



STAFF SENATE OF THE UNIVERSITY

MINUTES OF THE
MEETING

THURSDAY, FEBRUARY 19TH, 2015
11:00 AM-1:00PM
NEWCOMB HALL,
SOUTH MEETING ROOM

MEETING STARTED AT	11:00 AM
CO- CHAIRS	Nina Morris; Eric Newsome
SECRETARY	Sandi Murray
MEMBERS PRESENT	<p>Present:</p> <p>Present: Lorenza Amico (alternate for Bill Corey), Leslie Andrus (UHR), Brett Bryant, Arlene Buynak, Sylvia Coffey, Shawn Comeau, Bill Corey, Richard Covington, AJ Davidson, Morgan Davis, Chris Doran, Nancy Eagle, Sandra Foster, Cindy Garwood, Joanne Hoagland (UHR), Logan Hobbs (UHR), Kobby Hoffman (alternate for Mike Ludwick), Brandy Hyder (alternate), Lara Jacobson, Alice Kenney (alternate for Bill Peairs), Nancy Kriigel, Michael Ludwick, Della Marsh, Patty Marshall, Kelly Merryman, Eric Molnar, Sylvie Moore, Nina Morris, Sherry Morris, Amy Muldoon, Sandi Murray, Eric Newsome, Kathy Peek, Monica Petrich (UHR), Danelia Robinson, Leigh Rockey (ex officio), Lindsey Saxby, Brett Schnell, Nick Skrifoff, Maggie Stein, Edward Strickler (alternate), Lorie Strother (ex officio), June Wade, Jayne Weber (alternate for Eric Newcome), James Weissman, Katie Winters (alternate for Danelia Robinson), other guests</p>
<p>Members not Present: Edrina Allen (ex officio), Holly Bennett (alternate), Judith Berry, Michael Birkhead, Linda Blacke, Missy Brads (alternate), Molly Castle (alternate), Sonya Churchman, Jennifer Cottingham (alternate), Judy Craig, Felix Crawford (alternate), Amanda Crombie (alternate for Laura Jacobsen), Tim Eckert (alternate), Peggy Ehrenbert (alternate), Lisa Franco, Linda Freeman, Lynn Galasso (alternate for Chris Doran), Sandy German, Penny Guy (alternate), Pat Hartsook (VP Office), Kimberly Herring, Barbara Hogan (alternate), Emily Hopkins, Kendall Howell, Katrina Hunter (alternate), Joyce Johnson (UHR), Dave King (VP Office), Jennifer Kreitzman, Fran Lloyd (alternate), Lynn McCutcheon, Tina McWilliams, Dick Minturn (alternate), Dusty Mitchell, Bill Peairs, Cindy Persinger (VP Office), Melanie Price, Patricia Reilly, Zachary Root (alternate), Reggie Rose (alternate), Dee Saunders (VP Office), Raj Seneviratne (VP Office), Molly Shifflett (alternate), Ellen Shrum (alternate), Dannelle Shugart, Jamel Smith (alternate), Tammy Snow, Duane Taylor (alternate), Tosh Thompson, Kelley Tobler (ex officio), Charlotte Toney, Margaret Weeks (ex officio), Michael Wilson, Leslie Yowell</p>	

WELCOME

WELCOME & ANNOUNCEMENTS	<p>Maggie: Shared several announcements with the group</p> <ul style="list-style-type: none"> • Offered thanks for name cards, but encouraged senators to introduce themselves when speaking to the group. • Mentioned that it is ok to eat food at the meetings, so senators should bring their lunches. • Reminded senators that there is a suggestion box on the staff senate web page, which they are welcome to use, especially if they want to keep their comments anonymous. • <p><i>Eric mentioned that the new Staff Senate is at the halfway point in the transition year, so that any suggestions would be greatly appreciated.</i></p> <p>Staff Senate Website: http://staffsenate.virginia.edu/ Meeting minutes, presentations and resource information can be found there.</p>
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MEETING SUMMARY

