



**Staff Senate Meeting Agenda**  
**South Meeting Room, Newcomb Hall**

**June 16, 2016**  
**11:00 AM – 1 PM**

11:00	<b>Welcome &amp; Announcements</b>	Amy Muldoon, Co-Chair Maggie Stein, Co-Chair
11:05	<b>Pat Hogan</b> <b>Rick Shannon</b>	EVP & COO EVP for Health Affairs
12:05	<b>Updates</b>	Monica Petrich (UHR) Co-Chairs Elections
12:25	<b>Committee Annual Reports</b>	

Next Meeting:  
**July 21, 2016** at 11 AM in Harrison/Small Library Auditorium  
Annual Appreciation Luncheon



## ANNOUNCEMENTS

- Parking Passes
- Overview of July and August meetings
  - July
    - Appreciation luncheon and the last required meeting for the year (for most members)
  - August
    - Orientation for new members
    - Retreat for new executive committee



## PANEL DISCUSSION

### **Pat Hogan**

Executive Vice President and Chief Operating Officer

### **Rick Shannon**

Executive Vice President for Health Affairs

### **Meredith Gunter** (Panel Moderator)

Outreach Director, Weldon Cooper Center for Public Service



## CO-CHAIRS UPDATES

- Introduction of co-chair candidates
  - Co-chair elections held at July meeting (absentee voting will be available)
- Co-Chairs Annual Report
  - Forged relationships across ground to encourage collaborations that promote staff well-being, open avenues for communication and support the work of the Senate
  - Continued to develop a robust Staff Senate that will thrive for years to come
  - Created opportunities for staff to serve in leadership positions on grounds



## ELECTIONS TIMELINE

### May

- The Executive Committee will present nominations for the offices of secretary and two co-chairs by the end of May.
- Senators running elections should collect names of nominees in their organizational units.

### June

- Senators will run the elections for senators/alternates in their organizational unit and report the outcome to the Membership Committee by June 30 (staffsen-membership@virginia.edu).
- At the Staff Senate meeting: Officer candidates will be named.

### July

- Absentee votes for officer elections must be submitted before the July meeting.
- At the Staff Senate meeting: Officers will be elected and announced.



# WHAT TO DO AFTER ELECTIONS ARE FINAL

## Close the survey in QuestionPro

1. Log in to your QuestionPro account
2. In the middle of your screen, you will see “My Surveys”
3. Locate the election survey and click on the “Active” hyperlink in the Status column

My Surveys [Share Folder](#) [Survey Rotation](#)

Created On	Survey Name	Completed Responses	Status		
06/05/2015	Voting on Bylaws	28	Closed	<a href="#">Analysis</a>	Options ▾
05/26/2015	Staff Senate Elections - Provost Units & Centers	67 <a href="#">+ Buy More</a>	Active	<a href="#">Analysis</a>	Options ▾

4. Check the “close” button and then click on “Update Survey Status”

**Survey Status**

Active

**Closed**  
Survey URL is suspended. Users cannot take the survey.

Draft/Collaborate

[Update Survey Status](#)



## WHAT TO DO AFTER ELECTIONS ARE FINAL

### Contact the People Who Ran in the Election

1. **Notify the candidates who did not win** to let them know in a *kind way* that they were not elected. Encourage them to attend a Staff Senate meeting or to serve on a Staff Senate working group or committee.
2. **Notify the candidates who were elected.** You can find a template letter on Collab.
3. **Send an email to your school or unit announcing the newly elected senator(s) and/or alternate(s)**

### Send Names to Membership

Send an email to Chris Doran, Membership Committee Chair ([cad7v@Virginia.EDU](mailto:cad7v@Virginia.EDU)) that includes:

- Names of newly elected senators and alternates
- Names of the supervisors of the new senators and alternates



## SAMPLE EMAIL – NEWLY ELECTED SENATOR

Dear \_\_\_\_\_:

Congratulations! You have been elected to serve on the Staff Senate as a senator for \_\_\_\_\_ (name of Unit). As a senator, you will have the opportunity to take on a leadership role, provide input on initiatives and policies that are important to staff at UVA, cultivate a positive and productive work environment at UVA, collaborate with staff across grounds, and engage with UVA leadership.

Please mark your calendar for the Staff Senate New Member Orientation, which is scheduled for Thursday, August 18 from 9-11 am in the Alumni Hall Board Room. This orientation serves as the August Staff Senate meeting. You will receive a welcome packet from the Staff Senate Membership Committee prior to orientation. Before orientation, please review the welcome packet and the Staff Senate website, including the bylaws, so that you are familiar with your responsibilities as a senator: <http://staffsenate.virginia.edu/>.

Additionally, please send me the name of your supervisor. Bryan Garey, Interim Vice President for Human Resources, will be sending a letter/email to your supervisor to officially notify him/her that you will be serving on the Staff Senate and what that entails, specifically, the time you are expected to allocate to Staff Senate business each month.

Please contact me with any questions or concerns.

Sincerely,

\_\_\_\_\_ (your name)



## SAMPLE EMAIL – NEWLY ELECTED ALTERNATE

Dear \_\_\_\_\_:

Congratulations! You have been elected to serve on the Staff Senate as an alternate for \_\_\_\_\_ (name of Unit). As an alternate, you will have the opportunity to take on a leadership role, provide input on initiatives and policies that are important to staff at UVA, cultivate a positive and productive work environment at UVA, collaborate with staff across grounds, and engage with UVA leadership.

