

STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE MEETING

THURSDAY, JANUARY 22ND,
2015
11:00 AM-1:00PM
NEWCOMB HALL,
SOUTH MEETING ROOMROOM

MEETING STARTED AT	11:00 AM
CO- CHAIRS	Nina Morris; Eric Newsome
SECRETARY	Sandi Murray
MEMBERS PRESENT	<p>Present: Edrina Allen (ex officio), Lorenza Amico (alternate for Bill Corey), Michael Birkhead, Arlene Buynak, Sylvia Coffey, Bill Corey, Amanda Crombie (alternate for Laura Jacobsen), AJ Davidson, Morgan Davis, Chris Doran, Nancy Eagle, Tim Eckert (alternate), Joanne Hoagland (UHR), Logan Hobbs (UHR), Joyce Johnson (UHR), Jennifer Kreitzman, Della Marsh, Patty Marshall, Kelly Merryman, Eric Molnar, Sylvie Moore, Nina Morris, Sherry Morris, Amy Muldoon, Sandi Murray, Eric Newsome, Bill Peairs, Kathy Peek, Monica Petrich (UHR), Melanie Price, Danelia Robinson, Leigh Rockey (ex officio), Brett Schnell, Dannelle Shugart, Nick Skriloff, Maggie Stein, Edward Strickler (alternate), Duane Taylor (alternate), Tosh Thompson, June Wade, Jayne Weber (alternate for Eric Newcome), James Weissman, Katie Winters (alternate for Danelia Robinson), Leslie Yowell, Susan Carkeek (UHR), other guests</p> <p>** Executive committee. * Alternate</p>

Members not Present:

Leslie Andrus (UHR), Holly Bennett (alternate), Judith Berry, Linda Blacke, Missy Brads (alternate), Brett Bryant, Molly Castle (alternate), Sonya Churchman, Shawn Comeau, Jennifer Cottingham (alternate), Richard Covington, Judy Craig, Felix Crawford (alternate), Peggy Ehrenbert (alternate), Sandra Foster, Lisa Franco, Linda Freeman, Lynn Galasso (alternate for Chris Doran), Cindy Garwood, Sandy German, Penny Guy (alternate), Pat Hartsook (VP Office), Kimberly Herring, Kobby Hoffman (alternate for Mike Ludwick), Barbara Hogan (alternate), Emily Hopkins, Kendall Howell, Katrina Hunter (alternate), Brandy Hyder (alternate), Lara Jacobson, Dave King (VP Office), Nancy Kriigel, Fran Lloyd (alternate), Michael Ludwick, Lynn McCutcheon, Tina McWilliams, Dick Minturn (alternate), Dusty Mitchell, Cindy Persinger (VP Office), Patricia Reilly, Zachary Root (alternate), Reggie Rose (alternate), Dee Saunders (VP Office), Lindsey Saxby, Raj Seneviratne (VP Office), Molly Shifflett (alternate), Ellen Shrum (alternate), Jamel Smith (alternate), Tammy Snow, George Stinnie, Lorie Strother (ex officio), Kelley Tobler (ex officio), Charlotte Toney, Margaret Weeks (ex officio), Michael Wilson

WELCOME

WELCOME & ANNOUNCEMENTS

Eric Newsome & Nina Morris welcomed everyone to the meeting. It was mentioned that our guest speakers were invited to educate Senators and to provide training on sexual assault resources and options.

Announcements: Eric Newsome

Eric updated Senators that our Guest Speakers were here as a result of a letter we sent to the University administration asking for educational resources and training that would be available to us and to students based on recent sexual assault issues after the *Rolling Stone* article.

Eric Newsome shared the happy accident regarding the food drive items that were donated by Senators to the Blue Ridge Area Food Bank, but instead went UVa's Madison House for a local family in need.

Staff Senate Website: <http://staffsenate.virginia.edu/>
Meeting minutes, presentations and resource information can be found there.

