MINUTES
APRIL 4, 2013 1:00PM
MADISON HALL

MEETING STARTED AT 1:08pm

CHAIR
Rob Neil

VICE CHAIR
Tony Townsend

SECRETARY
Val Knapp (absent) Arlene Buynak substitute

ATTENDEES
Edrina Alen, Shawn Comeau, David Craig, Linda Estepp, Cindy Garwood, Sandy German, Anna Rugo Kelley Tobler, Jess Wenger

Guests: Melody Bianchetto, Susan Carkeek, Patrick Hogan, Kathleen Jump

NEW BUSINESS

DISCUSSION
Patrick D. Hogan  http://www.virginia.edu/execvp/

Mr. Hogan introduced Melody Bianchetto providing information regarding her new position and responsibilities for financial reporting as Associate Vice President for Finance.

He shared that enjoys meeting with teams and being with folks. He is glad to be part of an institution with 200 years of history great financial strength, tremendous reputation, and AAA rating for bonds from all rating organizations.

Mr. Hogan’s philosophy is that need to make investments in people, technology and other areas. He is not happy about freeze on salaries. There is a proposal to be submitted to the Board of Visitors that every year a plan on increasing staff and faculty salaries. It is in a four year plan and it is funded for the next four years. We may be at risk for losing staff currently paying at 43rd percentile of paying staff. We need to get to 50th percentile. He is extremely impressed with the energy and enthusiasm and passion for UVa. It is a place of excellence. Wants excellence from the top to bottom. Hold that standard throughout. Effectively developing opportunities and take on greater responsibilities. Goal setting; semi and annual evaluations. Giving people every opportunity to improve to the standards of the University. There are no layoffs planned. View on operations we need to have excellence he wants everyone on his team to be striving for excellence. If there is a job that because of technology advances that cease to exist PH is committed to finding a place for that person. He is committed to promoting from within the University. Administration needs to find how to promote from within and find positions for them. He feels we are all equal and partners in providing excellence at the University working together, looking for ways to retain employees before losing employees and giving people opportunities.

Q. What kind of monitoring is in place to assure that posting is internally used?
Mr. Hogan has put before the Board of Visitors for approval a program of Operational Excellence. The program starts with quality what can we do better that will deliver a higher level of quality and if we can drive some efficiencies that lead to savings. In going through this process there will need to be put together steering committees to see how we can better partner, streamline, with more synergy and looking at how our Human Resource model is quite distributed around. Mr. Hogan has a bias toward centralized services and has them at a high value that there is “pull.” The program includes ITS, HR, Procurement and Space Planning, among other entities to capture savings and redirect to other priorities. Effective 7/1/13 is the planned launch of Operational Excellence. It will have a mission statement and Steering Committee. The initiative will be looking at shared services. Mr. Hogan conveyed there is a real need to understand what is going on in Development to look at what is the right model for the University.

Jim Matteo, treasurer, has always had treasury function. He is now Treasurer of the University. Melody office of the comptroller, student financial services. Melissa Clark is taking on the interim leadership for the budget for an internal search. Gary Nimax will be in a new role, Assistant Vice President and Director of University-Related Foundation Administration. Gary is now Chief Compliance Officer. Identifying and managing risks at the University. Investments need to be made manageable.

The office of the vice president and chief financial officer is trying to put a strategic investment fund in place. A fund where we can be on the offense when opportunities come along, to drive greater excellence for the University. That plan should be finalized by the end of the calendar year. The target base is $100 million with a goal toward $300 million endowment. This would be an unrestricted fund, as most endowments are restricted.

Mr. Hogan would like an operating contingency fund that would be up to roughly 60 to 90 days of operating cash and maybe more so that if there is a sequester or something unplanned happened. We’re not in an emergency situation today. There is a funding model about that is less than 10% of the budget from the State; 1/3 from tuition; 24% research 20% private; 15% auxiliary.

The University is committed to a very high quality health plan and protect it for the employees.

Q. One of the obstacles is transition from classified staff to University staff.

A. General assembly dictates what can be done with classified staff. Currently the split is 60% University staff and 40% classified staff.

Q. How are staff salaries compared with those that are regional?

A. Each position has a market range and they vary how they define the position by the market. For entry level positions we use the commonwealth of Virginia. For professional midrange positions the University looks regionally, look at Midatlantic ranges. National data is used for positions filled from national searches. Market range given to people initially. Info is located in Oracle of the market range of over 6000 positions.

Susan Carkeek addressed some questions:

Through changes to in-house hiring helped filled vacancies. All midyear adjustments for increases were frozen. Before 2008, 1/3 of the staff got salary increases during the year through adjustments. That was in addition to the annual state increase. That is how we manage through the budget cuts without doing layoffs. Internal promotion was successful. Internal promotion is encouraged.

Promotion-in-place is good with the taking on more responsibilities. Career paths were created. Then options for growing own jobs were not put into place because of budget cuts.

The Board of Visitors meets 5/20 and 5/21 to approve the budget. April 18th the BOV votes to approve tuition.
To change from classified staff to University staff is always an open opportunity. The service center can do side by side comparison to (http://www.hr.virginia.edu/other-hr-services/university-staff-hr-plan/university-staff-election-resources/) for 17 different comparisons. HR will sit down with people and discuss unique circumstances to help understand pros and cons. Talk to a benefits councilor regarding retirement options.

All classified staff will receive $65 for each year of service from 5 to 30 years added to the 2% increase effective July 1st. State allowed $2,000 education for classified benefit.

The question of parking for sliding scale for parking was discussed. University staff receives a supplemental benefit credit of $450 that is provided to anyone making less than anyone less than 42,000 annually which can be used toward parking health insurance and recreation memberships. This is only for University staff.

There is one pool of money, Human Resources works hard to determine where it is allocated for the best employee benefits. 33% of employees are using $2,000 education benefit.

Next meeting on 4/18/13 at Newcomb 481 @ 1:30pm the Chair of the faculty Senate George Cohen and Gweneth West.