

Meeting Attendance: Amanda Sharpe Co-Chair, Cathy Caiazza Co-Chair, Keri Siragusa, Jon Powers, David Cota-Buckhout, Harish Nayak, Katie Papas, Diane Crane, Heidi Mergenthaler, Jenny Hamson, Tony Siragusa, Theresa Danylak, Andrea Walton, Kaitlin Legg, Michael Osadciw, Amy Kadrie, Lauren McKenna, Melinda Adelman, Rebecca Walters, Dawn Marshall-Hosier, Alexander Pita, Terra Buttram, Sherri Gunter, Molly Snyder, Kristi Brock, Bailey Nixon, Angela Buchiere, Anthony Campbell, Joe Williams

Guest: Jim Chodak

Meeting Agenda: May 6, 2022

9:00 – 9:30 – Announcements and Housekeeping

- Zoom Protocol Reminder
- Updates from the chairs and areas of GSC impact
- Administrative support
- April meeting recap
- BOT meeting update
- Career Path Modernization
- Elections
- Expansion next steps

9:30 – 10:00 – New Banded Parking Program (Jim Chodak)

10:00 – 10:30 – Committee Reports

(2-minute update followed by 1 minute for comments)

- Bylaws
- Communications
- Elections
- Executive
- Future of Work
- Outreach & Engagement
- Professional Development

10:30 – 10:40 – Break

10:40 – 11:15 – Discussion of GSC Survey

11:15 – 11:20 – Wrap-Up

- Matters arising
- Summary, wrap up, and takeaways
- Good news

Co-Chair updates*Cathy Caiazza:*

Reminder of updated zoom protocols, particularly during guest presentations

Progress on administrative support hiring -

We've made many attempts to try to find candidates who would be a good fit for the role and the role would be a good fit for them. Amanda and I met with a couple of additional candidates since our last round. We were interested in one of them, but they did drop out of the process, because they accepted another position outside of the university. So, we're back at square one we're continuing to look at additional alternative methods for recruiting so we're looking at utilizing indeed postings as well as what we might be able to do with a graduate student from the university in this part time position - Clearly, we're not the only ones who are struggling to recruit.

The April council meeting at MAG got some great feedback from all of you and we really enjoyed being together being in person as well as spending time not only doing council work but also taking part in the tour of the Memorial Art Gallery.

Amanda Sharpe: we have a very nice picture that we took from that meeting and shared that with the President and Kathy Gallucci at our last meeting and they're very happy to see the results of our in-person meeting and enjoyed seeing the photograph., and I know we were going to add that onto the website and refresh our photos.

Cathy Caiazza: Amanda and I were invited to give a five-minute brief update on what's going on with the staff at the university to the board of trustees during their meeting next week on Thursday. So, Marc [Siegfred] and I did this last year we were very excited to receive that invitation, and you know Amanda and I are excited again to have a platform to report out on the state of the staff, if you will, at least from the non-Med Center side so we're going to be showing that picture. Amanda and I are working to finalize those slides today, but essentially what our plan is to share with the Board is:

- what our mission is
- what types of activities we've been engaging in to take the pulse of staff
- what kind of impact that we've had at this point in our two and a half+ years existence
- current staff experience (e.g. staffing shortages)
- hybrid and flexible work schedules.
- morale and burnout
- priorities in our annual report

We'll make sure that these slides are available so that you can see those. We only have five minutes so it's short but at least we're having the opportunity to have some visibility in that, during that time.

Amanda Sharpe: I'll just add it was nice because we thought we were just invited to the in-person portion of their meeting that day, the public portion without realizing that they were going to ask us to present something so it is nice that we are included. And Kathy and I are still working on those slides, but we should be able to post them in the team's channel once we've got them ready to go.

Cathy Caiazza: OK so i'll also talk about the career path monetization project and some updates with that. Okay, so I wanted to give you a little bit of an update on what was discussed at the last advisory committee meeting for CPM I know that many of you are interested in the progress of this project, what are some anticipated next steps, and I wanted to share this with you today, because some of the next steps that are going to be happening, are going to be involving staff to the greatest extent. So, the job validation process is the next step. They're going to be doing a pilot process with this with offices of human resources, the Eastman Institute for oral health in their clinical and clinical support units, as well as within AS&E with their academic and students support jobs within the Department of biology, the office of the dean of students and student activities so they're going to be doing this pilot validation process the summer and then they're going to open it up to the rest of the university come the fall

So what does this involve? This is basically placing job descriptions within the right job classification it's a structure to facilitate how jobs are categorized and is critical for alignment pay with market rates and ensuring that there's consistency across the organization.

