



Minutes from Staff Senate Monthly Meeting of February 18, 2016

Location: Newcomb Hall; Kaleidoscope Room

Time: 11:00 AM — 1:00 PM

Attending: *See pages following minutes.*

Meeting Summary

Welcome and Announcements	Amy Muldoon , Co-Chair Maggie Stein , Co-Chair
Education Benefits	Greg Freshour , UHR Education Benefit Specialist
Title IX Training & Resources	Kelley B. Hodge Title IX Coordinator & Executive Asst. to the President Akia Haynes Deputy Title IX Coordinator
Updates	Monica Petrich , UHR Co-Chairs

Welcome and Announcements

Amy Muldoon, Co-Chair; **Maggie Stein**, Co-Chair

- The March Staff Senate meeting will have just one guest speaker: Shana Pack, Wellness Program Director for Hoo’s Well; the remainder (approximately 1 hour) of the meeting will be a working session set aside for committee meetings.
- Staff Pancake Breakfast — March 8, 7:00 AM - 9:00 AM at Fresh Food Company in Newcomb Hall (1-hour validated parking will be provided at Central Grounds Garage).
- The [Sharon L. Hostler Child Development Center](#) will have an open house Feb 23-24 9:00 AM -5:30 PM and a preschool preview event Feb 25 from 4:00 PM - 6:00 PM. Location: 107 Whitewood Road, Charlottesville, VA 22901.

Guest Speakers

2016 Education Benefits Program

Greg Freshour, UHR

[see PowerPoint slides]

Changes coming in 2017 (going to “tighten it up a bit from where it’s been”); Greg spoke only about the current benefits. Up to now, approvals for education benefit funding requests have been inconsistent; at one time 6 different people were making decisions about which requests would be approved. Everything goes to Greg now. For clarification/questions, always reach out to him via email: gaf2n@Virginia.EDU

Previously, skydiving, for example, may have been approved but probably won’t be approved now. Scuba diving is legitimate because students receive a nationally recognized certification.

The \$2000/year benefit is considered “Central funding.” Departmental funding, if available, is supplemental beyond the \$2000.

The education benefit is by *calendar year* (January 1 - Dec 31) — not fiscal year. You may not exceed 6 graduate credits or 7 undergraduate per semester.

For a class starting in January, you can submit a request for funding it in the prior December and max out your previous year's funds. For example at the end of November if you’ve only used \$1500 of your \$2000 and you know you will be taking a class in January, you can make the request in December and the remaining \$500 will be applied. But, if you turn in the same request in January, it will be too late.

Q: Is benefit money taxable?

A: It is tax free income. If you have additional departmental support, anything above \$5250 is taxable.

Academic courses must be taken for credit - no auditing allowed.

Eligibility: Central Funds for Salaried Employees (incl. part time); must be benefits eligible.

Service measured from date of hire to first day of course. Benefits kick in after 90 days of service for departmental funding, 1 year for Central.

Course Requirements

Most popular reason:

- *Provide new knowledge and skills to enhance job performance, career development and or support UVA’s mission.*

Stress is on “new knowledge.”

Goal for 2017: generate a list of approved organizations. To that end, Greg will be meeting in March with Joanne Hoagland (Health & Welfare Benefits Program Manager) to review every course that has ever been approved or denied. The list of approved groups will not be inclusive.

If you are ever in doubt about an Education Benefit issue, send questions to askhr@virginia.edu (a general mailbox but education questions get routed to Greg.)

Q: Which course requirement do you check (on the form) for Scuba Diving?

A: “new knowledge”

Regarding yoga, courses at UVa or PVCC are generally approved; others on a case-by-case basis. Language courses are typically approved, but, for example, Rosetta Stone would not be because it is a *product* (CDs). Products and materials are never approved.

Certificates of *attendance* are probably not going to be sufficient going forward. Certifications will be covered but if you do not pass, you will need to re-pay the benefit.

Conferences are not covered unless there is some certification or credits associated with it; CEUs for example. Also not covered: drop fees; application fees; food/lodging/travel.

Applying for Benefits

Log onto Benefits@ (<https://www.hr.virginia.edu>).

When filling out the online form, if there is no course number, just make one up (e.g. “101”) because the system requires it.

If you only using Central Funding, no PTAO is needed. Provide it only if you exhausted central funding and the department is funding the rest. Supervisors must sign departmental funding requests. If you enter a PTAO, your supervisor will get an email when your submission is entered.

Submission deadline for 2016 benefit is December 15, 2016.

After submission

Processed immediately; could take up to 2 pay cycles for you to see funds appear in your paycheck. Proof of payment and successful completion required within 30 days after course completion.

