

**SEAS Employee Council Meeting**  
**Wednesday, December 16, 2009**

**Present:** Jennifer Mauller (SYS), Rita Kostoff (DO), Amanda Tingle (BME), Jim Danberg (CE), Wendy Morris (CS), Tommy Eanes (MSE), Alex Lobo (ECE), Laura Troutman (MAE), Kim Doerr (ChE)

The meeting was called to order at 2:00 p.m.

**Follow-up from last meeting:**

Lisa Meadows provided additional information on next year's Rewards and Recognition, and her comments were included with the 11/11/09 meeting minutes.

Website – Minutes are mostly up to date, but photos have not been posted. A new site with an improved look is being developed: <http://new.seas.virginia.edu/admin/empcouncil/>

Furlough Day; Food Drive – no new information on these topics.

**Rewards and Recognition Comments:**

The last Rewards and Recognition caused a lot of feedback – both positive and negative. Some of the negative comments mentioned most often were the amounts of the awards (should have all been the same); the publicity given the winners (should be kept confidential); employees should not be allowed to solicit letters of recommendation. Some perceived it to be a “beauty” contest and not job related.

A rebuttal to the last comment was received, and it was felt that the opposite was true – that the group of people who received awards are not normally the high profile employees with very visible positions that usually get noticed for awards, but were those who received enough recognition by their departments to justify being chosen for an award.

We don't want to ignore the comments, but we're uncertain as to what to pass on to the Dean. One suggestion was to find out how other schools handle Rewards and Recognition programs.

**Wish List:**

Jennifer sent the following “wish list” to Prof. Haj-Hariri, who had requested it as part of his Dean's Review. These are items that were mentioned:

1. Education money – having the option to use it differently; i.e., for gym, health plan, etc.
2. Policy on telecommuting, leniency with time to accommodate child care of other issues
3. Inclement Weather – work from home option/policy
4. Parking – oversold T4 lot; get a sponsor gift for a new parking garage, as buildings are taking parking spaces

5. Training – offer more and inform staff of the need for training
6. Rewards and Recognition – more people could be recognized

There are existing University policies on Work-at-Home (Telecommuting) and Inclement Weather/Emergencies. There are presently some employees in the Engineering school who do have flex schedules or work at home. Since the Governor's endorsement of alternate work schedules due to the higher cost of gasoline, the Engineering school is more receptive to alternate work schedules, but it seems that certain positions may not be conducive to work-at-home, and may cause inconvenience to other employees or students who need their services at the office.

The Inclement Weather policy is enforced by the University, and announcements will be made for closings or other allowed shift modifications.

### **SIS Implementation Review**

We were asked if any SEAS staff members were part of a recent review of the implementation of SIS at UVA; and if so, could the council get a copy of the report. The council reps didn't have knowledge of this report.

### **Day of Caring Thank You**

Jennifer had received personalized thank-you cards from the students at Agnor-Hurt, which she passed around for the members to look at.

### **Smoking Policy**

The School of Medicine recently enforced a smoking policy (smoking is not permitted inside any building, or within 25 feet of any entrance or loading dock to any of these buildings). The Engineering School enforces no smoking within the buildings but other than that, there is no policy. Should there be? We had some discussion, but no one had heard any complaints about particular areas (except BME which is affected by the School of Medicine policy because it puts the smokers closer to their door).

The meeting was adjourned at 3:00 p.m. The next meeting is scheduled for Wednesday, January 13, 2010, at 2:00 p.m. in the Rodman Room.

Submitted by Rita Kostoff, Secretary