

Provost Employee Communication Council
January 8, 2008 Meeting

Those in attendance: Ann Burns, Susan Chisholm, Shawna Edinger, Peggy Ehrenberg, Bridget Ganey, Carol Garges, Iva Gillet, Harlow, Katherine, Brad Holland, Julie Lassetter, Laura Miller, Kim Olsen, Beth Reinhard, Rob Schuett, Jean Varner, June Webb, and Anne Zook.

OPEN SESSION

Ms. Sarah Collie, Assistant Vice President for Management & Budget and Director of State Governmental Relations, and Ms. Penny Cabaniss, State Governmental Relations Coordinator, were our guest speakers. Ms. Collie gave us an overview of the Office of State Governmental Relations (SGR).

SGR supports the University in fulfilling its institutional mission and goals by tracking and monitoring state and legislative issues affecting the University; educating the University community about state relations; and by serving as a liaison between University and state officials. There are two SGR offices one located in Charlottesville and one in Richmond.

SGR monitors legislative issues and activities in Richmond and communicates information to appropriate University officials (President and Vice Presidents). SGR coordinates unified and consistent communications with state and legislative officials to best reflect the University's positions on legislative, capital, and operating priorities, and ensures that the University is informed of state relations developments.

Ms. Collie recommends the SGR website (<http://www.virginia.edu/governmentalrelations/>) as a good resource. A list of hyperlinked resources is described below:

1. *Legislative Session* provides details about the current session and how a bill becomes law.
2. *Legislators* provides information on the University's local legislators as well as links to the full membership listings of the House of Delegates and Senate.
3. *Reports* is most relevant during the legislative session, providing legislative reports, analyses of the state budget, and a report of Executive Orders issued by the Governor.
4. *Resources/Links* provides links to U.Va. resources as well as related legislative and state resources.

The 2008 Session of the General Assembly will convene on Wednesday, January 9 and is scheduled to adjourn on Saturday, March 8. (Additional deadlines and key dates will be established on January 9 when the General Assembly officially adopts the 2008 session calendar.)

The primary charge of this long session (60 days) is to consider proposed legislation and budget development (2008-10 biennial budget). Each session the Virginia General Assembly considers approximately 3,000 pieces of legislation. To date, because of the ability to pre-file, there are approximately 700 bills proposed of which approximately 200 have to do with higher education.

Due to the November elections, there is now a divided house (House of Delegates--Republican majority, and Senate--Democratic majority) which may have some bearing on how the bills play out.

The Governor's budget was presented in December, an analysis of which is posted on the SGR website, and includes funding at UVa for research, economic development and student financial aid. However, there will be overall reduction in the operating budget this year, and while the introduced budget does not provide for pay increase for state employees in 2008, a 3% pay increase is scheduled for July 1, 2009. The Governor also introduced a higher education bond package, which includes two UVa capital projects – the renovation of New Cabell Hall and construction of the Information Technology Building. The General Assembly will work during the session to amend the Governor's budget and resolve the differences between the two houses.

Some of the legislative issues to be debated during the 2008 Session (and to name only a few) include gun law and mental health reform legislation resulting from the Virginia Tech tragedy. This will include legislation concerning parental notification for mental health treatment of a minor, involuntary commitment, and monitoring of outpatient mental health services. Also, we expect to see legislation stipulating requirements for admission to higher education (e.g., registered for selective service, automatic acceptance, etc.) and employee benefits (e.g., retirement plans, partial tuition waivers for children, etc.). Much of the legislation considered will be subject to the availability of funding.

SGR will track and post legislative status reports every week or two that can be accessed through the web site. Legislation could pass as is or pass with amendments and, once approved, goes to the other "chamber" for approval.

The University receives input from content experts to understand the impact of a particular bill. "Unintentional consequences" are often included in bills and details are often resolved once identified.

Each year the President's cabinet (U.Va.) and the Board approves legislation to be introduced on behalf of the University during the next session. A current bill is to amend the Freedom of Information Act to clarify how private donor information is disclosed so that we can protect fund raising strategies and protect the identity of anonymous donors. This protection includes the sensitive information of a donor (such as wealth assessments and contact information).

There are two commending resolutions to be voted on recognizing U.Va. hospital auxiliary celebrating 100 years as well as Nursing School Dean, Jeanette Laster, upon her retirement after 19 years of service.

Restructuring has some impact on how legislation applies to the University, but most legislation still applies. SCHEV assessment and certification of defined institutional performance standards is a part of restructuring, and the University reports annually on its progress. The restructuring website will be updated soon and include this information.

The University's academic division operating budget is generated primarily through tuition and fees (29%), but a portion is allocated from the state (15% academic division only) and also from various other sources (grants and contracts; endowment income and gifts; auxiliaries). It was noted that Development projects that only one-half of one percent of the gifts received in the current \$3 billion dollar campaign will be unrestricted.

Ms. Collie recommended for a full detailed report on the budget that the Council consider inviting Melody Bianchetto from the Budget Office as a guest speaker.

CLOSED SESSION

It was voted to ask Assistant Vice President for Budget and Financial Planning, Melody Bianchetto, as a guest speaker to the council.

December PECC minutes were approved.

HR Update – Beth Reinhard

W-2 Forms

It is required by law that W-2 forms are to be postmarked by January 31. The goal for employee distribution is to have the forms to the printer by January 21 and in the mail and online by January 25. There has been some thought for next year to give people the option to opt out of receiving a paper W-2, and just use the electronic copy online, but no decision has been made.

Tax Form Exemption

Anyone claiming exempt on their tax forms must file new forms by February 15, 2008.

Publishing Salaries

No change in salary publication. The procedure for requesting salaries remains the same.

Time and Attendance System

Hard copy time sheet documentation is not changing at this time. HR is just starting to review options for an automated time and attendance system. No decisions have been made yet.

Jobs at UVA

There was a request for more Jobs@UVA training on how to post jobs, as well as applying for them. Will be investigated and followed up by Beth Reinhard.

Old Business

Council members were to identify areas within their respective departments and schools for those that may not receive Inside UVA's new electronic version. One area identified was wage employees.

Dr. Garson will be our guest speaker in March and will be asked to address the commission of University, and asking constituents for questions is encouraged.

New Business

Rules of order were reviewed pertaining to guests attending PECC meetings. It was emphasized that guests may submit questions prior to meetings for review by the Council and speaker, and guests may ask detailed and specific questions of the speaker after the meeting or at a personal appointment with the speaker at a later date. This is not to discourage guest attendance at our meetings, who are welcome, but to keep our meetings within the 2-hour time allotment.

Parking Update

Parking Survey's timeline has changed.

Next PECC Council Meeting is Tuesday, February 12, 2008, Room 389, Newcomb Hall. Our guest speaker is James B. Traub, Project Manager for HR Restructuring.