Compliance

Graded classes require you to earn a ‘C’- or better. Since the education benefit is paid direct deposit if the need arises to repay (class cancelled, insufficient grade, etc.) then payment is made via payroll deduction.

Question & Answer

Q: If every employee took advantage of the benefit, are the funds there?

A: Yes. Last year \$2.6 million was spent on the program.

Q: How do you get conference attendance approved? Seems like the bar to get one approved is very high compared to, say, a recreational course in sculpting.

A: Professional conferences are explicitly not allowed except if there is some credit involved.

Q: Where do personal enrichment courses fall on the requirements?

A: “New knowledge.”

Title IX training

[Kelly Hodge](#), Title IX Coordinator and Executive Assistant to the President

[see PowerPoint slides]

Kelly began this role last August (previously an undergrad here). Criminal justice background as a prosecutor and defender.

Title IX - 1972 – intended for gender equity in sports; probably did not anticipate current use of the law (sexual assault/discrimination). For the past 10 years, the greater focus has been on what are we doing to make sure that the academic environment is safe for everyone who works or is being educated in this setting.

Clery Act – A Federal statute: arose from an incident at Lehigh University (a woman killed in a dorm room) — requires timely warnings/reports about sexual assault crimes. Intended to be an act of transparency so students and parents can make informed decisions regarding their personal safety.

VAWA - Violence Against Women Reauthorization Act of 2013. Amends Clery to expand into other areas (dating violence, stalking, etc.). Applies to students *and* employees.

Complex laws require thoughtful coordination [see flow-chart in the slide presentation.]

Kelly, the University Police Department, and a representative from Student Affairs make up an Evaluation Panel that meets twice a week (Monday & Thursday) to evaluate incidents that may or may not be Title IX. They are required by law to respond within 72 hours of reporting. Other support individuals are on call (Dean of Students, for example).

People tend to associate Title IX with criminal law but it really is a civil rights statute that is designed to ensure that everyone has equal access to the educational setting.

There is a legal duty to protect people’s civil rights, so even if law enforcement is involved, the University must still complete the Title IX investigation. There is a balancing act between individual and community needs versus the legal requirements.

Individual and community needs are important to the process and may not match up to the legal framework. It is important to respect the preferences of the individual. The goal is to alleviate whatever it is that creating a hostile setting and make sure the person feels safe.

Q: Does Title IX just cover students?

A: It covers everybody: students, employees, anybody who works in the setting, anyone contracted to work in the setting at any time. Applies to K through Higher Ed.

Dynamics of Trauma - There is no script for where a person is in their healing process after experiencing trauma.

Understanding Title IX

- *Who Must Follow*: All recipients of federal financial assistance.
- *Who it Protects*: Protects students, employees, and third parties from sexual and gender-based harassment and violence by any school employee, another student, or a non-employee third party.
- *Who can file*: A harassed student or employee; the student's parent or guardian; a third party [most frequent]; anyone who requests action on the student or employee's behalf.

By- passer intervention training, and the green dot programs are driving a lot of recent third party interventions.

What Title IX requires: a grievance procedure for a "prompt and equitable" resolution of student and employee complaints. The goal is to complete all investigations in 60 days but sometimes, that needs to be extended.

Once a school "knew or should have known" of a violation, the school must: *eliminate* the harassment; *prevent* its recurrence, and *address* its effects.

"Responsible" employees must report violations. If you do not have "confidential" employment status [such as a psychiatrist, therapist, or otherwise protected by state law], then you are *responsible*.

Incidents can be reported at "[Just Report It.](#)" It has an anonymous component but that does not apply to responsible employees; all relevant details must be reported.

Staffing: 1 part-time investigator; 3 full-time contracted investigators. A typical case has two investigators 1 UVa affiliated; 1 external. UVa recently hired 2 new deputy coordinators to do investigations.

Title IX and Law Enforcement

Law enforcement may or may not investigate; either way, the University must finish its investigation.

See [Title IX and VAWA](#) for complete details or just consult the simpler [infographic](#) which you are encouraged to share with others. Trauma victims may only hear every fifth word of what you say to them so it is better to give them something in a written form to take away.

"Stop, Drop, and Roll"

- **Stop**: Assess safety and need for emergency response.
- **Drop**: Document the report.
- **Roll**: Roll it out to the Title IX team.

Additional resources:

[Sexual Violence Education and Resources](#)
[Not on Our Grounds](#)

Q: What is the role of the Dean of Students?

A: They have a greater role in the beginning; the initial assessment, outreach, providing support for the victim. They are not a part of the investigation. They may manage “no contact” orders.

