY *of* VIRGINIA

A	D	K	A	R

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

UNIVERSITY *of* VIRGINIA

A	D	K	A	R

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)

UNIVERSITY *of* VIRGINIA

A	D	K	A	R

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

UNIVERSITY *of* VIRGINIA

A	D	K	A	R

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

UNIVERSITY *of* VIRGINIA

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

workday.

UVA's Human Resource Technology

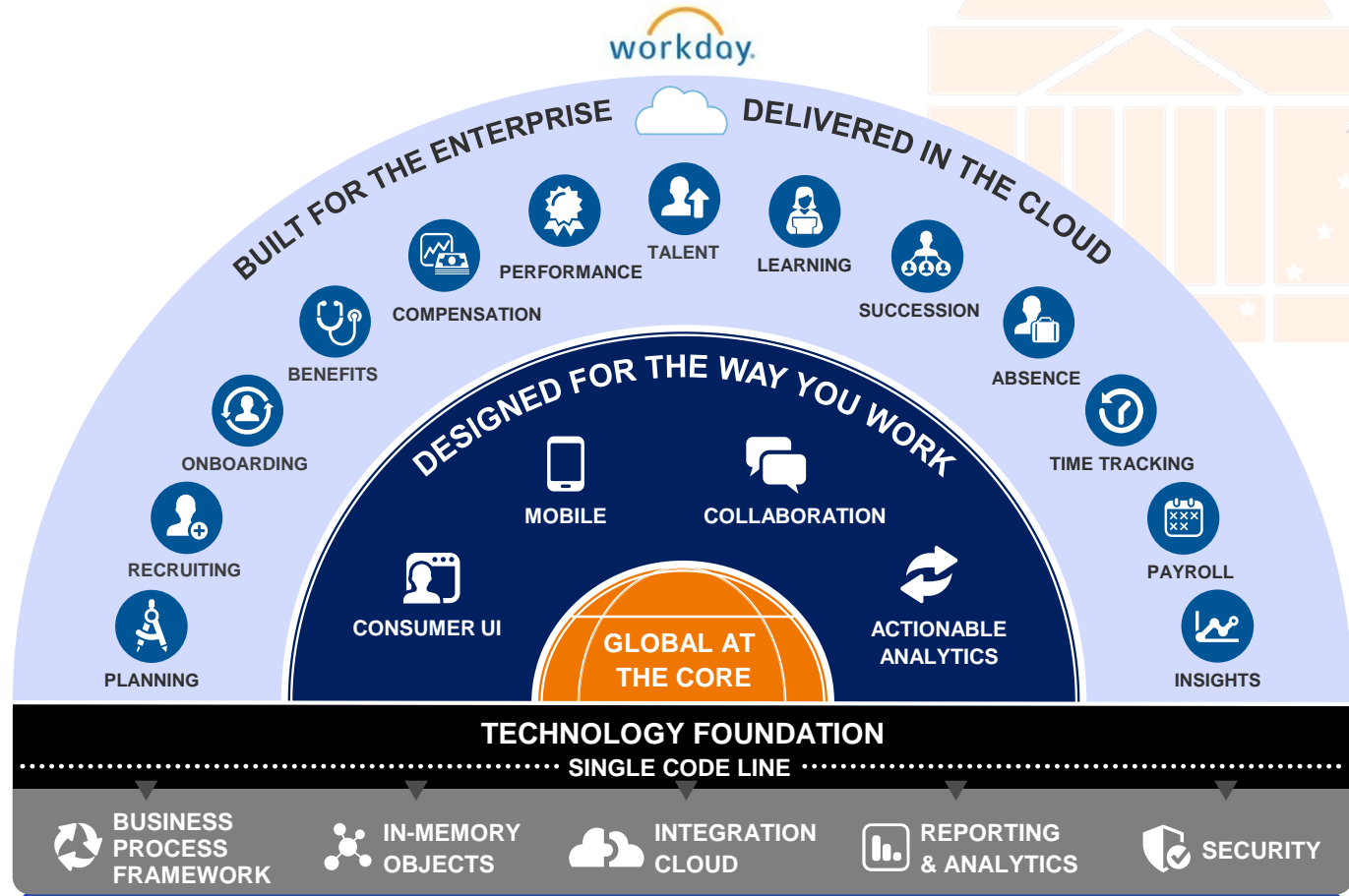**Current State** → **Future State**

UPG: UltiPro, Benefitfirst, Cognos

Academic: ORACLE E-BUSINESS SUITE, sumtotal A Skillsoft Company, Discoverer, PeopleAdmin

Medical Center: ORACLE PEOPLESOFT, Transitions, Taleo, myNetLearning

*Workday will also replace certain CCAS custom applications and department spreadsheets

BUILT FOR THE ENTERPRISE — **DELIVERED IN THE CLOUD**