MEETING SUMMARY

Guest Speakers

Brenda Wilson, Employee Assistance Program Director

- Ms. Wilson discussed the components of the UVA Faculty and Employee Assistance Program, (FEAP) including its mission, services, a new program around trauma, along with a discussion of the types of seminars that are available to assist employees and faculty with work life and workplace issues.

Rachael Spraker, Affirmative Action Specialist, EOP Office

- Ms. Spraker coordinates title IX initiatives for the University. She states that they have "A broad mission and a small office" The role of her office is to act as the Civil Rights office on grounds

Dr. Tim Davis, Counseling and Psychological Services Director

- As follow-up to the letter that CAPS sent to senators prior to the meeting, Dr. Davis came to speak to the Staff Senate about the issue of suicide, and the alarming risk of what we are currently experiencing on grounds. His intent was to raise awareness on the issue of suicide, and to encourage employees to attend the suicide awareness training sessions that CAPS is providing.

University Human Resources Updates Report: Joyce Johnson:

- See updates below

Committee Presentations and Patrick Walsh: Best Practices for Committees

- Review of the Important 5 Cs for committee work, including commitment, communication, coordination, continuity and completion.
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APPROVAL OF MEETING
MINUTES

MINUTES	A motion was made to approve the meeting minutes of November 19th, 2014. The motion was seconded. All were in favor.
HOT TOPICS & UPDATES	<p>PLEASE NOTE CHANGE IN LOCATION: <i>Next Meeting: February 19th</i> 11:00 AM Alumni Hall Ballroom (Parking is free)</p>
GUEST SPEAKERS	<p><u>Guest Speakers:</u></p> <p>BRENDA WILSON, LCSW, DIRECTOR UVA FACULTY AND EMPLOYEE ASSISTANCE PROGRAM</p> <p>Ms. Wilson provided an overview of the high quality services that are available from FEAP to assist organizations in maximizing employee productivity, help employees identify and improve personal concerns that affect job performance, boost morale, and improve employee retention. Given the aftermath of the <i>Rolling Stone</i> Article, it was suggested that we take the message back to our constituents that FEAP provides confidential services as noted below, and that they are here to help.</p> <p>Of Note:</p> <ul style="list-style-type: none"> • FEAP includes all licensed mental health providers, LPCs & LCSWs, with special training and where confidentiality is very important. • FEAP is a free and confidential resource for employees, family and retirees. • FEAP utilizes a 1-3 session model for assessment, brief counseling, problem solving, crisis intervention, resource identification, case management and follow-up. • FEAP offers managers the opportunity to consult when there are issues regarding employees. • In response to letters from Staff and Faculty Senate, FEAP will begin a new program February 2nd, by adding a trauma clinician. It has been determined that with survivors of sexual assault, intimate partner violence, victims and perpetrators, the best practice is to offer more sessions with these individuals, so the trauma clinician will be able to offer more sessions than other FEAP mental health providers. There will be heavy collaboration with relevant UVA offices and centers, UPD, and city and county police, with active on-going advocacy for victims of sexual assault. • FEAP can assist with financial and legal referrals; eldercare consultation; substances abuse assessments; workplace mediation; mindfulness and resiliency coaching; depression and anxiety assessment/referral; relationship issues; critical incident response (employee death, staff issues) and high risk assessments. • FEAP can provide seminars on work life issues, such as coping with grief and loss, stress management, parenting, and workplace issues (i.e. coping with organizational change, time management, managing a troubled employee etc.)

- FEAP is located in the West complex, 1st floor, room 1982 with parking validated as needed in the 11th and Lee Street garages.
- FEAP brochures are available and were passed out to senators during the presentation.
- FEAP is able to work with transgender employees transitioning at work.
- FEAP can usually schedule someone for an appointment within a day or two of their request if not urgent. Urgent same day appointments can usually be accommodated.
- **Call: 434-243-2643. Call 434-924-0000 to page the on-call FEAP Counselor 24/7/365.**

Questions/Comments from Senators:

C: Thanks to the team for their work with transgender employees who are thinking about transitioning at work, and helping the managers to understand this process. There is an excellent speaker on transgender issues who will be presenting in late February.

