

University of Virginia Staff Senate Agenda

January Staff Senate Meeting		January 21, 2016
Location: South Meeting Room, Newcomb Hall		11:00 – 1:00PM
Welcome & Announcements	Amy Muldoon, Co-Chair Maggie Stein, Co-Chair	11:00
UHR Presentations	<ul style="list-style-type: none"> • Susan Carkeek – Vice President and Chief Human Resources Officer • Alison Miller – Director, Total Rewards • Elizabeth Carey – Employee Recognition Specialist 	11:05
Committee Updates - Sharing Goals	<ul style="list-style-type: none"> • Advocacy • Communications • External Partnerships • Membership 	12:00

Next Meeting:
February 18, 2016 at 11 AM in the Kaleidoscope Room, Newcomb Hall



ANNOUNCEMENTS

- Title IX Training – Responsible Employees must complete by Feb. 5
- Earn \$100 – Complete the Hoos Well Fitness Challenge
- DMV2Go
 - January 22 from 11-4 at Scott Stadium, T4 parking lot
- Don't forget the Women's Bball Games (Sarah Holsinger)
 - 2/7 (UVA vs. VT) or 1/24 (UVA vs. Pittsburgh)
- Updates from Co-Chairs
 - Staff Senate Advisory Board – first meeting scheduled
 - Consider taking on a leadership role in the Staff Senate
 - We will be sending out the alternate survey in the next week



Membership Committee



Manage Membership Logistics

Objectives:

- Maintain accurate membership list
- Maintain sympa list serv
- Track attendance at monthly meetings and assess long-term trends
- Provide parking passes
- Partner with UHR on annual luncheon
- Create alumni list

Progress (as of Jan 2016):



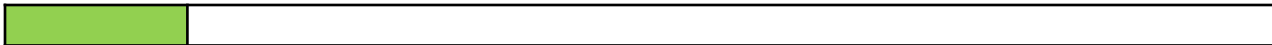


Improve New Member Orientation

Objectives:

- Maintain and distribute welcome packet
- Design and launch an in-person orientation to take place in August

Progress (as of Jan 2016):





Develop Staff Senate Members as University Leaders

Objectives:

- Research existing training and professional development resources at UVA
- Decide on topics that could contribute to the personal and professional development of a variety of staff
- Create a strategy for incorporating training & development into staff senate meetings

Progress (as of Jan 2016):





External Partnerships Committee

External Partnerships Committee

Mission

Create collaborative partnerships with key committees and groups on Grounds to engage Staff in the University community and empower Staff voice to be represented fully and equitably in University-wide initiatives and shared governance.

Goals

1. Establish and maintain respectful relationships with key partners in University committees, task forces, and groups to open lines of communication between Staff, the Senate, and these constituencies.

Goals

Identify and assess key partnerships around Grounds for impactful opportunities for Staff.

Goals

Identify and assess key partnerships around Grounds for impactful opportunities for Staff.

Facilitate conduit of information to and from these partners by testing different methods of communication and highlighting issues Staff Senate can examine.

Goals

2. Facilitate a process to field requests for Staff on committees, task forces, and groups.

3. Help Senate leadership to advocate for opportunities for empowering the voice of the Staff Senate, and in turn, our Staff constituencies, through these partnerships.

Recruitment

Join us!

Meetings Tuesdays the week before the Senate.

Andrea Johnson

agj4p@virginia.edu

Melissa Goldman

meg3kx@virginia.edu

Jess Wenger

jsw6d@virginia.edu

Or

staffsen-external@virginia.edu



Communication Committee



Communication Committee Chair: Kelly Merryman

Communication Committee Co-Chair: Bill Corey

Contact: staffsen-communication@virginia.edu

Overall 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.



Goal One

Improve communication between the Staff Senate and staff employees by

- researching the viability and sustainability of various communication methods, specifically a Staff Senate newsletter and/or blog
- developing best practices on how and when to reach out to constituents, including how and when to send out minutes (should we have a standard format?)
- developing template letters to ensure consistent messaging
- attending meetings throughout the greater University to talk about what the Staff Senate has to offer and get feedback from staff
- developing a process for gathering and disseminating email distribution lists to staff senators.