COMPENSATION · PERFORMANCE · TALENT · LEARNING · SUCCESSION · BENEFITS · ABSENCE · ONBOARDING · TIME TRACKING · RECRUITING · PAYROLL · PLANNING · INSIGHTS

DESIGNED FOR THE WAY YOU WORK

MOBILE · COLLABORATION · CONSUMER UI · GLOBAL AT THE CORE · ACTIONABLE ANALYTICS

TECHNOLOGY FOUNDATION
SINGLE CODE LINE

BUSINESS PROCESS FRAMEWORK · IN-MEMORY OBJECTS · INTEGRATION CLOUD · REPORTING & ANALYTICS · SECURITY

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)

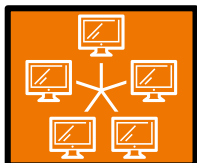**If the process can be done in Workday, it should**

Adopt leading practices among higher education and healthcare institutions using Workday
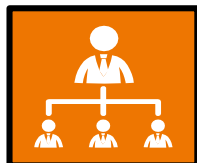
Ask WHY to determine how we will provide HR services in the future

"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

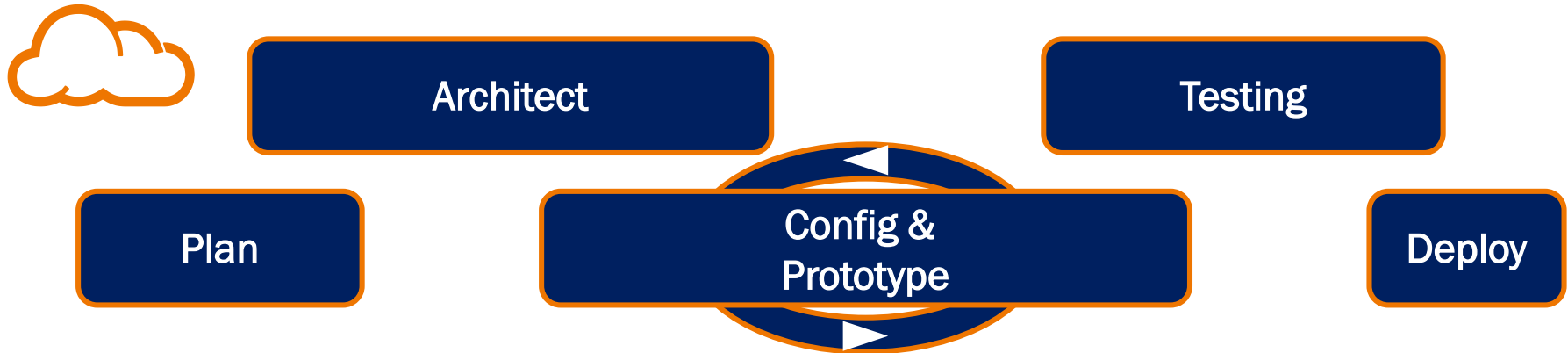**Inconsistent user experience** for all users, including applicants

