SEAS Employee Council Meeting  
June 20, 2012

Council Members Present: Natalie Edwards (CS), Vanessa Pace (ES), Kim Doerr (CHE), Jayne Weber (SIE), Patricia Ashley (DO), Dwight Dart (MAE), and Jim Danburg (CEE).

The meeting was called to order at 2:15 pm by Chairperson, Kim Doerr.

The primary topic on the agenda at today’s meeting was SEAS Staff Mentoring. Jayne Weber gave an overview of the exec. committees meeting with representatives from Human Resources to discuss the resource available at UVa for staff mentoring. Many options and models exist but the council must first define the objectives of staff mentoring in SEAS. HR has offered to help with a survey of staff to define the objectives.

The council members discussed the various types of mentoring and what will work with the limited staffing and time commitments of the current members. The outcome of the discussion was to focus on the Welcome Gift and Information Packet for new employees, Brown Bag lunches for staff, and a Resource List of Staff at SEAS. Natalie Edwards and Jayne Weber volunteered to lead a sub-committee to organize the mentoring program.

HR has offered to do a mentoring workshop for SEAS staff if we are interested. Perhaps the workshop could be part of staff development day if the Council decides to pursue that option. It could also be part of a brown bag lunch series administered by Council, for SEAS staff. The first Brown Bag Luncheon could be to discuss the role of mentoring and staff development.

The Council made a proposal to hold a Staff Development Luncheon discussion during Reading Day in the Fall. The proposal passed unanimously.

More discussion focused on the Welcome Gift for new Employees. We hope to have one member volunteer for each month to play the role of Welcome Committee and to be a resource for the new employee. The new staff person will receive a gift and information about SEAS and the University.

The Employee Council will also coordinate the creation of a Contact/Resource list with information about Grounds as well as information about Staff Resources in SEAS. It was suggested that we distribute a form at the staff luncheon requesting information for the resource list. We can also create a web-based form to feed the information to a database and distribute the link to all SEAS-staff asking them to complete the survey.

A Member also suggested that we encourage outside meetings of staff, and faculty. An example would be a Friday at 5:00 meeting at a local restaurant to encourage team building and community outside the work place.

The May 2012 minutes were approved with no changes. The meeting was adjourned at 2:50 pm.