How it will work: it will occur in MyPath so both the supervisor and the staff member will provide input into the job duties of the staff member, it will provide things like key position information. It will have like major themes of types of job responsibilities and then after that process is completed with the supervisor and the employee it'll be submitted in MyPath. It will go through a compensation review process that will then validate the employee job profile and classification or create a new one if it's misaligned. If the staff member disagrees with where the job ends up in that validation process, there will be an appeals process that a staff member can go through that will be a much more involved let's go through the nitty gritty - less themes and more on kind of bullet points of an individual's job description, to ensure that the alignment is is fair and equitable.

So, this is where staff like I sit are going to have a lot more involvement in the actual process of reviewing their job description and making sure that it is aligned properly within the new job structure and there will be a lot of tools available for both managers and staff members to ensure that they're going about that process in is you know educated of a way as possible. So, there's going to be trainings videos resources available for everyone.

I have been encouraging the CPM project team to make sure that this is communicated out broadly and very well in advance, because many of us face the fall, is a very busy time with incoming students students returning, those of us who are you know, supporting student facing activities and it's going to be important for managers and staff members to understand what's coming and so that they can a lot sufficient time to engage in this process, to make sure it's done well, and they have time for it.

So, I'm really trying to push that agenda to make sure that this timeline in this process is communicated out well in advance of when they actually launch it.

Michael Osadciw - question regarding how CPM will manage communication; Cathy continue to stress the importance of staff communication to CPM team

Lauren McKenna - chance of CPM leading to pay reductions?

Cathy Caiazza: [No chance] I believe that service will be included in terms, in part of the evaluation process but it's also not in totality either, because it really is based off of what are the job responsibilities, first and foremost, to make sure that it's aligned within the right job structure so on, you know as an admin to I believe that even that that category is being separated into a more accurate description of what that means, and so, making sure that that alignment is within the right category and then, once that's aligned then looking at length of service and whatnot.

Amanda Sharpe: If it's helpful to people to think about this as two separate things right there's the job itself and the responsibilities and duties that it requires.

Amanda Sharpe: And then there's the person who has that job and the characteristics and background that they bring to it, like their education and their length of service, and those are there they're kind of two separate things, but when you evaluate the person as a whole, they intertwine.

Tony Siragusa – question regarding departments not using MyPath as extensively

Cathy Caiazza: yeah, so everybody will be doing this process through MyPath yeah so that's good feedback, I can share [with the CPM team] that some units may need additional support and using the platform, we should get these processes adapted.

Paul Wlosinski - CPM project does not address employee units involving unions and/or are governed by a CBA – this is a problem that needs to be addressed

Cathy Caiazza: Unfortunately, Paul I think you're right and I don't have any information that would suggest that the unions would be involved in the scope of this project, at this point, I think that is primarily work through with the bargaining units. So, I hear you and I can certainly bring that to the table, on behalf of Staff Council but as of right now, that is not part of the scope of the project.

Sherri Gunter – Will employees have chance to signoff or disagree with final evaluation of their position placement through the CPM project? How will they know the final decision?

Cathy Caiazza – The final decision will be visible in HR Workday, once implemented, along with a pathway to appeal this decision if the staff member disagrees.

Election Update

Terra Buttram:

GSC members who are up for re-election – we want to know your intentions

For elections committee members, I will be reaching out to you shortly to settle some initial kickoff meetings on the plan for what our schedule looks like with the intention of being for our newest members to join us at the September meeting as they have been every year, which is exciting.

Amanda Sharpe: I will throw a pitch out there, as we updated you earlier, we have yet to fill our administrative support position. And so, that means Terra by virtue of being an ex officio Member does all the heavy lifting with the elections, so [please consider joining the elections committee].

Amanda Sharpe: Yes, you're welcome um. The one other bullet that we had in our announcements and housekeeping was to talk a little bit about next steps, so we had our April meeting and we investigated all of those different you know the three different models for expansion into the Medical Center area. We are going to wait until Rebecca can join us later in the meeting and discuss that when she's with us. So that does leave us with a few minutes before Jim gets here if anybody has any other items that they might want to bring up or anybody who's had a recent non GSC committee meeting, who may want to give an update.

