

- Anne Broccoli, Director for Faculty and Staff Benefits, presented information on Open Enrollment, including updates on utilization of the current Health Plan to date, and changes for the coming year. These include: no change to the active employee Health Plan premiums, however, Retiree premiums are going up. There are increases planned for dental plans, based on the Dental Plan you have chosen. **Open Enrollment will take place between October 6th and 31st. Two Benefits & Health fairs are planned, October 8th, Newcomb Hall; October 9th, Medical Center Dining.** Conference rooms.
- Susan Carkeek, Vice-President and Chief Human Resources' Officer presented on the topic of recent Budget cut information that has been circulating. She made it clear that although the University must make plans to cut budgets by 6%, there is still a strong commitment to provide raises that have been promised to University staff. Classified staff will not receive a raise this year.
- The Staff Senate was asked to assist in decision making on which day to choose for the "day after Christmas" in 2015, given that the day after falls on a weekend. Two options were considered. In a vote of those in attendance, the date chosen was December 23rd, 2015.
- **Voting on By-Laws, Mission Statement, and the Name *Staff Senate* approved by a unanimous vote by members present.**
- Nina Morris, Co-Chair, Staff senate, presented on the Role of the Staff Senator. The duties, Qualities, and work required to meet the expectations was included.
- Amy Muldoon, Web Site, & Sandi Murray, Secretary, presented on the Goals for the Staff Senate including the suggestions by Senators from the August Meeting.
- Eric Newsome, Co-chair, presented on the timeline for future meetings. Pat Hogan, Executive Vice-President and Chief Operating Officer will present in October. The November meeting will include the theme of Leadership and Functioning body.

APPROVAL OF
MEETING
MINUTES

MINUTES			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
HOT TOPICS & UPDATES	<p><i>Next meeting: Thursday, October 16th, 2014 *, 11:00 AM Commonwealth Room, Newcomb Hall. Guest: Pat Hogan Executive Vice President and Chief Operating Officer</i></p> <p><i>*Questions by October 6th please to Patricia Reilly, par4c@hscmail.mcc.virginia.edu</i></p>		
GUEST SPEAKERS	<ul style="list-style-type: none"> • John Simon, Executive Vice President and Provost • Anne Broccoli, Director, Faculty and Staff Benefits • Susan Carkeek, Vice President and Chief Human Resources Officer 		

John Simon, Executive Vice-President and Provost

Mr Simon congratulates us on the consolidation of the 3 employee councils and the accomplishment of the development of the Staff Senate.

Mr Simon educated the members of the Senate as follows:

What does the Provost do? *Chief Academic officer of the University.*

- He mentions that one of his duties is to perform as the final Gate keeper in the long process of what constitutes Tenure for faculty members at the University, and works with the Board of Visitors in this regard.
- He described himself as the “Guardian of Academic Excellence” at the most recent Board of Visitors meeting. He tries to assure that there is excellence in everything we do in academics. He goes on to say that the Senate plays a key role in this.
- Mr. Simon notes that he appoints the Deans. The importance of this he feels is that that the Deans set the tone for academics in the schools.

Mr Simon speaks to us on the role of staff in the success of the University, and some unsolicited advice about governance.

Cornerstone Plan : Mr Simon described his viewpoint on President Sullivan’s Cornerstone Plan, it’s not about building the greatest new building, and hiring superstars, it is about developing people:

