

PROVOST EMPLOYEE COMMUNICATION COUNCIL
Meeting Minutes - April 3, 2007

Present: A. Burns, S. Chisholm, A. Cohn, K. Craddock, S. Edinger; P. Ehrenberg, D. Fetko, C. Garges, I. Gillet, S. Haas, B. Holland, J. Lasseter, P. Lawson, L. Miller, E. Olmstead, K. Olsen, J. Varner, and D. Waller.

OPEN SESSION

Ms. Yoke San Reynolds, Vice President and Chief Financial Office, University of Virginia

This meeting was rescheduled due to inclement weather last February. We extend our sincere appreciation to Ms. Reynolds for agreeing to meet with us and for her time in answering all the questions submitted by constituents. A brief synopsis of each question is listed below.

1. Can general funds be used to subsidize parking rates and if not what can be done to lower the costs of parking?

General funds cannot be allocated as this is considered State funding. This is an auxiliary service and must be financially independent, and if there were to be a surplus of funds, then parking fees could be reduced.

2. Can matching funds be increased from \$40 per month for retirement benefits for classified staff?

No. This amount is set by the state for classified staff. However, under our restructuring UVA has the flexibility to go higher, up to the maximum limit by law of \$100, for University Staff. Whether we will do so will be determined in the next year in the Restructuring project, and depends on priorities for different benefits.

3. Will UVA match donated money for charities as other businesses do?

UVA cannot due to its non-profit status, and IRS scrutinizes contributions from non-profit to non-profit. The state does allow every employee 2 paid days for community service and participates in the CVC.. The policy can be found at <http://www.hrs.virginia.edu/policies/leave/schlvolsvclv.html>

4. What can be done to have all employers on equal footing at UVA – big differences between benefits, salaries and accountability for faculty, administrators and classified staff?

The State sets programs for classified staff and UVA can only have authority over faculty in establishing HR programs. Some aspects will be looked at under restructuring, but others are not allowed by law such as retirement systems for classified and university staff.

5. Why are classified staff required to fill out time sheets but administrators and faculty are not? It appears that those that are paid the least have the most accountability.

Classified staff is State managed and has a leave plan that requires documentation. Federal law (FLSA) requires overtime for non-exempt employees.

6. Restructuring, how will it benefit classified staff?

The future University staff system will be tailored to the University versus a classified system that applies to all state agencies. The Classification, Performance, Compensation model that was discussed at our last meeting by Rod Kelly, Director of Classification and Compensation, is designed to apply to all staff, but for classified staff it can be implemented only within the mechanisms and policies allowed by the state, e.g. IBA rules, and across-the-board salary increases for employees who are not below contributor. However, the employee survey which will be released April/May will look for priorities from the staff. If there is input from employees about suggested changes for classified staff, we could pass these along to the state Department of Human Resources Management for them to consider for the entire state. By the end of 2008, we should have proposed changes that will enable classified employees to decide whether they want to stay classified employees under the state system, or switch to University Staff under restructuring.

UVA employs roughly 17,000 staff of which 2,000 are faculty. The primary focus of restructuring will allow UVA to set tuition that currently is determined by the Code of Virginia and the Board of Visitors. Since tuition can fluctuate from year to year, it makes budgeting beyond a year difficult. Restructuring will also allow the ability to build buildings without General Assembly pre-approval.

The University's current restructuring effort continues to collect input through focus groups (that include input from Classified Staff) as well as future surveys. There was discussion within the PECC of the pluses and minuses in having Town Meetings to help communicate the progress of the restructuring. There will be a sub-committee on communication to distribute information to help employees make informed decisions. There will also be info on the web, targeted sessions and one-on-one meetings with benefits counselors on request. See attachments at end of minutes for visual slides of current workforce planning.

The University is currently collaborating with Virginia Tech and William and Mary in order to most effectively structure this process. To learn more about the restructuring effort, visit the restructuring web site at <http://www.virginia.edu/restructuring/>.

7. Auditing expenses, how often is it done and by whom?

(The ECC clarified that the question relates to review of salary increases and market data)

The University purchases market data for many positions, from Watson Wyatt, Mercer and other firms. They also conduct market surveys for specific job descriptions in the University system to match markets in Charlottesville, the State of Virginia and the United States.

8. Decentralization – what does it mean for the graduate schools? Do we all work under the same umbrella with the same rules? Whose rules are they – State or UVA?

We will all have the same rules, but individual budgets. The primary focus of restructuring was to let universities and colleges set their tuition and be able to count on that for budgeting. In the 90's when the General Assembly froze tuition, we had no inflation increases. The General Assembly will still have oversight

and can review and approve every 2 years. Another benefit of decentralization was the ability to construct new buildings, which do not require state funds, without such a lengthy approval process. The human resources piece was a side bar. There continues to be a conflict between the desire for privacy of salaries versus the access to personnel data.

There was a question about what new HR programs will there be for University Staff under restructuring. Yoke San formed a Strategic Workforce Planning Committee two years ago to think about future needs for workforce, and human resource programs that should be considered in order to make sure we recruit and retain our employees. See attachments at end of minutes for visual slides on the concepts developed by this Strategic Planning Committee. Some actions have been taken over the last 2 years by this Committee. They decided to start by working on people development, and have launched training for supervisors, workforce essentials classes, and certification programs. They also started the process of making projections of our workforce to be able to position ourselves for future retirements and workforce training.

