



Staff Senate

Minutes from Staff Senate Monthly Meeting of February 4, 2021

Location: Zoom

Time: 10:00-11:00 a.m.

AGENDA

1. Announcements & Updates
2. Elections
3. Constituency Corner
4. Wrap Up

Item 1: Announcements & Updates

-
- Staff Senate Announcements
 - **Look back at Staff Senate accomplishments from 2020**
 - Co-chairs participated in two meetings looking at the handling of COVID-related operations in fall and planning for the spring; the invite represented a large step forward
 - The Chairs Summit has continued to be active during the working remotely period
 - President Ryan, J.J. Davis (EVP-COO), and Colette Sheehy (Sr. VP of Operations) have all attended
 - Provost Liz Magill will attend in spring
 - Co-sponsored two Staff Town Halls
 - Received several requests for representatives for committees, which is also a positive sign regarding Staff Senate's presence in key groups
 - Reminder that the **UVA Bookstore Pharmacy** is open and available for employees to use. More info here:
<https://refillrx.healthsystem.virginia.edu/Locations.asp>
 - **UVA ID cards** are helpful to have for COVID testing and vaccine processes. Many have misplaced theirs as they've been using them less often. For info re: replacement cards, visit the [UVA Card Office site](#).
 - Kylie Cuthbertson – **Sustainable IT**

- First meeting is coming next week
- <https://www.sustainableit.virginia.edu/>
- Zoom Link:
<https://virginia.zoom.us/j/92475600085?pwd=Rm1jb05kaEtqanZxVkVMRjFCSnBhdz09>
- Melissa Goldman – Should the Staff Senate plan on hosting **regular Staff Town Halls** (potentially twice per year)
 - Positive responses from general Staff Senate body on this point
- Lisa Harris – HR Talent Management, in partnership with the Office of Diversity, Equity, and Inclusion, is creating a **Diversity, Equity, and Inclusion (DEI) facilitator database** to help promote visibility of all of the related offerings on Grounds and help meet the needs of schools/units seeking facilitation support

Item 2: Elections – NyShae’ Carter and Patrick Wood, Membership Co-Directors

- Presented stats on who would roll off if no changes are made
- Considering extending terms, on a volunteer basis, for a year for half of those whose terms end in 2021, with the goal to retain key institutional knowledge within the Senate and reduce the number of elections this year
- Exec has extended an invitation to eligible Staff Senators to continue
 - 14 out of 18 responses received, with one response saying they would not like to extend their term
- Whoever is running in 2021 will be running for a 3-year term
- Those who are extending their term would (if they choose to run again in 2022) be running for 2-year terms
- Staff Senate has gained a lot of access to leadership, and therefore Staff Senate is looking to continue and build on this relationship
 - As such, for those who are not running for office again, please provide potential candidate names who would be great options to run for the empty seat
- President Ryan will be creating a video for Staff Senate to help publicize the elections and encourage interest
- Reminder that if you are not re-elected, all Staff Senate meetings are open to all staff; staff who may be interested from areas that don’t have a vacancy can participate in Senate meetings as non-members
- Questions
 - Melissa Goldman – Why not extend every Staff Senator term by 1 year?
 - Thought process is, attempting to get back to 1/3 rolling off each election cycle, and being respectful of those who would prefer to roll off.
 - Mary Cook – If we’re rolling off, will we be told that’s happening?
 - Yes

- Mary Cook – This election will happen in June, when do we need to start advertising to our constituents about the election and open seats?
 - President Ryan’s video will be the starting point.
- Steve Hiss – Am I responsible for finding my replacement?
 - No
- Steve Hiss – What’s the deal with the 2-year, 3-year terms situation?
 - Attempting to get to a point where 1/3 of the Staff Senate rolls off each election cycle
- Steve Hiss – Is the typical term 2 years?
 - No, the typical term is 3 years. The 2-year terms were implemented to help with some continuity issues, as well as the 1/3 roll off goal.
- Cynthia Douglass - Could the elections team send everyone a reminder of when our term ends? I’m pretty confused by the spreadsheet.
 - Yes, we can send out reminders of who is rolling off.
 - <https://staffsenate.virginia.edu/senate-members>
- Kayla Calvo - I just realized that my info is not up to date- how do i update that?
 - If there are errors in your data, please let Amy Muldoon know: ajm6u@virginia.edu
- Ideas for how to increase awareness of Staff Senate Elections
 - For the Education & Human Development School, we have a staff advisory council that we would be working with and through for election. There are also likely people who have expressed interest or we can discuss further
 - EVP-COO Area News for sharing elections info
 - UVAFinance blog digest
 - Arts & Sciences Leadership Meeting
 - Speaking with Facilities Management Employee Council
 - A-School all staff meeting coming up. Have a couple of staff in mind.
 - Darden - a couple possible options: weekly email update from Marc Johnson and/or Staff Council notice.

Item 3: Constituency Corner

-
- Providing access to vaccine to front line employees who don't use technology on a regular basis
 - Connect with department IT-Helpdesk to help employees sign up
 - Connect with Employee Health
 - Posting fliers (also in Spanish) in communal areas (ex. FM-Lunchroom)
 - Cynthia Douglass (HR) to help with fliers and communications

- With VaxTrax, you still have to be part of the group being vaccinated. So, 1a and 1b for now.
 - Not supposed to register for a vaccine through Vaxtrax unless you have been formally sent the link to register for a vaccine because you are in 1A or 1B (do supervisors know this?)
- Blue Ridge Health District will soon be the primary method of signing up to be vaccinated, replacing VaxTrax website
 - Employees should visit Blue Ridge Health District website to learn more about getting vaccinated.
 - **Update after meeting:** the Virginia Dept. of Health has launched a pre-registration system: <https://vax.preregister.virginia.gov/#/>
- Lisa Harris – Opportunity/Issue: As the organization strives to achieve UVA 2030 strategic plan, are our leaders/team members being trained, educated, and skilled updated to effectively motivate, coach and guide employees. Goal: support performance management, core competencies and people development.
 - Melissa Goldman – Love that, Lisa! We had had a plan a few years ago on the Senate to do a leadership-training plan for senators. Maybe we revisit!
 - Ran out of time during meeting to finish discussion, will add to Agenda to discuss during March Staff Senate meeting

Item 4: Wrap Up

- Next Staff Senate Meeting
 - When: March 4, 2021 from 10-11 a.m.
 - Where: Zoom (contact [Kristie Smeltzer](#) if you don't have the recurring invite w/link)