

**Minutes from the General Faculty Council Meeting
Wednesday, September 10, 2008
Newcomb 481**

Attendance

Representatives present

Dawn Anderson, Otilie Austin, Beth Blanton-Kent, Jean Collier, Megan Davis, Kelly Jordan, Bill Keene (proxy for J. Moody), Robin Kuzen, Aaron Laushway, Terry Lockhard, Pam MacIntyre, Peter Norton, Ricky Patterson, Ellen Ramsey, Richard Tanson, Steven Warner

Representatives absent

Jim Baker, Barbara Millar, James Marsh Pattie, Michael Smith

Guests

John Alexander, Jim Baker, Susan Carkeek, Shea Connelly, Sue Ditos, Tyler Gallik, Joan Gore, Sheryl Hayes, Penny Kaisedian, Donna Klepper, Michael Koenig, Jennifer Oppenheimer, Doug Tammen, Ellie Wilson

Preliminaries

1. 12:00 Gathering of Members

2. 12:05 Call to Order

GFC Chair Dawn Anderson called the meeting to order and welcomed guests.

Business

3. 12:07 HR Restructuring Initiative Update (Ms. Susan Carkeek)

HR is still on schedule for the **Open Enrollment period starting 10/1/08 (90-day enrollment, which ends 1/1/09)**. There are different versions of letters and materials going out, depending on your classification and department. About 1,500 Classified Staff employees who were hired after 6/1/06 will automatically be added to University Staff category (no choice). For the rest of faculty and staff, it's an option. HR expects some hesitance; as employees will want to see what happens and take time to evaluate pros and cons. Starting January 1, 2009, new hires for positions deemed to be University Staff will be enrolled automatically.

They will hold about **50 training sessions for managers/supervisors** at different time and location, until the end of October 2008. The purpose is to increase understanding of enrollment options. There will also be a web-based/online version of this training.

About **100 peer advisors** are going through training; their role will be to give advice, info and background on different initiatives. Their contact information will be published on the web. UVa staff and faculty can contact and receive anonymous advice. HR phone line and email are set-up to assist during 90-day window.

Administrative and Professional Faculty

There is a document available from HR which compares differences between current A&P faculty and proposed U Staff. Identified **about 75 Career Paths across UVa**; these will serve starting points for supervisors and employee to plan career interests: examples of what it might look like. For example, in

HR, employees with an IT focus, there is an interest in blending IT in HR – create a career path with this specific focus.

Career promotion - Career Action Plans – help employees determine what they may be interested in doing next, within current position and among others available at UVa; advancement through career path could be linked to pay increases.

Evaluations (EWP for staff); with A&P the process currently varies widely; this needs to be addressed

Compensation – need a better tool for evaluation; RFP for vendors currently still out (major features: 1) links to university, unit and individual goals; currently the eval is task-focused, little linkage to overall mission, 2) professional competencies (way things are done, not only what is done; e.g., effective communication); will automate forms.

New system - every position will have a market range; will provide info across the university re: different positions and pay structure.

Still have annual merit increases.

Leave – Annual accruals with cash-provisions (selling back, carrying over); working on feedback form; open for comments soon; these changes will not be made until 2010.

Time and attendance system – in the process of creating a web-based version, live in 2010.

Second Open Enrollment period in 2009, around the same time (10/1/09 until 1/1/10) – as some may wait to see what will happen with leave policies described above.

Other benefit improvements – pro-rated **health insurance** contributions for p/t employees (currently it's zero or 100% employer contribution); 20 to 32 hour work week - employer contribution will be at 50%.

Less than 40k A&P – Payroll deductions are currently flat-rate (same for all regardless of income); **“supplemental benefit credit”** = for those making less than 40k, \$300 annual allocation to offset payroll deductions used at employee's discretion.

Employment Related Policies

Different categories currently:

Contract (e.g., coaches)

Operational (front-line)

Managerial and professional – optional retirement plan (ORP) for professional

Executive - retaining some of the discretionary appointment and termination policies

880 A&P faculty when HR started this restructuring

@ 450 – Primarily administrative duties (“those in Sandridge's work flow chart”); such as, engineers, accountants, HR, architects, development, marketing and communications

@ 180 Librarians – determined this will remain A&P faculty

@ 200 positions look just like administrative above (e.g., finance, IT, development, and communications)

@ 100 positions are “grey” areas – Ms. Carkeek met with almost all the Deans; Deans may make the determination whether the positions remain faculty or University Staff; these employees may not be given this option by their Deans or Chiefs of Staff.