Guest Speakers:

- **Allison Miller, Job Family Structure Overview**
- **Lindsey Reese, Career Development Update**

University Human Resources Updates Report: Joanne Hoagland

- See updates below

Committee Presentations:

- See updates below
- PowerPoint presentations will be located on the staff senate website <http://staffsenate.virginia.edu/>

APPROVAL OF MEETING MINUTES

MINUTES			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

**HOT TOPICS
& UPDATES**

*Next Meeting: March 19th, 2015
11:00 AM
Newcomb Hall, South Meeting Room*

**GUEST
SPEAKERS**

Allison Miller: Compensation Manager at UHR

Job Family Structure Overview:

- Allison asked senators if they know their job titles and have read their job descriptions and if they knew how to locate the Center of Leadership Excellence website. It was determined that many senators are aware of and know their own job families and job titles, which can be found here: www.virginia.edu/leadershipexcellence/
- 2014: all job categories were moved into the UHR system: A&P faculty, Classified staff, and University staff will all have a designated job family in this system.
- There is a job title comparison tool with market ranges so that employees can easily compare their current job to other jobs at the university.
- UVA job structure
 - Many staff across grounds participated in the creation of the new UVa job structure.
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 - There are 15 job families
 - Allison shared a distribution of employees by job family pie chart: 864 administration (lots of job titles and responsibilities are represented in this job category); 635 operations, 658 research, and 762 human resources. It is possible to see a visual on where the jobs are in the university, and this could encourage interest in a specific category.
- Subfamilies: each job family has a subfamily (like Dewey decimal system, has its own nomenclature).
- Job summary tool: The title summary field can be the starting point of a job description. It includes the typical work and the education requirements (usually says preferred for college degree in order to follow rules and regulations).
- Market range: wide ranges because the intention is to encourage in-place promotions. Market ranges can be helpful if an employee is considering a different job at UVa; the range will indicate if the job is higher paying and, therefore, considered a promotion. Classified Staff: There is a section in each of the job title summaries that shows the “typical state classified equivalent”

Lindsey Reese: Career Development Specialist
Created the Career Development Compass

Project:

Identified *employment opportunities* for employees across grounds (part of Cornerstone plan) to promote staff excellence.

- Identified resources and professional opportunities for each subfamily in the UVa job structure
- Called the project *Career Development Compass*. There is a link in the Lead @ UVA system under the Development section.
- To gather the content, interviewed employees and subject matter experts in the specific job families/subfamilies.
- Need on-going feedback to ensure that the tool is kept up to date. senators were encouraged to look at their own subfamily and contact Lindsey directly with comments.
- The Career Development Compass is a listing of professional development opportunities divided into five categories:
 - Professional organizations
 - Events and training
 - Education and certification for those who want more education
 - Independent learning (publications/on;-line resources)
 - On-the-job activities: networking, finding a mentor

Suggestions link is available to provide feedback

- There are gaps in the tool now, but UHR is working on it and hope to have it out in the next month.
- The tool will stay current via the work of a student intern who will check the links relevancy.

Q&A:

- **Question: Are units deploying merit raises with a flat method, or based on performance?**
- **Answer:** There has been a great effort to send information to managers encouraging them to look at their staff job families, and to review their market range.

Senator noted that in her department, managers have not used the tool to make raise decisions (flat amount raise, or based on performance).

Allison shared the following information in response: On average, an effective performer received a 2.5% increase

- An exceptional performer received a 3.7% increase
 - It appears that in many cases, merit increases are being based on merit.
 - Market ranges may not necessarily be included in the merit increase process. It will vary. Some will include range penetration, some may not.
 - Compared to the health system, not the same, there will be variability.
- **Comment:** An example was shared that an individual was placed into a higher job title than his original job title but without having the benefit of a

raise. Now a raise is difficult to offer because he is already in a higher category.