- **Students:** they are the highest priority, and this plan assists in how to advise them as they develop their careers, and to assist them to make the wisest decisions. Developing the student so they can make the wisest decision for career path. It is Complicated and making this real is difficult. Assigning a faculty advisor is not always the best way solve all problems, and give the student enough information. He mentions that Theresa Sullivan’s plan for advising, envisions turning the entire grounds into a source for advising our students, whether it’s their personal life, study life, extracurricular life, or how they engage in the outside world, and everyone has a role to play in that.
- **Faculty:** Generational shift. New sets of ideals, ways to engage students. We need to support, build infrastructure to support it. Set new priorities for the next generation. Role of the educator is changing, means role of the infrastructure will change to support the new ways of engaging with students, and the faculty who come in with new ideas. This means the role of the infrastructure must change, along with the support to carry out that mission.
- **Staff:** Staff is important to realize the academic mission of the University. Set priorities for the next generation of staff. Mr. Simon recognized the role of staff as extremely important, and provided unsolicited advice about self governance. He described lessons learned from faculty governance. Staff is important to the academic mission, which gives us reason for us being here. In the success of the University Mr. Simon notes, staff plays an important role in assisting with the changes that are inevitable based on changes in the role of educators in the future. Staff is known for making it possible to teach students, because “you do it well; therefore, we do it well.” Many more people want change than to be changed. Senate will need to confront that.
- **Shared Governance:** shared governance is an integral part of higher education; it’s the DNA Mr. Simon states. It is not easy to do well. Manage more than you lead, and lead only if you can convince a lot of people. Mr. Simon describes that there can be institutions where the administration is dealing with either weak, unorganized senates, or very strong groups. How therefore, do you get this right? When it works well, everyone benefits from it. It is the tension between administration and governance that keeps things honest, and maintains trust; otherwise there can be conspiracy theory issues.
- We were advised that in this process, mistakes will happen, bad decisions will be made on both sides, but talking those things through is important. This is normal in shared governance. We should remember that trust and transparency make shared governance very effective. We are advised to open our minds to

correct what is wrong.

- Transition from a selfish vs. a selfless perspective into self governance is important. It is expected that you will advocate for the groups you come from, but we were reminded that we need to rise above that, and to consider the functioning of all staff at the University. You may need to support things that are not in your own self interest, Mr Simon mentions, but will be in the best interests of those staff at the University of Virginia. Ask yourselves, what will ensure that academic excellence will come to the University?

Mr Simon mentioned that the questions from constituents were more operational, so now asks the Senate to “Tell me what you want me to know?”

Comments:

1. It was mentioned that the Center from Organization Excellence recently came to ask advice of one department, which is an unusual thing. This was welcomed, and it was felt that the University is perceived as going down the right path with this approach. Mr Simon stated that it is our responsibility to make sure this is the norm.
2. It was mentioned that there is difficulty in support for staff being allowed to participate in activities other than typical job duties. It is felt that perhaps more staff would get involved if they were able to be allowed time to do so. It is felt the issue is that support from their supervisors is a problem. Susan Carkeek answered the question from an HR perspective. We need to set the stage to create the concept that certain responsibilities, such as the role of a Staff Senator, are not to be considered something extra. Clarifying expectations with managers may be necessary. Consider that this University work, and part of your job. It was suggested that setting a Smart goal could be put into the performance plan, so this is not considered extra, but is part of the job. Attention will be paid to this matter at the HR level.
3. **Question:** Mr Simon was asked how short term student projects could be built into their academic programs. The *Campus as a laboratory* idea was presented. Mr Simon did not have a distinct answer. He mentions that this does meet the concept of total advising and engagement and liked the idea. He mentioned bringing the idea forward.
4. **Transparency:** (top down or bottom up)? Mr Simon states that he would like to see it as top down. However, he mentioned that early in his job as provost, he was amazed at how much time is spent in legal, and for that reason, you cannot always be as transparent as you might like to be. Mr. Simon suggests that a broader discussion should occur if you feel that a poor bottom up process is in place; it should be talked about. Because if these issues are not talked about, it just undermines the good work that is possible.
5. **Accountability: Not enough talk about it? Looking down or up or both?**
Examples were shared about concerns that do not allow accountability of supervisor and employees to be the same.

Question: Where do you see the Trend in humanities over the next 5 years?

Mr. Simon used the example of the English Department, which he describes as stellar. If you look at the enrollments in college of arts and sciences, he feels that the departments in arts and sciences are vibrant. Mr. Simon notes that a Dean was recently hired from Humanities and that there is commitment to enrollments that are steady. These disciplines define the University he says. Mr Simon states that he is nervous about the trend that “the workforce development of today is driving the decisions about faculty hiring that will influence the University for decades ‘.

Question: Regarding the stem fields. (Science, Technology, Engineering and Math Education)

There is concern about students entering into graduate programs. Can the Research funding crisis jeopardize ability to get students into graduate schools?