C: Are FEAP services available to “covered” spouses? Yes. Will even help those families where the spouse is not covered, since if it impacts the employee, FEAP will want to help.

C: One Senator offered a thank you for FEAP assistance when his family was adopting 2 step children.

Q: Children of what age can take advantage of FEAP services?

A: Age 16 is the typical age that FEAP is able to work with since there are specific laws that govern working with minors. However, one member of the staff is very good with children, and it is possible to have one session to help problem solve.

Q: Are visits considered work time?

A: FEAP staff do not make this decision. It is up to individual managers. However, many managers feel that it is time well spent for employees to utilize FEAP services and supervisors often give approval. If employees are uncomfortable sharing this with their manager, they can say they have a Dr. appointment.

Q: Eric Newsome: How can the staff senate assist with the aftermath of the *Rolling Stone* article?

A: Ms. Wilson mentioned that it feels like a critical incident to her, given how the article has affected so many people.

She suggests that senators can:

- Take messages back to our colleagues about resources.
- Remind people that FEAP is confidential,
- Encourage people to use FEAP; going to a counselor is not like the old days; they are here to help
- Be supportive of each other.

Eric Newsome: Commented on the survivor group that is forming now at the Women’s Center: for staff, not students. It is in the initial stage of formation. The intent is to work with survivors of sexual assault, and to form a network of survivors. Senators can offer this option to those who need support. Ms. Wilson mentioned that this will be a therapy group facilitated by licensed, well-trained providers.

Green Dot Training: is a program to train people to make a cultural shift. Any time an act of violence occurs, a red dot is put on the map. Green Dot trains people to identify behaviors that lead to violence, and with a green dot action a green dot appears on the map instead of a red one. Research supports that bystanders can make a difference in reducing instances of sexual violence.

Nicole Thomas and Dean Eramo are the contact persons.

Not on our grounds, & Hoos got your back are the hash tags for the program. The Office of Dean of Students can assist with further questions at 924-7133.

Q: Senator asks if Ms. Wilson is aware of other groups that are available for those who would want to help, but are not necessarily survivors themselves.

A: It was suggested that Green Dot training would be a good option for those individuals.

Q: What would a session look like if a department contacts you for a seminar?

A: It could be as straightforward as a seminar on happiness, conducting a Myers Briggs assessment, or effective communication etc. FEAP staff talk to the manager of that group first, and then could do a culture survey to evaluate the situation that is causing the stress and then develop the best strategy to turn the situation around.

Guest Speaker: Rachael Spraker, Affirmative Action Specialist (EOP)

Ms. Spraker mentions that the efforts to enforce policies of non-discrimination and title IX issues was already in place before the November *Rolling Stone* article.

She states that they have “a broad mission and a small office”

The role of her office is to act as the Civil Rights office on grounds, which involves

- Enforcing policies regarding nondiscrimination and Title IX issues and compliance.
- Providing training regarding new reporting policies about sexual misconduct, and content changes regarding violence against women.
- Working closely with HR to provide updated EOP training, which will include information on sexual misconduct and employee reporting responsibilities. The new EOP training will be launched in February and emails will go out with information to employees. (Discrimination, harassment, and retaliation).

Ms. Spraker also covered the following:

- All employees (except those who are considered confidential employees) are required to report incidents of violence if they have been notified of these incidents.
- There is an informational website that assists individuals in how to have conversations with students, and how to begin conversations with persons who have experienced violence. (www.virginia.edu/sexualviolance)
- There is an on-line reporting form located on this website for reporting incidents once disclosed.
- What can we do now? Many offices, such as the Women’s Center offer educational but many are still in the planning stages at this time, and this information will be shared over time.
- She is excited about Green Dot. The goal is to change the culture to one where violence is not tolerated by the community.
- Sexual conduct policy is still in process but is very near to completion.