Ms. Carkeek would be very surprised if more than 10% of the 700 (880 less the librarians) would choose on their own to switch to University Staff. If a faculty does not opt to become University Staff, when positions become vacant, they will be reassessed.

Publicizing market ranges for positions and departments – anxiety if market data is higher/lower than actual pay; can be challenged. Issues: 1) do we have the right market data, 2) where will the money come from if it is realized that some employees are making way below market, 3) creation of separate central funds to assist units to correct the worse of the cases, and 4) “pay action project” – for example, recently 250k of were funds were made available by UVa admin and directed to lowest paid employees to bring them up to reasonable pay; departments/schools then also contributed so that there was 800k available.

Sustainability of benefit packages – no guarantee that those benefits will still be the same years down the road; as there is no guarantee now; employee contributions may go up.

Sponsored employees (grant-funded) – what happens to leave that is accrued when grant is no longer? Indirect cost recovery? By providing a sell-back program, balances will be kept down at current salary and current rate. Over the course of the next year, HR will be looking at different funding models and how other institutions are handling this. For example, build up an account (salary and accrual accounts – leave comes out of accrual); fringe benefits accounts.

Staff side – in VRS, VSDP – insured by Richmond (of 5,000 about 600 not in VSDP – in old plan)
Fac side – comes out of salary

Restricted positions – grants and contracts; short-term contracts working on projects.

Merit-based pay – will take two or three years doing the new performance evals to link to merit-based pay increases; concern over where funds will come from (when you only have 2% raises, may choose to do increases across the board, or divvy up according to merit); flexibility to do more with new U Staff system (previously constrained by the state); Higher Education Act gave university autonomy in certain admin areas, such as UVa’s new ability to invest tuition, endowment pay-off, construction projects.

Those who remaining General Faculty (non-tenure track) – HR has no plan to work on current General Faculty policies; although University-wide, new benefits will be available (e.g., education) and policies will still affect all groups. Units can enforce more strict policies.

Starting Sept 2009, all University Staff will receive biweekly pay.

4. 1:23pm Diversity Council July Meeting (Dawn Anderson)

Guest at last meeting was Martin Davidson, new Associate Dean for Diversity and Chief Diversity Officer at Darden. He expressed that he would like to see quality and diversity become the norm at Darden, as number of African American and female faculty is lower than years past.

5. 1:24pm Diversity Council August Meeting (Peter Norton)

Dean Garson expressed that he is working hard on increasing diversity at UVa; more attention needs to be paid to diversity in recruitment and employment, as well as making Charlottesville a more welcoming community for minorities and their families.

6. 1:26 pm Fall 2008 Speaker Update (Dawn Anderson)

Guest for the October GFC meeting will be the new Dean of the College of Arts and Sciences, Meredith Woo. November guest will be Ed Kitch, the current Chair of Faculty Senate.

7. 1:27pm 2009-2010 Chair-Elect Nomination and Election (Dawn Anderson)

Ottile Austin is stepping down as Chair-Elect. Ricky Patterson agreed to accept nomination as new Chair-Elect.

8. 1:28pm Committees

Committee reports to be presented at the next meeting. GFC members were asked to confirm their committee assignments.

Policy – Ottile Austin (Chair); Peter Norton; Jennie Moody, Lynda White (past GFC member); Bill Keene (past GFC member); Lotta Lofgren(past GFC member); Ellie Wilson (Past GFC member); Rick Tanson

Communications – Terry Lockhard (Chair); Beth Blanton-Kent; Barbara Millar; Steven Warner; Dawn Anderson; Aaron Laushway

Data Management – Ricky Patterson (Chair); David Glover

Bylaws – Jean Collier (Chair)

Elections – Robin Kuzen (Chair); Ellen Ramsey; Pam MacIntyre

Senate Council Join Committee – Peter Norton

1:56pm Adjournment

Next meeting: Wednesday, October 8, 2008, 12-1:30 p.m. in Newcomb Hall Room 389