



Annual Report

Staff Senate Co-Chairs

GOAL 1: Develop partnerships with university administration to foster collaboration and communication in order to increase staff influence and input in University decision-making.

ACCOMPLISHMENTS:

- Established the Staff Senate Advisory Board
 - Developed a mission, objectives and meeting schedule for the Board
 - Placed representatives from EVP-COO, Provost, VP-Health Systems, UHR, Faculty Senate and Organizational Excellence on the Board
 - Met twice, once in January and once in April. The next meeting is at the end of July.
 - A few action items that resulted from input/suggestions from the Board: Invited Rick Shannon and Pat Hogan to speak at a Staff Senate meeting, invited UHR and OE to provide information about the UFirst program, worked with the Executive Search Group to place a Staff Senate member on the VP and Chief Human Resources Officer search committee, added several resources to our website, worked with Anne Kromkowski in Health Systems to develop a SOM/SON coordinator position to better address the needs of staff in Health Systems.

- Worked with offices around grounds to forge relationships and provide Staff Senate support/feedback. The co-chairs met with/participated in
 - Raj Seneviratne to discuss how the Staff Senate could collaborate with the Provost Office. As a result of this conversation, co-chairs determined a need for an Advisory Board.
 - Kristin Morgan Director, University & Community Relations and Development, Office of the Vice President and Chief Officer for Diversity & Equity who is working on the President's Diversity Recommendation Index and asked for input on several recommendations from the Envision Diversity Report, the Audacious Faith II Report, and the Towards a Better University report which relate to staff
 - Anne Kromkowski, Associate Dean for Finance and Administration, to determine how the Staff Senate can support staff in Health Systems and, as a result, the Senate created a SOM/SON coordinator position
 - Shana Pack, Wellness Program Director, to provide perspective on how well the University's cornerstone plan was communicated to staff at UVa and to offer ideas about how the plan could be more relevant to staff.
 - Lee Baszczewski, Director of Organizational Excellence, to learn more about the UFirst program and explore ways that the Staff Senate could provide input as the program rolls out.
 - The October 28, 2015 School of Medicine Town Hall Meeting at Andrea Johnson's request to answer questions about the Staff Senate.
 - The UHR Benefits and Wellness Fair to promote the Staff Senate

- Hoo's Well and Active Health Management focus group to gain insight on how UVA currently supports health and well-being and on how it can improve. This focus group is part of a "Culture of Health" Assessment being conducted at the University of Virginia to better understand how UVA can provide faculty & staff with a culture of good health and wellness.
- Created opportunities for staff to serve in leadership positions on grounds
 - Worked with the Executive Search Group to place a Staff Senate member on the VP and Chief Human Resources Officer search committee and helped place a staff member on the VP for University Advancement search committee.
 - Placed Staff Senate members on the Task Force for Race and Racism, the Provost's Charrette, and the President's Office Survey Committee.
 - Helped arrange a Staff Senate focus group so Senate members could provide input regarding the Cornerstone Program Project.

GOAL 2: Provide guidance and support to Staff Senate committees as they develop and carry out the work of their committees to ensure the Staff Senate fulfills its mission and committee members feel a sense accomplishment.

ACCOMPLISHMENTS:

- Met regularly with committees and/or committee chairs to provide direct support.
 - Met with Advocacy and Organizational Excellence to help establish goals for the year. Afterward, we met again with the Advocacy Chair to refine committee goals.
 - Met with External Partnerships and Organizational Excellence to help set goals for the year and then attended External Partnerships meeting to show our support of the committee's new mission and direction.
 - Met every month with Committee Chairs to discuss committee work, help to remove obstacles and provide guidance.
- Equipped committees with tools, resources and support to help them to achieve their goals.
 - Served as a liaison between University administrators and committees to help promote committee initiatives or track down information. Co-chairs reached out to
 - SCPS to better understand why they decided to eliminate their personal enrichment courses
 - Medical Center to determine if a wellness center/gym was included in their Integrated Space Project
 - BOV secretary to determine if the Board can allow a non-voting staff member on the Board or if would it require a change in the Code of Virginia
 - Alison Miller (and Advocacy Chair) to provide feedback regarding the Total Compensation plan.
 - Brought in guest speakers who provided background information or training opportunities that would support committee goals
 - Sarah Collie and Mary Bracket from Organizational Excellence to help committees set goals for the year
 - Jennifer Atkins, Compensation 101 (Advocacy Committee, Compensation subcommittee)
 - Greg Freshour, Education Benefits (Advocacy Committee, Ed Benefits subcommittee)
 - Alison Miller, Total Rewards (Advocacy Committee, Compensation subcommittee)
 - Erin Erickson, Hoo's Well (Advocacy Committee, Wellness subcommittee)

GOAL 3: Continue to develop a robust Staff Senate so that it not only endures but thrives in years to come.