Non GSC Committee Meeting Updates

Jon Powers: I suppose I could give a quick update on the Emergency Operations Steering Committee. We met I think, just before the April meeting but. I was not present, so we didn't cover a whole lot. Well, a lot of it got taken up by discussions about plans for commencement there's an emergency evacuation plan for commencement which. For anybody not aware there's a university wide commencement. Next Friday week from today, initially, we were expecting about 14,000 people were looking at closer to maybe 9000 people now. But there's a whole plan, should in the middle of the ceremony lightning or inclement weather becoming we would be evacuating that whole space so there's a whole plan in place for to where we would be evacuating people, so we covered that for quite a while. Other major topics: we have to hold an annual sort of drill and they were looking for ideas for that, but I believe that is now going to be some sort of evacuation drill of one of the residence halls.

Amanda Sharpe: Melinda and I are serving on the executive compensation committee and we were slated to have a meeting, but that was cancelled. For those who aren't aware Andrew Ainslie was on that committee, and due to his recent passing, we did not meet, and we will be regrouping and taking a step back and refreshing what we're doing.

Guest Presentation from Jim Chodak (Parking Office)

Employee Transportation and Parking Program FY 23

11,000 MC parking spaces

4,000 RC parking spaces

12 Shuttle lines – 1 million riders per year

Piloting a Hybrid bus program

Expenses funded by parking permit fee on Med Center & River Center

Parking staff, public safety, IT expenses, Dealing with snow (plowing, removal, hauling)

Lesser known services – battery jump, tire inflation, car lock de-icing

Parking Committees to steer policy MC & RC; newly combined steering committee review proposals (example topics: capacity/spaces for employees)

Changes to Employee Parking (coming out of the steering committee)

1) Banded Parking Rates for Employee Permits

- Following similarly to health care plans
 - i. Band 1 & 2: Less than \$64K income – receive 25% discount
 - ii. Starts on July 1, 2022
- Doesn't impact Eastman currently or MAG; but Jim will be discussing ideas with Kevin Gibson (ESM Operations) for East End Garage

2) FY23 Parking Permit Rates

- Rates have remained flat for last 2 years
- Scottsville Road lot for 600 MC employees (very inconvenient) reducing significantly

FY 21		FY 22	
Rates kept flat		Rates kept flat	
FY 23 Shuttle Lot			
FY 22	FY 23 Band 1	FY 23 Band 2	
\$337	\$188	\$250	
FY 23 Remote Lots			
FY 22	FY 23 Band 1	FY 23 Band 2	
River Campus - Zone 3 South			
\$301	\$226	\$301	
Medical Center - Lot 1, Lot 11, Lot 9			
\$396	\$297	\$396	

FY 23 Close In Lots		
FY 22	FY 23 Band 1	FY 23 Band 2
River Campus - Zone 1A		
\$1,233	\$943	\$1,258
River Campus - Zone 2		
\$492	\$376	\$502
Medical Center - Lot 12		
\$901	\$689	\$919
College Town Garage		
\$1,698	\$1,299	\$1,732
Off-site Lots (River Road, Sawgrass, Bailey Road)		
\$508	\$308	\$518

these offsite lots remaining flat for FY23

3) RTS Bus pass for Employees

- Universal bus pass – for any employee without a parking permit working in a building where paid permits are required; bus pass cost will be covered
- Using UR ID for universal use by qualifying employees starting July 1, 2022
- Working with RTS to slowly rollout this program to more employees in future years, bearing in mind that past initiatives did not remain financially viable

- Dawn requested a fall presentation from James' office for Facilities, Dining Services, and Aux Union
 - Amanda asked about expanding RTS schedule to accommodate UR work schedules -> Jim will work toward this incrementally, but not at first
- 4) Automated Pay Stations in MC lots similar to those used by Strong Museum of Play
- No impact to current staff, sufficient open positions that this move will allow for attrition re: those open position
- 5) Questions:
- Marc: discounts & price changes focused on \$64,000 threshold – asking for weariness of situation where employees just crossing the threshold are inadvertently penalized for a raise
 - i. Jim open to look at multiple bands in the future
 - Melinda: waitlist process for parking – COVID made it difficult to return to previous lot space
 - i. Jim: waitlist does not update per HRMS, a manual process
 - ii. Waitlist cleanup occurred during COVID
 - Cathy: parking accessibility for employees / mobility access parking
 - i. UHS & intercessor partner in this effort to determine need of an employee
 - ii. Form filled out and employee works with UHS
 - Dawn:
 - i. amnesty for employees that owe money – Jim assured fines can be forgiven in most cases
 - ii. inquiring about business permit acquired by department