In the new Restructuring project, the areas in the attached slides will be considered, but we have less authority in some areas, e.g., benefits, where the state has required that we keep VRS for Classified and University staff.

9. The Benefits Committee reports to Yoke San Reynolds. I would like to know if that committee has made any recommendations regarding benefits for classified staff over the past two years. If so, what were those recommendations? If they did not make any recommendations, why not?

Dental benefits had lagged recently so it was increased \$500 this year, in addition to uncoupling orthodontia and dental benefits so there are two caps instead of just one. Another initiative of the Benefits Committee is to promote information about contributions to Flexible Spending Accounts. A current recommendation by the PECC for the Benefit Committee is that while the current health plan is adequate, focusing on staff wellness is an area for study. Note that Child care concerns will be addressed soon in a survey developed by Business Operations and reviewed by the Benefits Committee.

10. Why doesn't the Benefits Committee solicit input from classified staff? Why doesn't the Benefits Committee report on their activities to classified staff?

The Benefits Committee provides advice to the President and their web address is <http://www.virginia.edu/uvacommittees/presidentialcommittees/benefits/>. It is a committee to advise management, not a representative committee like the ECC. Every employee is welcome to make suggestions through the ECC, to Susan Carkeek. A resource for learning about the Benefits Committee is through the following web site:

<http://www.virginia.edu/uvacommittees/presidentialcommittees/benefits/>

11. The new Parking Replacement Policy was put into effect in January 2006. This policy puts the responsibility for funding new parking facilities on those departments, activities, and construction projects that create increased demand, instead of on parking permit holders. In retrospect, it is clear that this policy should have been in effect a long time ago.

Those who are currently preparing budgets for new buildings and renovation/expansion projects are also responsible for providing the parking structures and replacement for the parking they remove.

12. A considerable portion of the Parking and Transportation budget goes toward debt service incurred in the construction of parking garages prior to the adoption of the Parking Replacement Policy. Parking permit holders bear the brunt of this obligation. In an effort to reduce parking permit fees, would you endorse reduction of the Parking and Transportation's debt service through the use of other University financial resources?

Parking and Transportation would only be able to offer reductions in cost of service if they were to show a significant profit. State funds cannot be used to fund auxiliary services.

13. Will semi-monthly paid monthly employees ever be given the opportunity to change to being paid bi-weekly? If so, when?

An across-the-board option to convert pay schedule for employees would require five million dollars budgeted in advance and is the current factor preventing this option. Also some employees would be happy and some unhappy to be required to change pay frequency.

14. At the next council meetings, would you please inquire about the proposal for tuition waivers for faculty...are there any proposals to include staff that meet similar guidelines?

This bill was voted down by the State Senate.

15. Since Yoke San is over HR, could we get an answer about criminal background checks for new hires of classified staff versus faculty? There does not appear to be any mechanism for criminal background checks for faculty.

There has not been a background check policy in place for faculty. However Gertrude Fraser, Vice Provost for Faculty Advancement, is currently working with a committee who are in the process of investigating a future policy for faculty.

16. What is the status of the compensation and benefit policies being developed for "University Staff" under restructuring initiative? When we will see the details of this?

For current restructuring initiative recommendations can be found in <http://www.dhrm.virginia.gov/compreform/finalreport.pdf> See answers under question #8. We hope to finish collecting input from employees and analyzing the data by the fall, and then task forces will start developing programs using the input as well as other research. We hope to be able to start providing concrete information about choices in the middle of 2008.

17. Do you anticipate development of benefits for same-sex domestic partners under restructuring? How can/should that differentiation be separate from common law couples?

The constitutional amendment that defined marriage makes it difficult to offer benefits for same-sex domestic partners. This answer may change if there is a different political climate and different politicians in office.

18. Has there ever been consideration given to having classified staff as members of search committees for such positions as the Dean of the College or the Provost since so many classified staff are part of these areas?

These committees are set up by individual hiring officials.

19. I was at a meeting this a.m. that focused on catering events. It seemed to be a consensus of the group that a lot of places will not deliver food because of parking issues. And, when an employee has to go pick the food up, again, there is no place for parking and they get a ticket. This is mainly at Jordan, the hospital, JR-4 and MR-5.

This issue was briefly discussed with Ms. Reynolds and committee members. There is a P&T procedure in place to appeal parking tickets and it would be helpful to know if they are revoked in such cases. When food is ordered outside of Aramark because it is often better quality and more cost effective, the delivery drivers can't park. So it often requires staff to pick up food due to the parking availability challenge. Catering companies can get a parking permit, according to Ms. Reynolds.

20. I heard at the fiscal meeting yesterday from our new head of head of Treasury Operations, Jim Matteo, that on 7/1/07 UVA will be separate from state in the area due to restructuring.

Jim says that is not what he said. The State is still currently managing and implementing UVA's treasury systems. If we meet standards, then we can manage our own cash and determine our own investments. Still be under state audit oversight.