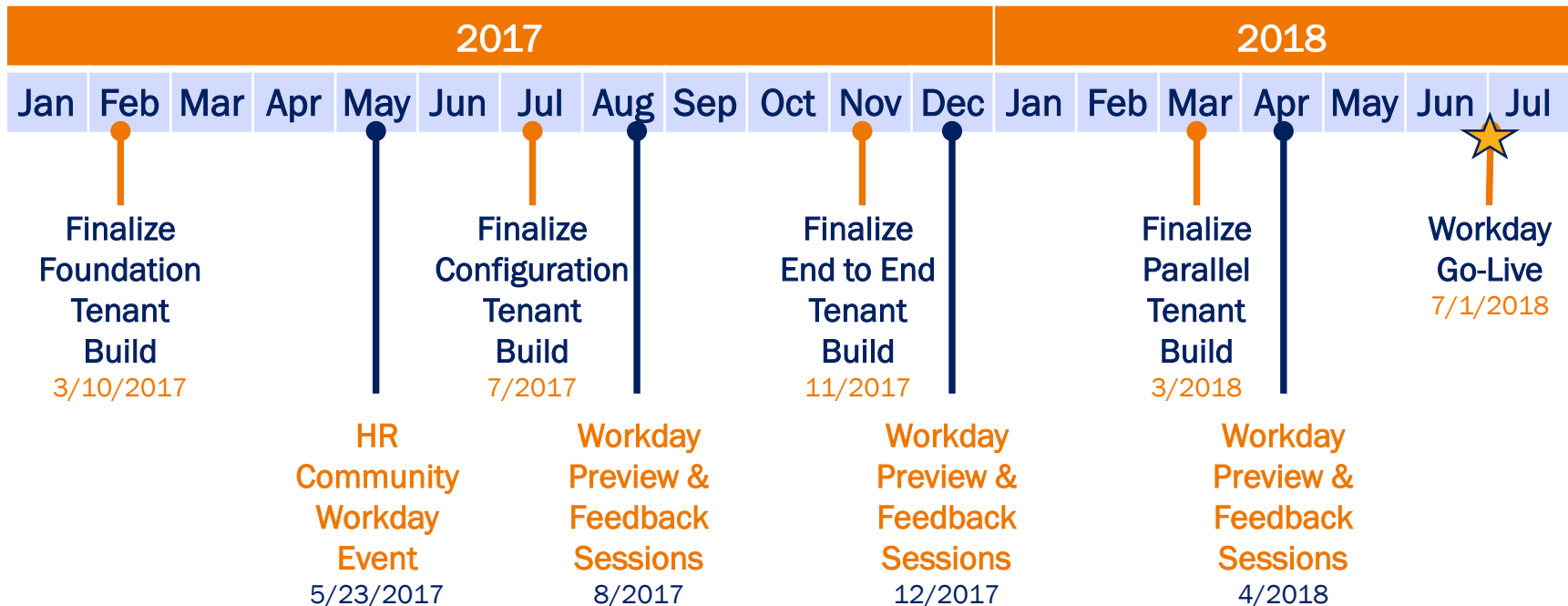**Complex, cumbersome and inconsistent business processes** across the University such as hiring and onboarding

Lack of real time data: most of the data exchange is often days to weeks late

Visit http://ufirst.virginia.edu/ for more information on the Ufirst Transformation.

Ufirst Workday Implementation Timeline

Architect

Testing

Plan

Config & Prototype

Deploy

🔄 *Receive continuous feedback from stakeholders*

2017												2018						
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul

Finalize Foundation Tenant Build
3/10/2017

HR Community Workday Event
5/23/2017

Finalize Configuration Tenant Build
7/2017

Workday Preview & Feedback Sessions
8/2017

Finalize End to End Tenant Build
11/2017

Workday Preview & Feedback Sessions
12/2017

Finalize Parallel Tenant Build
3/2018

Workday Preview & Feedback Sessions
4/2018

Workday Go-Live
7/1/2018

Interactive
Workday Demonstration

Ufirst is improving the way you experience HR, supporting you in your pursuit of innovation and excellence at UVA.