Committee Reports

- 1) Bylaws (*Amanda Sharpe*)
Not met recently, but looking towards adjustments related to elections
- 2) Communications (*Theresa Danylak*)
Meets biweekly
Launched website in 2021
Annual report just shared – shown us progress of the council
Elections support and announcements
Staff spotlights (work in progress) – learned about staff
Continuing ongoing communications from the council
Anticipating communications flow challenges during MC Expansion
- 3) Elections (*Terra Buttram*)
Plan to have new members join us in September for all day orientation
Will be offering a comprehensive view of who's seats are up for re-election

4) Executive (*Amanda Sharpe*)

Consists of Co-chairs, Ex-officio HR representatives (Terra & Rebecca), Previous Co-chair (Marc), Council Secretary (Harish), Jon Powers, Amy Kadrie
Meet weekly to plan agendas, discuss agendas – notes are published to Teams

5) Future of Work (*Jenny Hanson*)

Topics: Job flexibility, what flexibility means to difference University roles, blurred lines between home and work, ability to work hybrid, the availability of (IT) equipment,

what committee can do to make a difference in how the University handles these issues? – including these topics on performance evaluations or facilitating information gathering, having input into the formulation of remote work agreements

Will be meeting with Michelle Lewis in late May to discuss collaborating with Professional Development Committee to assist her goals in these areas

Cathy: suggested a meeting with Joe Testani as well

6) Outreach & Engagement (*Bailey Nixon & Molly Snyder*)

1on1 lunches idea being developed

Random people in higher positions (deans, senior leadership)

Discussing with personal networks for interested in people

7) Professional Development (*Angela Buchiere*)

Had 1 meeting with MyPath team last month

Will organize next meeting in June with Michelle Lewis and Lisa Parker

Michelle Lewis is expected to join this committee regularly

Amanda – Reminder that members are welcome to participate in more than one committee

Discussing GSC Survey

Cathy Caiazza & Amanda Sharpe -

Impact on Staff Experience

- GSC as a whole (3.42/5)
- Reps as individuals (3.21/5)
- Rep Participation in GSC Activities (3.75/5)
 - Barriers: Work responsibilities & lack of interest in opportunities
- Time Commitment (6.8 hrs/month)
- (Survey is intended to be year on year assessment)
- Value of GSC Meetings

- Co-chairs Updates & Guest Presenters (Highly Valuable – Valuable)
- Trainings/Workshops, Committee Working Time & Priority Building (Valuable-Neutral)
- Effective Communication with Constituents
 - Email, Townhalls, & Direct Communications
- Major Themes
 - Amplifying Staff Voice:
 - Increased visibility – more invitations for our participation
 - Constituent Engagement
 - Inconsistent and unclear communication expectations
 - Slow Pace of Change
 - Need for Role Clarity & Resources
 - Staff are encouraged to revisit orientation slides
 - Positive & Rewarding Work
- Survey data was slightly adjusted to facilitate further anonymity
- PDF of data offered in chat will be delivered via TEAMS as well

AS&E district tactics for constituent engagement (*Sherri Gunter, Angela Buchiere*)

Meet biweekly

Attending departmental staff meetings

Website, feedback form

open forums in person and through Zoom

- Staff see inconsistencies between managers in terms of support and flexibility
- AS&E members presented this feedback to AS&E senior leadership →
2 manager sessions to offer training on listen to staff to
improve work environments

Marc Seigfred: this example demonstrated one possible approach to making greater impact in other districts

Amanda Sharpe: call for proposals for future speakers to GSC meetings

IOEI presentation and Elizabeth Stauderman slated for the fall

Sherri Gunter: noted that GSC is still not known; we need to increase our visibility

Amanda Sharpe: Warner study did not involve GSC, but do know of our group; hoping that engaging with IOEI's Dean's council to raise awareness

Cathy Caiazza - Inserting ourselves into new employee orientations; Professor Nate Harris will likely involve GSC co-chairs in his study of staff councils

Marc Seigfred:

UnivIT staff leadership has a buddy program to supplement HR orientation

Learning of new staff from managers is unreliable, so HR representative for University IT send out a dry new hire announcements in a monthly message

Rebecca Walter:

Next steps for Medical Center Expansion following April GSC meeting

Pursuing option to add representation for SMD & SON to council

Amanda Sharpe:

Next meeting on June 10th with in-person possibility, but to be confirmed following commencement

Let Co-chairs if you'll be taking vacation to help us with council meeting sessions

Good News

Congratulations to Cathy Caiazza for defending her dissertation at the Warner School focused on professional development of staff at the University!

Happy Mothers and Parents day this coming Sunday!

Chris Apple, a soccer coach and former staff council member, is winning the Lamar Riley Murphy Leadership Award

Meeting adjourned. See you all in June!