SEAS Employee Council Meeting  
October 2012

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

The meeting was called to order at 2:05 pm by Chairperson, Jayne Weber.

The September 2012 minutes were approved with no changes.

The first item on the Agenda was a report on the October 9, 2012 Strategic Plan Advisory Committee Meeting by Jayne Weber. She shared a handout created by Barry Johnson and distributed at the recent meeting which outlines the initiatives and progress in completing them. The plan update will be available in the next few weeks on the SEAS Strategic Plan website: [http://www.seas.virginia.edu/admin/strategic/](http://www.seas.virginia.edu/admin/strategic/).

Jayne stated a large part of the meeting focused on one of the initiatives both the committee and SEAS chairs identified as a high priority: SEAS faculty recruiting, retention, and salaries. The goal is to increase faculty from 135 to 170 over an 8 year period. Currently, there are 8-10 active searches for T3 faculty, 2 for NTT faculty, and 3 Rolls-Royce chairs open. The expected retirement and attrition of faculty is predicted to offset the gain. Barry Johnson is meeting with department chairs to access hiring needs. He’s working on a comprehensive long term plan for hiring faculty which will ultimately be presented to the Provost.

Jayne said it was reported that at the recent Chairs Retreat when Chairs were asked to rank 15 strategic plan initiatives in order of importance, increasing staff ranked surprising low on the list.

As part of the Faculty and Staff Success Initiative (Goal #4 of the Strategic Plan), staff job descriptions are being evaluated by Bob Bremer. The intent is to identify employees working well beyond their job descriptions, training options in preparation for Activity Based Budgeting (ABB) and to hire new staff where necessary to support the implementation of the Strategic Plan. Jayne asked if a recently completed “utilization study on chairs assistants” would be published, as staff would be interested in knowing the results. The deans will look into the possibility of making the report public.

Lastly, Jayne reported Barry Johnson was very happy to hear the SEC is working on a staff mentoring program and has offered to supply gifts for new employee welcome packets. Additionally, she shared the attached powerpoint presentation sent to her by Bob Bremer on mentoring.

Next Natalie shared a summary of the MOOC Working Group. MOOCs are massive, open, online courses and currently the committee is simply exploring the potential of MOOCs and how to implement them into the current goals of SEAS. Natalie shared some of the strengths and weaknesses of MOOCs as identified by the working committee. The SEC discussed the various types of MOOCs, the possible uses of MOOCs by SEAS, and the issues involved in delivery, analysis, and record keeping. Some of the concerns among staff are the uncertainty of record keeping, revenue generation, student support, and honor violations.
The SEC then began working on the Goals for the Mentoring Program. The goals identified are:

- To increase Employee retention.
- Better training and a positive first experience with SEAS
- Better networking within SEAS
- Being able to navigate the changing UVA system
- Providing resources and support for new and current employees.

In the Spring, the SEC plans to hold 1-2 events to bring staff together to share the ideas for mentoring and to build a sense of community. Ideas such as a lunch or an ice cream social were discussed.

The SEC then worked on the structure for the contact list we plan to build. Jayne encouraged us to view the PECC website and look at the layout of the bio’s for the members. Each bio includes the question, "What do you do on the weekends?" making the information more personal. We would like to do that for SEAS staff also. Jayne and Natalie volunteered to create a database and form to send to staff. A draft will go out to Council as soon as the form is ready. The council helped to define the content which will include name, Department, Email, Position, Brief Job Description, Skills, Systems used regularly, systems for which the staff person can act as an LSP, the weekend question, and is the staff person willing to act as a mentor. Jayne and Natalie will also write a brief email to accompany the form explaining the project and send a draft to the staff before the next meeting.

The council decided to have the contact list and a system for welcoming new employees and offering them mentoring in place by July 2013.

The meeting was adjourned at 3:10 pm.

Addendum: The Council wishes to extend a special thanks to Kim Doerr for her 4 years of service on the SEAS Employee Council. Kim has accepted a new job with CGI in Manassass and will be leaving UVA next week as a result. Best of luck Kim and thanks for your service to SEAS and the SEC!