21. With all the recent articles about the usage of email, could you please tell us what the University's policy is on the usage of this means of communication?

The Department of Human Resource Management (DHRM) Policy 1.75 ("Use of Internet and Electronic Communication Systems") has been in effect since 2001. Below is the direct link to the DHRM policy, but we also link to it from the Human Resources website (under Employee Relations policies) and the ITC website (under Computing Policies).

http://www.dhrm.state.va.us/hrpolicy/policy/pol1_75.pdf

22. Recently I read an article about Will Shaw's case against the University, my question is...why is the market survey results not public information? For years this data has been asked for and still it is not public information. Rod Kelly has done a tremendous job in bringing forth the Pay Action 7 Pilot and this data is part of this plan, why is this information so well kept away from the managers here at UVA?

The market information is purchased market data, so cannot be released according to the contracts. UVa plans to use it to establish pay ranges, and think we can publish in that form. We will be looking at modifying the current payband system to have more bands or sub-bands.

23. In recent months, both Virginia Tech and VCU have welcomed staff members to their Board of Visitors. Why doesn't UVA have a non-voting faculty member on the board? A non-voting graduate student? And a non-voting staff member? In the past we have been told that this would not be beneficial for the staff to be on the board. Now that the BOV will be making HR decisions with restructuring, wouldn't it be beneficial to have a report from staff to hear their concerns and issues?

Deferred to Mr. Sandridge

24. Please ask for update on full time wage employees receiving benefits? As of now, wage employees who are employed full time receive no benefits.

Full time wage employees are set for short-term positions, which is 1500 hours per year such as project work, etc. Any hours more than that needs to be re-evaluated and set up as full time positions with benefits.

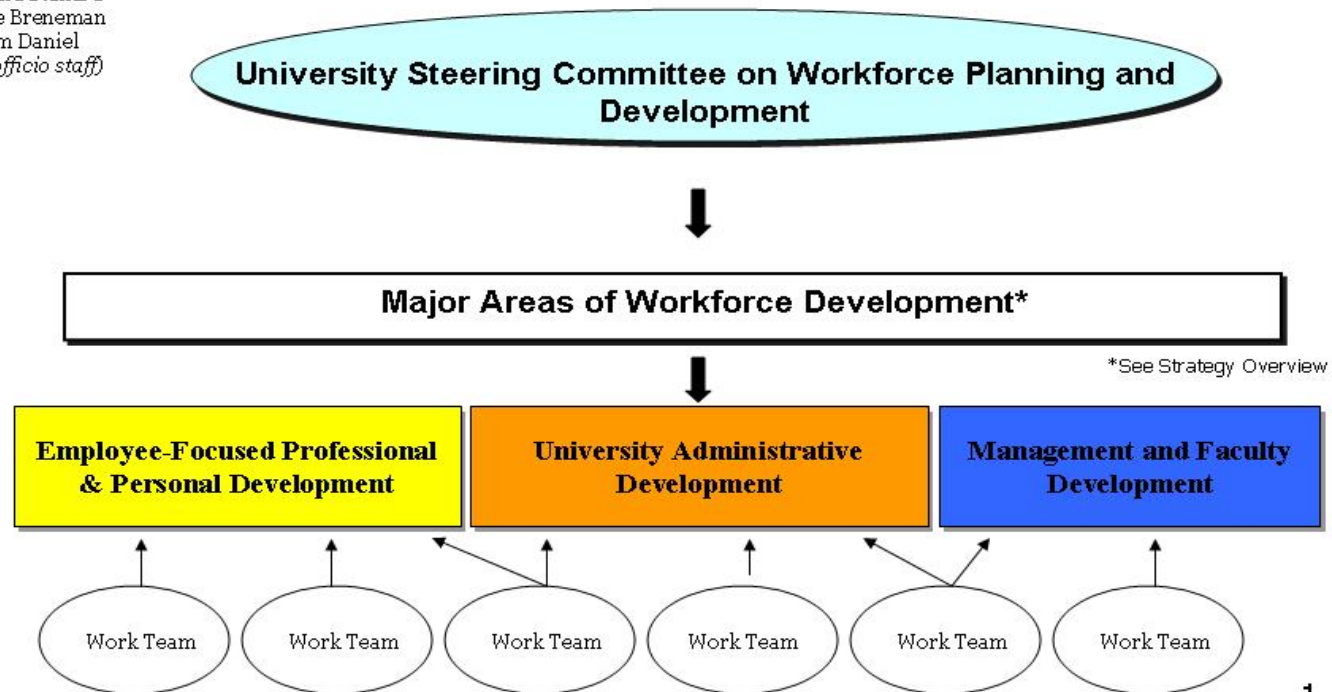
Next meeting scheduled for April 10, Newcomb Hall, room 389

Attachments below

University Workforce Planning and Development

Steering Committee Members:

Yoke San Reynolds, *Chair*
Gertrude Fraser
Margaret Van Bree
Sharon Hostler
Sondra Stallard
Dave Breneman
Adam Daniel
(*ex officio staff*)





UVA Strategic Workforce Planning: Investing in People

