SEAS Employee Council Meeting  
Wednesday, April 14, 2010

Present: Jennifer Mauller (SYS), Rita Kostoff (DO), Bobbe Nixon (BME), Peggy Gibson (CE), Laura Troutman (MAE), Ricky Buchanan (ChE), Christine Palazzolo (CS), Tommy Eanes (MSE), and Arthur Byrne (STS).

The meeting was called to order at 2:00 p.m. by Chairperson, Jennifer Mauller.

Old Business:

AED Units (Defibrillator) – Jennifer has been consulting with Jim Fitz-Gerald, who is on the Safety Committee, on the status of placing AED units in the various buildings in the Engineering School. It was determined that some areas (specifically, Biomedical) have the units, and staff have been trained in their use. Some other staff in the Thornton Hall engineering complex have received training and, in fact, are due for renewal. The roadblock to obtaining the units is, obviously, funding, as they cost $1,800 each. We’ll continue to follow up on this.

Furlough Day: Since the last meeting, we have received an announcement that the University is “buying back” the scheduled furlough day, which is good news. The members of the Employee Council voted to send a “thank you” letter to Dean Aylor, expressing our appreciation and asking him to pass our thanks on to President Casteen.

New Business:

Safety and Health Issues – One representative indicated concern that other departments are not notified of the nature of fire alarms and evacuations in neighboring Engineering school buildings. This could be chemical spills in labs or other issues which could affect the safety of employees working in other departments.

Employee Showers – An employee suggested that showers be installed for the use of employees who exercise during the work day. It was hoped that something could be included in the new ITE building. The committee was of the opinion that the Aquatic and Fitness Center has facilities for showering after exercise and that the Rice Hall layout has already been determined.

Trash Cans in Parking Lots – Trash cans and recycling containers are placed in the parking lots during football games and other major events, but there are none available at other times. It was suggested that we contact Facilities and ask that trash cans be provided in these lots, especially at bus stops, to cut down on littering. The secretary will follow up with Facilities.

Rewards & Recognition – The Dean is planning on conducting a Rewards & Recognition Program again this year. He had met with Jennifer and presented her with his plan for this year’s program, which was similar to last year’s. Jennifer asked him if she could conduct a survey of the Engineering School staff to get opinions about how the awards are to be given, since we had
received many comments and complaints about last year’s program. The survey was conducted, and the results are listed below:

(63 responses received)

1. Is it important to make the nomination letters and supporting materials anonymous by whiting out the names?
   a. 39 - Yes  
   b. 22 - No  
   c. 2 skipped the question

2. Do you have issues with members of the SEAS Employee Council being involved in the evaluation process?
   a. 26 – Yes  
   b. 34 – No  
   c. 3 skipped the question

3. Do you agree with the way award amounts were divided up last year, with 3 levels of awards ($2,000, $1,000, $500)?
   a. 19 – Yes  
   b. 42 – No  
   c. 2 skipped the question

4. Would you rather see one award amount (e.g., $500) for all winners?
   a. 46 – Yes  
   b. 15 – No  
   c. 2 skipped the question

5. Should self nominations be allowed?
   a. 27 – Yes  
   b. 35 – No  
   c. 1 skipped the question

6. Should there be a cap on the number of support letters per nomination?
   a. 34 – Yes (If yes, how many? – Avg. 3.26)  
   b. 27 – No  
   c. 2 skipped the question

These results, along with the comments included with the survey, will be presented to the Dean for his consideration. Ultimately, the decision will be his, and he has made it clear that he wants to use this program as a means of recognizing outstanding employee performance and/or contributions and that publicity will be part of the award package.

The meeting was adjourned at 3:15 p.m. The next meeting is scheduled for Wednesday, May 12, 2010, at 2:00 p.m. in the Rodman Room.

Submitted by Rita Kostoff, Secretary