Updates

UHR Update

Monica Petrich, UHR

- An email went out about form 1095-C.
- The “Be Well” program is a pilot; it is not Hoo’s Well; it is affiliated with the Medical Center and part of the greater Ufirst effort. But, the two programs might merge at some point. Pilot eligibility came from taking the patient lists (from general wellness appointments) from 6 highly used physicians at the Med Center. About 1,000 participants invited to be in the pilot. It is a blind program; you receive an invitation only if you had previous visit with one of the 6 physicians. You can earn \$480 by participating. [You can do either or both Be Well and Hoo’s Well.]

Hoo’s Well starts Aug 1 through October; this year there will be a biometric screening, health risk assessment, and fitness challenge. There *may* be an increase over the previous \$480 reward.

- Outstanding Contributor information to be sent by email next week.

Co-Chair Updates

Miscellaneous Updates — [See Slides]

Mid-Year Check: Senators and Alternates broke up in small groups to discuss how the Senate is doing.

What we are doing well: Quality and caliber of speakers; good communication (minutes/links); learning about the wider university.

What can we improve upon: Look for opportunities for follow-up with speakers; increase awareness about Senate; produce a meeting recap that could be emailed by Senators much closer in time to the actual meeting.

Good news: A Staff Senator was placed on the search committee for Susan Carkeek’s replacement. The executive search group was very receptive to having Staff Senate representation.

Next Meeting:

Thursday, March 17, 2016

Newcomb Hall, Kaleidoscope Room

Staff Senate Meeting Attendance - FEBRUARY 18, 2016

Schools/Business Unit	Senator	Attended?	Alternate	Attended?
Athletics & IM Sports	Schnell, Brett	Yes	Davis, Becky	
Audit/Compliance/Emergency/Police/Treasury	Berry, Scott		Castle, Molly	
Business Operations/ Dining/ Housing/ Parking/ Printing/	Garwood, Cindy		Hunter, Katrina	
	Peek, Kathy	Yes		
College of Arts & Sciences	Stein, Maggie	Yes	Lamb, Jennifer	
	Zylstra, Mieke	Yes	Short, Rachel	
Curry School	Rhea, John		Kiley, Ryan	
Darden School	Weissman, James	Yes	Skriloff, Nick	
Engineering School	Cornell, Jan	Yes	Mauler, Jennifer	Yes
Facilities Management	Bryant, Brett		Taylor, Duane	Yes
	Campbell, Tony		Shifflett, Molly	Yes
	Wenger, Jessica	Yes	Kevin Lawrence	Yes
	Werlitz, Norman		J.R. Richardson	
	Stinnie, George		Smith, Jamel	
	Thompson, Tosh	Yes	Covington, Richard	
			Rose, Reggie	
Finance/ Comptroller/ Budget/ Architect/ Procurement/	Doran, Chris	Yes	Galasso, Lynn	
	Ludwick, Michael	Yes	Hoffman, Kobby	Yes
Frank Batten School	Crombie, Amanda	Yes	Bainter, Hannah Rose	Yes
Human Resources Central & HR Development	Small, Michelle	Yes	Ober, Diane	Yes
Information Technology: CIO/ ITS/ Communication Services	Buynak, Arlene		Cuadros, Pat	
	Hyder, Brandy		Townsend, Tony	
Law School	Morris, Sherry	Yes	Bennett, Holly	
Library Services (excludes Health Sciences Library)	Corey, Bill	Yes	Amico, Lorenza	
McIntire School	Amos, Brandy		Ehrenberg, Peggy	
Office of Advancement (includes Development Office & Research)	Davidson, AJ	Yes	du Pont, Westley	
President's Office (includes Diversity & Equity, EOP, Comm)	Adkins, Lee Ann	Yes	Prailey, Tammy	
Provost	Henriksen, Melissa	Yes	Carter, Nysae	
	Muldoon, Amy	Yes	Rorem, Anna	Yes
School of Architecture	Goldman, Melissa	Yes	Smith, Cynthia	Yes
School of Continuing & Professional Studies	Merryman, Kelly	Yes	Shugart, Dannelle	Yes
School of Medicine	Cross, Tina		Guy, Penny	
	Harris, Amanda		Logan, Elida	
	Johnson, Andrea	Yes	Clarke, Jill	
	Kriigel, Nancy		Blough, Elizabeth	Yes
	Stepanski, Mary	Yes	Sullivan, Diane	
	Yowell, Leslie		Kish, Alex	Yes
	Foster, Sandra	Yes	Strickler, Edward	Yes
School of Nursing	Marsh, Della	Yes	Oswalt, Jackie	
Student Affairs / Student Health	Murray, Sandi		Eckert, Tim	
VP for Research (Environmental Health & Safety, Compara	Peairs, Bill	Yes	Mathes, Donna	Yes
Ex-Officio	Morris, Nina			
	Newsome, Eric			