Mr. Simon notes that there are opportunities if you step outside the traditional STEM.

Changes going on now, but 20 years from now, things will be very different. Although there is a funding crisis, there is still a large amount of \$\$ being spent by Universities. The country will live and die by research. New research = new products.

Anne Broccoli, Director, Faculty and Staff Benefits, Human Resources.

Anne Broccoli provided updates on current health care plan enrollment, trends in costs and expenditures, plan performance versus benchmark peers, and health plan changes for the coming year. UVa employees will see increases to co-payments, however, premiums will remain the same for active employees. Retirees will see premium increases. Open enrollment begins October 6th.

Enrollment on the Plan:

- Currently 670 enrolled in the High Deductible Plan
- Value Plan (3800 enrolled now)
- Choice Plan (9,684 enrolled)

To defray demands on Affordable Care Act & General Cost savings:

- Removed 6% of dependants-eligibility verification audit (saved \$2 million)
- Working spouses were asked to take advantage of insurance in their own workplace (30% of the 30,000 spouses), saving \$10 million
- 2013: \$113,454,000 in claims
- 17 Million High dollar claims, which is a decrease from last year. There was worry about an upward trajectory.
- Compared UVA to COVA (Commonwealth of Virginia Plan is one of our Peer Benchmarks). Since 1996, when UVA separated from the state plan, it has saved over 60 million through managing its own plan. The difference in 2013: UVA, \$10,278/person compared to COVA at \$14, 483 (\$4,000 difference).

Open Enrollment: October 6th-31st

Two Fairs planned:

October 8th Benefits and Wellness Fair in Newcomb Hall
October 9th Medical Center Dining conference Rooms

Utilize “Benefits At UVA”

Even If you are not choosing to make changes to your plan, you must still log into the system and complete the tobacco affirmation, as well as the spousal reaffirmation. Everyone is encouraged to take advantage of Biometric Screening. There are still spaces left. You should complete this first before taking the Health Risk Assessment to save \$40/month on your health plan.

All must be completed by October 31st.

- **Human resources will be providing staff with more information.**
- **The Open Enrollment website will be up by October 1st, 2014.**

Health Plan changes:

UVA is holding health premiums steady for the coming year. However, Retiree premiums are going up.

- If staff has taken advantage of the Biometric Screening process, and are on the value plan, they will not have had an increase since 2009.
- Specialty drugs: Will be covered by the pharmacy benefit. HR will be reaching out to those individuals who would be affected by this.
- State of Virginia has put in legislation about treatments that need to be covered for patients who have autism. Benefits have been added to cover \$35,000 for children with autism.

Premiums going up for dental:

Increase of:

- \$1/mo Basic plan
- \$2/mo Employee only
- \$5/mo Employee plus children
- \$6/mo Employee and spouse
- \$11/mo Family plan

Question regarding support for families where the spouse is not eligible for insurance through UVA ,
Can there be support by HR for staff to help them determine what other options there may be?

Mrs. Broccoli: Complicated navigating the system, deductible, provider network, etc, can answer questions, and answer general questions, but they cannot give advice.
HR Website is building the open enrollment website right now, and it will be ready by October 1st.

Question: What can we do to assist in keeping costs to health plans down?

Mrs. Broccoli: Suggestion to consider using the UVA pharmacy, where in some cases there is a large difference in costs there compared to other local pharmacies. She mentioned that there is a window at the end of the walkway that ends at the West Complex, where staff can pick up their prescriptions.

Susan Carkeek Vice President and Chief Human Resources Officer

Pay-Related Initiatives:

- Susan answered questions that have occurred regarding the recent budget cut information that has been in the news. She offered examples of why this shortfall has occurred such as that revenues have been lower than what was originally predicted. Six months ago things were much different. UVA is being asked to pay more than other state agencies. Efforts are underway to identify cost savings measures. Susan stated that we will get through it, we manage our finances well, and everyone will be doing their best to work out the details regarding budget cuts. These cuts take place this year and next.
- Raises will still occur this year, however, and UVA is going forward with plans to do so. This is still a priority.
- Not filling vacancies will most likely be the first strategy for cost reductions. This has not yet been decided. Over the next few months, more detail will be shared as plans are not set at this time.