COMMUNICATION COMMITTEE

Goal Two

Manage official Staff Senate modes of communication

- Maintain oversight of the Staff Senate Collab site and provide Collab training.
- Maintain and update weekly the Staff Senate Facebook page.



Questions to the Staff Senate

Please use the slip of paper provided for you and return Kelly Merryman.

1. What meetings in your areas could we attend to spread the news about the Staff Senate?
2. Are you interested in having either a blog or a newsletter? If so, which one?
3. Would you be interested in contributing to the blog or newsletter? If so, please give us your contact information.



Advocacy and Issues Committee



Overarching Goal

Improve pay and benefits for staff in order to increase staff satisfaction and job performance as well as attract, reward and retain high-quality staff by suggesting program improvements and providing information so that staff can advocate for themselves, advance their careers, better utilize existing benefits, and better maintain healthy work-life balance.



Objective One: Education Benefit

Review and analyze policies related to the Educational Benefits (EB) program, educate staff about the existing program, and suggest program improvements to maximize transparency and use of the program.

- Ask HR to present on EB program
- Review EB policies from other Virginia colleges and universities, ACC schools and other “Public Ivy’s”
- Review central EB policies
- Obtain department EB policies for comparison and best practice models.
- Investigate other uses for EB program funds
- Make recommendations to HR about possible program improvements
- Disseminate information and post resources on SS website as appropriate



Objective One: Education Benefit

Deliverables

- HR presentation to A/I committee (Jan) and Staff Senate (Feb).
- A/I EB subcommittee met with HR to discuss the EB program



Objective Two: Reward and Recognition (R&R)

Review and analyze policies related to the R&R program, educate staff about the existing program, and suggest program improvements to maximize transparency and use of the program.

- Ask HR to present to Staff Senate on R&R program
- Review central R&R policies.
- Obtain R&R policies for units around grounds.
- Review and analyze R&R policies for units around grounds for comparison and best practice models.
- Disseminate information and post resources on SS website as appropriate.

Deliverables

HR to present an update at the Jan 2016 full SS meeting.



Objective Three: Pay

Educate staff about ways in which they can increase their pay through maximizing transparency about the compensation process and empowering staff to use methods available to increase their pay.

- Continue to develop positive relationships with HR staff.
- Ask HR to lead a presentation on compensation
- Develop a fact sheet for staff so that staff are aware of policies related to pay so they can use them to their benefit.
- Develop a fact sheet for managers to ensure managers understand ways to increase staff pay
- Disseminate information and post resources on SS website



Objective Three: Pay

Deliverables

- UHR 101 presentation at Nov 2015 meeting
- Comp 101 presentation made available to staff.
- Monitor UHR's progress toward training managers on compensation options for staff increases.



Objective Four: Parental Leave

Review policies that constitute Parental Leave benefits to maximize transparency and encourage use of available benefits.

- Develop & disseminate a document that informs staff about parental leave options.
- Communicate with Faculty Senate regarding the parental leave benefit for faculty and consider recommending benefit improvements for staff.

Deliverables

- Parental leave document submitted to HR for review
- A/I Chair working with Faculty Senate regarding the parental leave benefit and consulting with HR.



What Can You Do?

- Ask your supervisor or your unit's HR representative for your unit's R&R program guidelines, and send them to staffsen-advocacy@virginia.edu.

(HR shared with A/I its own R&R program that it uses within HR, and we will disseminate HR's program with the minutes and post to the SS website.)

- Ask your supervisor or your unit's HR representative for your unit's EB program guidelines, and send them to staffsen-advocacy@virginia.edu. *(They may simply follow the central HR guidelines.)*

SHARE INFORMATION from SS with constituents!



Committee Goals Feedback

You will have the opportunity to provide more feedback to committees in the after-meeting survey

Next Meeting

February 18, 2016 @ 11 AM in the Kaleidoscope Room,
Newcomb Hall

- Education Benefit guest speaker, Greg Freshour from UHR