- **Answer:**
 - Slotting process was supposed to be cost neutral at the start. University staff policy allows for making strategic a compensation adjustment: mid-point is based on the “going rate for the job”. Need to get people towards that 50% range penetration. Compensation policy allows those in the lower third to get an increase to get higher range impact (for taking on more duties) based on spending availability in individual departments.
 - Classified staff can get in-band adjustments which is a similar pay practice for taking on additional job responsibilities.
 - It has been identified that certain employees did not find out until several months later that they had been moved and were told it was “last fall” and it cannot be changed. Advice was to have these employees go to the HR department to discuss a review, and to help them understand the issues.
- **Question:** Is anyone looking at gender equity in terms of salary on the staff side?
- **Answer:**
 - Practices are designed to be equitable across the board.
 - There are no plans for a staff equity study like for the faculty at this time. UHR is hopeful that by applying policies consistently and appropriately, equity will not be an issue.
 - Allison will share this concern with Susan Carkeek and let us know if there is any further information.
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- **Question:** Does the Career compass benefit the University staff vs the Classified staff?
- **Answer:**
 - Career compass is for both groups and benefits all staff

These questions were posed during the meeting, but there was not sufficient time to answer them.

- **Question** Is the mentoring process formal? Do people higher in the job family mentor those below?
- **Question:** If there are 2 people in the same job but different units and one unit decides to increase salary, and the other decides to use money for education opportunities, isn't this discrimination in pay practices?
- **Comment:** It has been shown that gay men typically earn 10% less than other men. Transgenders are excluded from certain types of health care, therefore receiving less benefit. This is not comparable or equitable.

**NEW
BUSINESS**

Website updates: Amy Muldoon

- Need bios and pictures from all. Having these available is helpful for those who use the website to identify senators and alternates. Photos were taken after the meeting.
- Amy is a representative on the committee for Sustainability and mentioned that the upcoming Pancake Breakfast will be zero and that the 2014 awards ceremonies were also zero waste.

University Human Resources Updates

Below are topics reviewed during HR Updates at the February Staff Senate meeting, plus answers to a couple of general HR questions asked at the very end of the meeting.

2015 Staff Appreciation Pancake Breakfast

Date: Tuesday, March 10th

Time: 7-9 a.m.

Location: Fresh Food Company, Newcomb Hall 2nd Floor

More information: <http://www.hr.virginia.edu/news-events/news/free-all-staff-pancake-breakfast>

Nominate for the 2015 Leonard W. Sandridge Outstanding Contribution Award

Due Date for Nominations: March 20th

Recipients Honored at the Service Awards Day Ceremony

Forms and Details: www.hr.virginia.edu/go/oca

Service Awards Day Ceremony and Reception

Date: Tuesday, May 19th

Time: 1:30 p.m. - 3:30 p.m.

Location: John Paul Jones Arena

Celebrating: Employees with 10, 15 and 20 years of service

Service Awards Dinner and Ceremony

Date: Monday, June 8th

Time: 5:00 p.m. – 8:00 p.m.

Location: John Paul Jones Arena

Celebrating: Employees with 25 through 50-plus years of service

VITA Free Tax Prep Assistance is available for employees who earn \$53,000 or less. To register visit: www.vitavirginia.org/appointments

Spring Break Day observed Friday, March 13th

University Holiday Schedule: <http://www.hr.virginia.edu/calendars/university-holiday-schedule/>

Here are answers for HR questions asked by senators at the end of the meeting:

Question: *Where can we learn about the workplace guidelines for nursing mothers?*

Answer: Guidelines are published on the University Human Resources page:

<http://www.hr.virginia.edu/news-events/news/nursing-mothers>

Question: *Where can we read more about grievance policies and procedures?*

Answer: Links to the different grievance policies and procedures are found online at: <http://www.hr.virginia.edu/other-hr-services/hr-consulting-services/faculty-and-staff-relations/conflict-and-dispute-resolution/>

Question:

- Is the University legally prohibited to choose to give classified employees a merit raise if the State does not approve raises?
- **Answer:** The University is not permitted to offer a merit raise, or an across the board raise, but they can use the policies that are in place to offer in-band adjustments etc.