Questions from Senators:

Q: **Eric Newsome: Why isn't there a simpler policy on sexual misconduct?**

A: Institutions of higher education across the country are challenged with these situations. At times, hands are tied since we are recipients of federal funds and with that comes an obligation to follow a number of federal statutes, laws and regulations. Overall, the policy has to describe these laws, including Title IX policies, which can be broad. Ms. Spraker mentions that it is complex legal web that the University is operating under.

Senators were encouraged to send questions for EOP through the Staff Senate executive committee, and they will be forwarded.

Guest Speaker

Tim Davis, PhD, Director

Counseling and Psychological Center (CAPS)

As follow-up to the letter that CAPS sent to Senators prior to the meeting, Dr Davis came to speak to the Staff Senate about the issue of suicide, and the alarming risk of what we are currently experiencing on grounds. His intent was to raise awareness on the issue of suicide, and to encourage employees to attend the suicide awareness training sessions that CAPS is providing.

Dr. Davis noted that we are all aware of the impact of the upheaval of last term, but hopes for optimism as we go into a new semester. He also realizes that there is a risk of more suicides given the high numbers of those that have already occurred. He mentions that we are not out of the woods, and that everyone should know what to do, and hopefully intervene appropriately if a situation occurs where they might make a difference to students or others in distress.

Suicide awareness training will take place on 1/22/15 at 4pm in the Newcomb Hall Gallery and another class on 1/28/15 at 4pm in Nau Hall. Dr. Davis is asking that we encourage colleagues to come to these sessions, but to also be aware that CAPS staff will offer training for individual departments. (434-243-5150)

In addition to the above scheduled sessions, please consider having CAPS provide a suicide prevention training session for your department or area. The earlier in the semester that you can schedule department-specific training, the better for our students. To schedule a training session, please contact Andrea Iglesias, CAPS assistant director for outreach, at 243-5150 or ai3y@eservices.virginia.edu.

Dr. Davis offered the following as advice to engage with persons where you might just make a difference if you can't get to the trainings:

- Commit to striking up a conversation with one person you don't know well yet. The more people you have contact with, the better the chance you may identify something, and could have a chance to intervene. Give members of our community another person they could know on grounds.
- If during these conversations you note that something seems odd, let the person know what you are seeing, such as "you seem a little distracted..." Be aware that it doesn't always work out well, but sometimes it will. He mentions that students who commit suicide are usually off the radar, and that they are not usually engaged.

- He notes that we can't stop all suicides, but we can learn to identify the warning signs.
- Dr. Davis let us know that the highest volume for mental health issues is typically October and February. Stress on grounds is highest in October. This is when students realize that they don't have as many friends as they thought they would and midterms occur. April is typically the highest month for suicides to take place.

Comments from Senators:

We learned about a situation that had a positive outcome from a senator whose ability to identify the warning signs of a person in trouble led her to intervene. She was able to talk to the person into taking advantage of assistance, which interrupted her plan to commit suicide.