Holiday Calendar:

- Because Christmas falls on a Friday in 2015, the Senate was asked to consider when the “day after Christmas” holiday should be assigned, as the weekend follows the 25th. The two options were December 23rd, or December 28th.
- After discussion, the decision was made for option 1, which is that December 23rd, 2016 will be chosen as the “day after Christmas”
- It was noted that leave balances refresh on December 28th for that coming year.

By-Laws Vote; Mission Statement vote; Staff Senate name vote.Trish Reilly

- Name, “*Staff Senate*”.....Passed
- Mission Statement:Passed
- By-Laws:Passed

Presentation: Role of the Staff Senator..... Nina Morris

Duties

- Attend the monthly Staff Senate meetings, if unable, send alternate
- Serve on a committee
- Inform constituents of Staff Senate issues
- Solicit views of constituents to present to the Staff Senate

Qualities

- Be an active participant
- Open-minded

Staff Senate-related work monthly time expectations:

- Officers: 8-12 hours
- Representatives: 4-6 hours
- Alternates: 2-4 hours

Presentation: Review of goals for the Staff Senate Amy Muldoon, Sandi Murray

Education Benefits

Promote education benefits and increase the amount employees receive.

Rewards & Recognition and Staff Morale

- Clarify R&R policy and improve the process – make it more transparent
- Increase employee recognition and satisfaction; sponsor a morale-boosting event for staff making sure to provide off-site employees opportunities to participate.
- Foster recognition of individual leadership at all levels.

Staff Development

- Encourage and promote new Center for Leadership Excellence.
- Help staff develop careers and identify opportunities in current positions.

Strategic Plan

- Explore how to participate in strategic plan; create a 5-year plan to align with overall strategic plan.

Staff Survey

Look at existing staff surveys to discover areas where the staff senate could help.

Staff Involvement

- Promote staff participation on University committees and task forces and in other leadership opportunities at UVA.
- Work with UVA leadership to ensure that official University committees have appropriate staff representation.
- Have Staff Senate representation at every open BOV meeting.
- Promote staff awareness and participation in the ARTS@UVA.
- Participate in local Food Drive & United Way Volunteer Day.
- Explore ways to connect off-site employees with the University so that they can participate more fully in on-grounds opportunities.

Communication with Leadership and Staff

- Communicate with UVA leadership about staff concerns and help staff understands how to communicate concerns to leadership; act as ombudsman for all staff.
- Solicit employees to learn of their needs.
- Promote the electronic suggestion box on Staff Senate website where staff can communicate ideas, suggestions, or concerns.
- Let staff know the results of their suggestions or feedback.
- Clearly communicate transition from 3 councils to 1 Staff Senate to staff across University.
- Keep information flowing in a 2-way direction and get the good things to flow up & out
- Improve communication to staff to ensure their safety.

Presentation: Timeline for the future Eric Newsome

- **Next speaker: Pat Hogan. Executive Vice-President and Chief Operating Officer**
- Some of the questions that were compiled for this meeting can also be appropriate for Mr Hogan as well.
- Mr. Hogan is responsible for Strategic initiatives, Management and Budget, Emergency Preparedness, Human Resources, and corporate compliance.
- November Meeting will include a Speakers Theme: Leadership & Functioning as a body. There will be dialogue about and sign up for committees. Please review the options noted in the bylaws.
- Looking at other options for committee structure to assist with the workload of responsibilities, and topics that have been suggested for development.

Senators will be encouraged to introduce themselves to new employees, to talk about the Employee Senate. The infrastructure will be developed to ensure that a process is in place to ensure that new staff is welcomed to the University by the Staff Senator from their area.

Final comments: Trish Reilly

We are now *One Group made of Three!*

We come together as one group, and have an identity as one group, but we represent all 6,000 employees at the University of Virginia.

Senators were then asked to introduce themselves to one another.

There being no further business to discuss, the meeting was adjourned at 12:50am.

Minutes respectfully submitted
Sandra Murray
Secretary, Staff Senate