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

Committee Updates:

Communications Committee: Amy Muldoon

- Believe that all official staff senate documents should be in one place, and it should be in the resources section of the Staff Senate Collab site.
- Committees should make sure that minutes, the charge of the committee, final official reports, & best practices should be stored there. While committees can complete their work in their Collab subsite or box.com, their official work and documents must be stored in the resources section of the Staff Senate Collab site.
- Several Collab training sessions have been run for those not familiar with Collab.
- Collab overview
 - Amy Muldoon walked senators through the resources section of the Collab site to show them what information is already stored there, including:
 - Meeting minutes, agendas and presentations
 - Bylaws and bylaw amendments
 - Staff Senate logos and letterhead
 - Template letters, such as a senator letter of introduction to constituents and a letter to send out around election time (not on the site yet)
 - Membership lists
 - Tutorials for Collab to assist with navigating Collab
 - University wide communication to the whole university
 - Website *how to's*
 - Official committee documents
 - Each committee has a subsite for their own work; this is where they can use the Wiki tool for collaboration.

Homework: Committees should develop a mission statement and list of goals and put the document in the appropriate Collab committee folder.

Nick Skriloff

- Discussed the concept of using a Wiki (committee playground). Each committee has a Wiki available on its subsite.
- Quickly mentioned that box.com can be used for committee work, but final documents must be posted on the official Staff Senate Collab site.
- **Advocacy: Mike Ludwick:**
Advocacy Committee: reach out to see if the issues chosen are what our constituents are interested in this committee pursuing
 - Plan seems ambitious: cannot complete in the next 5 months
 - Committee has not yet prioritized the list of issues.
 - This list of issues is not on Collab site yet
 - Someone suggested that the committee consider “sunshine projects” – to bring light to policies, programs and practices around UVa that are not transparent.
 - Collab site is a good place to have the discussions about the issues
 - Advocacy issues can be sent to staffsen-advocacy@virginia.edu
 - All committee emails are located on Collab.
 - Comment: Pat Hogan came to meet with a department and suggested that people bring suggestions to him. They just need to bring him a packet and a recommendation.
 - Discussion about Education Benefits
 - Bill Corey is on the committee for benefits. He can go back and look at this on his committee. They looked at this last year, but he can take it back to the committee.
 - Education benefit is a perk, but it is not funded or tracked. Training office does fund this at all, which is not a known fact.
 - Something to consider: If some folks opted out of the benefit, could that let others have more if they are working on a degree.
 - The committee was thanked for taking advocacy on. These are things that motivate others.
 - Mike Ludwick mentioned his interest in talking with Virginia Governmental Employees Association (VGEA), which is a group of state employees who advocate for their constituents.
- **External Partnerships: Morgan Davis**
External Partnerships
 - Morgan Davis: The External Partnerships (EP) committee sent a survey to senators to see what committees they want to join. This survey will allow the committee to have names ready when someone asks for a Staff Senator to serve on a working group, task

force or committee. The EP Committee will contact the appropriate senators to determine who is interested in serving.

- There was a suggestion to add a question to see who is already serving on committees at this time.
- EP sent out a letter to identify what staff senate is, and let staff know what we can offer. Especially to senior leadership. And that we want to add concerns to these committees. Make sure we are here and we have viewpoints,
- Senator asked if the Faculty Senate shares its minutes with the Staff Senate and thought it might be a good way to let them know we want to be closely aligned with them.
- Becca White from P&T is looking for a rep for the P&T committee.
- Parking appeal committee is looking for a staff senate representative as well. If you are interested, please nominate yourself.