University Human Resources Updates Report: Joyce Johnson

- Electronic W-2's are ready! Paper W-2's will be mailed January 30, 2015. More information about W-2's found online at: <http://www.hr.virginia.edu/other-hr-services/payroll-information/understanding-your-forms-w-2-and-1042-s/>
- Vita Free Tax Prep assistance is available for employees who earn \$53,000 or less. To register visit www.vitavirginia.org/appointments.
- Complete the Wahoo Fitness Challenge to earn \$100 in your August paycheck (taxable income). More details about this and other Hoo's Well programs found at : <http://www.hr.virginia.edu/other-hr-services/hooswell/>
- UVa health plan participants with *Choice and Value* memberships were mailed new Aetna ID cards reflecting the 2015 increased copays. To view a schedule of costs including current copays visit, <http://www.hr.virginia.edu/hr-for-you/university-staff/university-staff-benefits/health-insurance/>, scroll to the orange links at the bottom of the page and select your health plan schedule of benefits (Choice, Value, or Basic). Here's a link to the health plan glossary that offers definitions of the frequently used health coverage terms like co-pay, deductible, etc. http://hr.virginia.edu/uploads/documents/media/SBC_Glossary.pdf.
- Help Prevent the Flu on Grounds <http://hr.virginia.edu/news-events/news/flu-free>
- There were a couple of important mentions about the Lead@ Performance System and other efforts to support staff in career development and 2015 goal setting:
 - Most of the University is transitioning to a calendar year cycle for the Lead@ Performance System (*with a few exceptions of departments that will continue to keep their current cycles*).
 - As a reminder to Managers working in Lead@, probationary evaluations will be automatically assigned in the Lead@ system to new employees hired beginning January 1st. This Lead@ probationary evaluation process for 2015 new hires will be in lieu of the current annual evaluation. Visit the online [Manager Toolkit](#) for details and instructions.
 - The Center for Leadership Excellence has released its annual calendar for Learning Opportunities for 2015: www.virginia.edu/leadershipexcellence/classes/.

Collab Committee Amy Muldoon

Amy mentioned that *Collab* is being utilized by the communication committee to house committee minutes, power point presentations from meetings, and numerous communication materials. The communications committee is aware that not everyone is comfortable with *Collab*. Senators were asked if they would be interested in having a training session to learn how to use it. Please let Amy Muldoon know if you are interested and the level of your need for training. A sign-up list was sent around the table.

Membership Officer: Maggie Stein: asked Senators to add the length of their terms to the form located near the sign in sheet. This off-boarding information is necessary to maintain 1/3 of the group as the staff senate moves forward and to initiate officer nominations this spring. If you know at least the start of your term, this will help to make decisions regarding off boarding.

Guest Speaker

Patrick Walsh, Staff Senate & President's Office

Patrick Walsh shared best practices for committees with an informative power point presentation (Available on *Collab*)

Based on his experience working in the non-profit arena, and with the Board of Visitors, Patrick suggested the following when working on a committee:

Consider the 5 C's:

1. **Commitment:** Come prepared, fulfill the responsibilities to which you committed, read mail, be respectful, and participate in meetings.
2. **Communication:** Every good committee needs a good leader; good communication considers who, what, where, why; productivity, impartiality and keeping meetings on schedule are also important.
3. **Coordination:** Start meetings on time/end on time. Face to face meetings are better. More than 80% of communication is non-verbal.
4. **Continuity:** Keep agenda brief, focused and invite everyone to participate; don't get lost in the weeds; invite broad participation; develop a meaningful list of actions and activities.
5. **Completion:** Subdivide the responsibilities. Lengthy deliberations should occur outside of the meeting. Ask for help if overwhelmed and don't have time to commit to a task.
6. We are all volunteers working in the best interest of our University.

Standing Committee Reports: *All reports are located on Collab*

► Advocacy: Mike Ludwick:

1. Meeting was held in December and had a productive meeting looking at what they want to pursue on behalf of the Staff Senate. Areas to work on include:
2. Compensation: Salary and benefits, educational benefits, reward and recognition. Strategies, objectives, metrics & goals with initiatives and actions have been identified as the committee moves forward.
3. Staff Senate should consider developing a plan to track the Staff Survey.

4. Faculty Senate has a standing committee that focuses on recruitment, retention and retirement and welfare. We might consider having a similar standing committee to keep track on these issues constantly.
5. Each standing committee has a distinct email address, and this is where questions/comments should be sent.

▶ **External Partnerships: Morgan Davis**

Communicating with all the Senators to determine which members are representing the Senate on other committees. A form has been produced to capture the names of these individuals. Information from this process will be posted on collab.

▶ **Membership & Development: Jen Kreitzman**

Determined goals for the Committee:

1. Track Staff Senate attendance, following Rules of Order in our bylaws
2. Ensure membership has evenly distributed turnover. (Transition goal.)
3. Develop welcome packet for new Senators.
4. Create mentorship program for new Senators.
5. Plan and organize annual meeting to celebrate outgoing and welcome incoming members.