Please mark your calendar for the Staff Senate New Member Orientation, which is scheduled for Thursday, August 18 from 9-11 am in the Alumni Hall Board Room. This orientation serves as the August Staff Senate meeting. You will receive a welcome packet from the Staff Senate Membership Committee prior to orientation. Before orientation, please review the welcome packet and the Staff Senate website, including the bylaws, so that you are familiar with your responsibilities as an alternate: <http://staffsenate.virginia.edu/>.

Additionally, please send me the name of your supervisor. Bryan Garey, Interim Vice President for Human Resources, will be sending a letter/email to your supervisor to officially notify him/her that you will be serving on the Staff Senate and what that entails, specifically, the time you are expected to allocate to Staff Senate business each month.

Please contact me with any questions or concerns.

Sincerely,

\_\_\_\_\_(your name)



## COMMITTEE ANNUAL REPORTS



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## **ADVOCACY COMMITTEE**



## HIGHLIGHTS FROM 2015-2016

1. At the request of the Advocacy Committee, UHR presented “Compensation 101” to the Staff Senate This presentation was posted on the SS website as well as a voice-over video.
2. At the request of the Advocacy Committee, UHR presented information about the Education Benefits (EB) program at a Staff Senate meeting. Presentation was posted on SS website.
3. The Pay Subcommittee developed a document to help staff advocate for themselves regarding pay issues.
4. The EB Subcommittee conducted research on EB programs at many other universities, met with UHR to discuss the research, and submitted suggested program changes to UHR.
5. A “parental leave” document outlining existing benefits that was adapted from previous staff efforts was submitted to UHR for review and will be incorporated into a revised UHR webpage.
6. The Wellness Subcommittee met with IM Rec Sports contacts in March and May 2016 and discussed subcommittee priorities to expand gym access for staff and other wellness programs.



## LOOKING AHEAD

1. The Education Benefit program may be changing due to IRS compliance issues. The committee should continue to communicate with UHR and monitor any proposed changes.
2. The committee should continue to monitor progress on the UHR working group on Parental Leave.
3. The committee should examine the overall basis and funding and implementation of the current R&R program.
4. The committee should continue to monitor the possibility of a gym at the Medical Center and work with the Medical Center employee council.
5. The committee should work with UHR to ensure that managers are properly trained and utilize proper procedures to pay, reward, and evaluate staff.



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## COMMUNICATIONS COMMITTEE



## 2015-2016 HIGHLIGHTS

- **Developed the Staff Senate Newsletter**

The Staff Senate Newsletter was created in Word, and is being maintained entirely by the communication committee. The Newsletter will feature Staff Highlights, Committee News, and Upcoming Events section. This publication will be distributed via email through the Staff Senators, but the committee is looking for other distribution methods.

## LOOKING AHEAD: WHAT TO PURSUE IN UPCOMING YEARS

- **Develop a Best Practice/Guidelines for an Effective Newsletter.**

The guidelines will help plan and compose a compelling e-newsletter. Planning an e-Newsletter, Establishing Goals and Benchmarks, Determining the Audience, Tone, and ensuring a positive reader experience.

- **Maintain the Facebook site and the Collab site**

- Post at least once a week, preferably more often. Strategize about how to increase number of fans. Establish long-term strategy for how the site will be maintained.
- Update Collab site permissions for entire site and subsites when senators/alternates onboard or off board.



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## **MEMBERSHIP COMMITTEE**



## **HIGHLIGHTS FROM 2015-2016**

- ❖ Maintained membership list and tracked monthly meeting attendance
- ❖ Partnered with the Center for Leadership Excellence (CLE) to brainstorm and ultimately propose professional development programs to be incorporated into regular Staff Senate meetings, ideally starting in the 2016-2017 year
- ❖ Planned first new member orientation for August 2016
- ❖ Partnered with University Human Resources (UHR) on annual luncheon
- ❖ Reviewed membership in order to create and communicate 2016 elections plan
- ❖ Created alumni list

## **LOOKING AHEAD**

- ❖ Partner with Membership Coordinator to improve tracking and maintenance of membership and attendance
- ❖ Implement incorporating professional development programs into regular Staff Senate meetings, evaluating effectiveness along the way
- ❖ Evaluate effectiveness of new member orientation and, ideally, continuously improve for years to come
- ❖ Review and assess current policy for running elections when candidate(s)



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## UNIVERSITY PARTNERSHIPS COMMITTEE



## HIGHLIGHTS FROM 2015-2016

- Redefined the committee's charge and goals in order to clarify and focus the nature of our partnerships and to take active roles in fostering respectful engagement with University groups. The committee was renamed to reflect the new focus.
- Created a communication plan for establishing contact with a liaison on other university committees and a procedure for communicating information received from the liaison to the larger Staff Senate, when applicable.
- Identified four University Committees, upon which existing Staff Senate members serve, to pilot the communication plan before expanding efforts to additional committees. Also made connections to the Faculty Senate and Student Council, while working to determine how Staff Senate should engage, if at all, with the Board of Visitors.
- Received guidance on engaging with high level University partners and gave advice and support to Staff Senate Chairs in fostering those relationships, for example, in determining how Staff Senate should engage, if at all, with the Board of Visitors.



## LOOKING AHEAD

- Cultivate and refine communication channels between Staff Senate and other University committees and groups.
- Expand connections and establish liaisons with additional University committees and groups.
- Work with Staff Senate Executive Committee to send a staff representative to the open portion of Board of Visitor meetings.
- Identify additional opportunities to engage with members of the University community in order to ensure the voice of Staff Senate is heard.