- **Membership Officer: Maggie Stein**

- Maggie gave a brief update regarding senator term end dates. Some end dates for senators have been assigned for those who did not know their end date. This will allow the management of one third of the membership off board every year.
- The current Bylaws document has confusing information on the rules of attendance, so work is being done to streamline these Bylaws. The goal is appropriate representation, whether it is a senator or an alternate.
- An August luncheon is being planned for the senators who will be on-boarding and off boarding.
- A Mentorship program for senators is also being planned and is in the works.

Question: Is there a membership list that will be available to review? Maggie mentioned that she is working on this list to make it as up to date as possible. There is a list currently on collab, and that should be the most up to date list. Please let her know if the list is not accurate. Another place to find the information is on the website.

- **Nominating Committee: Leigh Rockey:**

- 1. **Shares a staff benefit:**

Everyone who has net badge has access to unlimited streaming videos through the UVa library...

- **How To Stream Movies On Demand via UVa Library's Web Site:**

- Get connected: On Grounds users need to be online via Ethernet or Cavalier wireless. Off Grounds users need UVa Anywhere to access

the Library's streaming films. Get UVa Anywhere at:
its.virginia.edu/network/vpn/

- Go to search.library.virginia.edu: This is the URL for UVa Library's online catalog, VIRGO.
- Search for the title of a film: VIRGO offers ~23,000 on-demand streaming videos on many subjects in many genres.
- Or go to guides.lib.virginia.edu/streaming: This guide lists the streaming video collections available in Virgo, as well as free Internet sites. Click into a collection to search for a film or just browse. Questions? Contact streamingvideo@virginia.edu
- To find feature films, go to guides.lib.virginia.edu/streaming, then scroll down to "Criterion on Demand" and click on it.

2. Elections Committee: Election Timeline was presented

➤ March:

- The Nominating and Recruiting Committee will solicit nominations for the offices of two co-chairs and one secretary. These nominations will be accepted through the end of April. nomrec@collab.itc.virginia.edu
- Officer elections will take place at the July meeting. Absentee ballots will be accepted. Also, the chairs of the five committees will not be officers, but they will sit on the executive committee and are expected to attend those meetings.

➤ April:

- Voting Best Practices document will be presented to senators. Included will be templates of email messages and talking points that senators may use to solicit nominations for senators and alternates.
- At the Staff Senate meeting, voting procedures will be explained.
- Senators should begin talking with their coworkers about serving on the Senate. Senators who are up for re-election should arrange to have their election run by another Staff Senate member.

➤ May

- At the Staff Senate meeting officer candidates will be named.
- Senators running elections should collect names of nominees in their organizational unit. Use Voting Best Practices document for procedures to follow.

➤ June:

- Officer Candidates may address the staff senate if they wish. Absentee votes may be submitted from June 18-July 15th.
- Senators will run the elections and report the outcome to the Nominating and Recruiting Committee by June 31. Again, use the Voting Best practices document for guidance.

➤ July

- Officers will be elected and announced
- Welcome letter will be sent to new senators and alternates by co-chairs.

Of Note, there is a *By-Laws Committee* (4 individuals) working on updates and revisions, to make them more clear. We will hear more about these changes once they are complete

Eric Newsome: The communications committee has done excellent work in developing the Collab site. Everything that we do, and have developed to describe how things are accomplished, should be stored there. Having all this information there will be of great help when the committees and officers change hands.

Senator Comments: Issues from Senators:

Concerns:

Question: Idea of equity survey not being done for staff is of concern. If there is someone planning to do a survey, who can be involved in designing questions?

Answer: Suggested that advocacy could add this to the list of issues to work on.

Question: Classified staff: grievance procedure is in place. Is there one for University staff? What is the procedure?

Answer: This was not addressed

Question: SOM buildings don't always have conveniently located lactation rooms. One comment is that legally the department must provide a room, which has to have a door, a chair and privacy. Several people shared examples of how other departments have handled this. HR will investigate the law that governs this issue and will follow up at next meeting.

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

Sandra Murray, Secretary, Staff Senate