▶ **Nominating Committee: Linda Freeman/Leigh Rocky**

This committee is in charge of effectively carrying out nominations and elections of officers and senators. The committee discussed several issues related to what is included in the by-laws currently, and suggestions for how to proceed, which include:

1. Although the bylaws do not specifically state that officer elections will happen in July that is the implication. We suggest holding officer elections during a month when more senators are likely to be in attendance. We propose April or May. Not only will more of us be able to participate in the vote, but newly elected officers will have even more time to prepare before officially beginning their terms in September. We would just like to note that the May meeting will always occur around graduation time which could have a negative impact on meeting attendance.
2. Senators and alternates must be elected by their coworkers. Even if one person is running, there must be some record of staff participating in an open election. The bylaws state that each senator is responsible for facilitating the election for his or her own seat, as well as the alternate for that seat. Senators are the ones who will run the elections. The nominating committee will figure out which seats are supposed to have an election this year once we have collected all of the term length information from you.
3. The Nominating and Recruitment Committee will provide election guidelines that include letters that can be sent to your constituents to get volunteers and nominations for senators and alternates, talking points you can use to entice coworkers to serve on the Senate, and details about the different ways you can conduct an election, namely by email, by online survey, or by paper ballot. All of this information is coming to you later this year.

4. If you're leaving the Senate and **not** running for re-election, you will conduct the election for your post. If you're at the end of your first term and you **are** running again, we suggest that another person should conduct your election to avoid the appearance of impropriety. And we hope it's obvious that if more than one seat needs to be filled in an organizational unit, the outgoing representatives will perform one big election together, instead of a separate election for each seat.
5. We have looked at the election rules for other university staff councils and we found an appealing and sensible idea regarding the Nominating and Recruitment Committee itself. The University of North Carolina Greensboro stipulates that all representatives who are in the final year of a term must serve as the members of the Nominating and Recruitment Committee. In other words, this committee would have automatic membership of one third of the Staff Senate every year. It makes sense. Because each senator is responsible for the election of senators and alternates for his or her seat, the senators at the end of a term are the ones who would conduct elections anyway, so they can help each other. Also, if you need somebody else to conduct your election for you, (in other words, you're running for re-election), you can pick from among the other members of the committee.
6. In addition, when it comes to the nomination of officers, representatives in their third year will best know the other senators and have suggestions about who would make a good leader.
7. Nominations and elections should get easier each year....

► **Communications Committee: Nick Skriloff**

Came up with a charge, and 3 major goals. The charge:

The Communication Committee assists in articulating the work and mission of the Staff Senate to the greater university community, researches and recommends best practices for effective communication with staff employees, and ensures that Staff Senate policies and procedures are clearly documented and communicated to staff senators.

➤ **Goals for the Greater University & Senators:**

1. Send University-wide email announcing the new Staff Senate
2. Request that departments/schools/units around grounds put a link to the Staff Senate website
3. Keep website relevant and timely
4. Determine which methods of communication are most effective in sharing information with staff employees (i.e. newsletters, email, Facebook?)
5. Develop best practices for informing new staff employees of the Staff Senate
6. Ensure Senate policies and practices are clear
7. Generate or request appropriate committees to develop best practices and policy documents to guide the work of the Staff Senate
8. Generate or request appropriate committees to develop template letters
9. Maintain oversight of the Staff Senate Collab site and provide training when necessary

Open Floor: Issues from Senators:

Question: Parking for senators. Where are we with that?

Answer: UHR is looking into this.

Concern: Transgender health care has not been covered by the UVA Health Plan.

A: Will be transferred to the advocacy committee for discussion.

Comment: A senator mentioned that he will be involved in conversations related to the inequities between classified and University staff.

There being no further business to discuss, the meeting was adjourned at 12:55pm
Minutes respectfully submitted,

Sandra Murray, Secretary, Staff Senate