ACCOMPLISHMENTS:

- Worked with UHR to establish a part-time Staff Senate administrator and a budget for the Senate
 - Met with Bryan Garey, Interim VP of UHR, to discuss the part-time position, which will be 25% Staff Senate and 75% UHR to discuss the role and ensure co-chairs were part of the selection process.
 - Created a budget for the Staff Senate and submitted to Bryan Garey
- Developed opportunities for strong leadership within the Senate
 - With help from the Center for Leadership Excellence, developed two training opportunities for the Executive Committee: a retreat in August and a training session in September on how to run effective meetings and lead a committee. Developed a training document on how to arrange meetings and create an agenda as a supplement to the training session.
 - Established committee co-chair roles and coordinator positions to create additional leadership opportunities in the Senate.
 - Developed a leadership program to allow alternates to serve as committee co-chairs and coordinators
 - Tasked the Membership Committee with developing ideas for leadership training workshops for the Staff Senate
 - Sent emails to or met individually with select Senate members to encourage them to take on leadership roles within the Senate
- Developed, documented, and refined Staff Senate officer best practices
 - Incorporated feedback from Staff Senate meeting surveys into a best practices document
 - Currently developing an officer manual.
- Streamlined processes & restructured to create a more efficient Senate
 - Folded the Nominating Committee and incorporated duties into other committees. Established an Election Coordinator Position for next year.
 - Explored the idea of eliminating the alternate role: Met with the transition team and sent a survey to alternates. As a result, decided to keep the role but allow alternates to serve in leadership roles if willing to take on additional time commitment.
 - Rewrote the Staff Senate mission statement and scope
 - Revised the bylaws to reflect the changes to the Staff Senate
 - Eliminated the Communication Committee and created a Newsletter Working group in its place beginning in the 2016-17 year.
 - Created Coordinator positions in order to more efficiently handle administrative work, work that spans committees or work best accomplished by an individual rather than a committee.
 - Reworked the July and August meeting so that the full Senate does not meet in August (reducing the total meetings from 11 to 10). August is now reserved for Orientation for incoming senators and alternates and the Executive Committee retreat.
- Equipped Senate members with knowledge, tools and resources so that they could help to affect change in their workplaces and in the broader University.
 - Hosted guest speakers who provided insight about the University, a particular office on grounds, or about a particular initiative at the university.
 - Marcus Martin, VP and Chief Officer for Diversity and Equity provided an overview of Diversity & Equity initiatives at UVa and of the President's Commission on Slavery
 - Susan G Harris, Board of Visitors Secretary, provided information on structure of the BOV, its function at UVa and its role in policy decisions that affect staff
 - Tom Katsouleas, EVP and Provost, discussed the priorities of the Provost Office and upcoming initiatives, including the charette.

- Pat Hogan, EVP and Chief Operating Officer, discussed the priorities of the EVP-COO office and upcoming initiatives
 - Rick Shannon, EVP for Health Affairs, discussed the priorities of Health Systems/Medical Center and upcoming initiatives
 - Kelley Hodge, Title IX Coordinator/Executive Assistant to the President, provided an overview of Title IX requirements and how those requirements impact staff
 - Bryan Garey, Interim VP for Human Resources and Mary Brackett, Senior Associate in Organizational Excellence, discussed the UFirst project
 - Andrea Trimble, Office for Sustainability Director, discussed sustainability initiatives and ways that employees can be engaged in sustainability at UVA.
- Hosted guest speakers who provided information that can assist senators and their constituents in better understanding policies and avenues for improving their work lives.
 - Joanne Hoagland, UHR Health & Welfare Benefits Program Manager provided an overview of the changes to staff benefits.
 - Jennifer Atkins, UHR Compensation Program Manager, gave an overview of how compensation works at UVA.
 - Alison Miller, UHR Total Rewards Director, discussed the new Total Rewards program and the benefits to staff
 - Greg Freshour, UHR Consultant Manager, discussed the difficulties with the Education Benefits program and the upcoming changes
 - Erin Erickson, UHR Wellness Program Coordinator, gave an overview of the Hoo's Well program, including the variety of programs and services available to staff.

Looking Ahead: Future Goals

1. Develop processes and ideas to help the Senate communicate more effectively with its constituents and the University, such as
 - Working with UHR to ensure all new staff employees receive a letter from the Staff Senate.
 - Evaluating how we are communicating with our constituents to determine effectiveness and proposing ideas to improve communication.
 - Developing a system or template for disseminating information to constituents
 - Determining what information to include on the website: How do we keep constituents informed about how committees and officers are progressing on their goals?
 - Exploring ways to leverage the media, such as getting an article in UVA Today
2. Assist committees in setting very specific deliverables for that year and establishing guidelines for how committees can best document their work to ensure continuity and efficiency as senators onboard and offboard.
3. Continue to explore ways to ensure the work of the Senate is sustainable and that senators and alternates can make valuable contributions without feeling overburdened.
4. Establish a process with the Executive Search Group to determine on which searches Staff Senate should serve and develop a formal process to ensure that happens.
5. Complete the Co-Chairs Manual.