SEAS Employee Council Meeting
February 8, 2012

Council Members Present: Kim Doerr, Co-Chair, Natalie Edwards, Co-Chair, Jayne Weber, Vice-Chair, Patricia Ashley, Dwight Dart, Chip Morton, Bobbie Nixon, Vanessa Pace.

Guest Speaker: Barry Johnson to discuss the Strategic Plan with Bob Bremer and Chip Morton

The meeting was called to order at 2:06 PM by Chairperson, Natalie Edwards.

The meeting began with Barry Johnson first thanking the staff for all that they do at SEAS. Barry gave an overview of the Strategic Plan which began 18 months ago with the help of SEAS Trustees, department chairs and associate deans. The Strategic Plan was released in September with various meetings and presentations to chairs, faculty and staff.

Barry mentioned the different groups that are meeting to insure the Strategic Plan is being implemented:

- Implementation Planning Team with Bob Bremer, Barry Johnson, Chip Morton which are meeting weekly as strategic planning sessions.
- Implementation Committees – Committee meeting regularly to work on making sure things are getting implemented.
- Advisory Team - Charged with Oversight of the Implementation Committees and meet every other month with President of Seas Trustees, Dean Aylor and Barry Johnson
- Strategic Plan Advisory Committee – Dean Aylor, Barry Johnson, Bob Bremer, Chip Morton, Vince Derr, Peter Norton, Jeff Sands, Mike King, Jayne Weber.

Barry also discussed a few of the current key action initiatives that are underway. These priority goals and key action items came about after meeting with department chairs and deans:

**Faculty & Staff Growth**
- Chaired by Eric Loth
- Increase faculty from 139 to 170 faculty
- Increase staff to properly support the faculty growth

**Graduate Programs**
- Chaired by Scott Acton
- Increase graduate enrollment to 900
- Increase quality of graduate students accepted into SEAS graduate programs
• Improve culture of graduate students
• Offer more graduate support - currently 9% of support comes from central non-grant funds (would like to double that percentage)

**Staff Empowerment**
• Chaired by Bob Bremer
• Compare definition of current staff positions and actual jobs to determine if we have proper staffing and skill sets in place.

**Model for Operation**
• Co-chaired by William Johnson and Lloyd Harriot
• Implement an Activity Based Budgeting (ABB) where revenues are divided at UVA level. Looking at ways SEAS funds would be allocated to departments.
• Revise SEAS Organizational structure

**Undergraduate Program**
• Chaired by Edward Berger
• Increase 1st year impact. Coming up with ways to advise and support undergraduates during their 1st year as SEAS

**Communication**
• Chaired by Josie Pipkin
• Effective ways to communicate (inside SEAS, at UVA, and Outside of UVA).
• More smaller group meetings are recommended as a better way to communicate
• SEAS is working more closely with the newly appointed Provost team.

Barry encouraged staff to come talk to Bob Bremer, Chip Morton or himself if you have any questions, concerns, or wanting to know if something is true or not true.

**Alumni Outreach and Engagement Initiative**
• Chaired by Bill Scherer
• Alum chat sessions with current students (video conferencing)
• Mentoring program with alumni (in all 4 years of undergraduate program)

**Some Outcomes Mentioned:**
• Received additional ETF funds ($1 mil)
• Additional funding support provided to SEAS for taking more undergraduate students. This is something that has not happened in the past. Have already received additional funds for increased enrollment over the last few years.

• 2-3 Faculty will be hired from additional resources from the Rolls Royce partnership.

• 35 initiative where outlined – currently working on a dozen or so top priority initiatives

• Chip Morton is working on a matrix plan to accumulate data and track impact of goals and initiatives implemented in the Strategic Plan to measure growth and to be able to make comparisons with other peer institutions.

• Bob Bremer restated his commitment to Staff Empowerment and addressed some new SEAS initiatives such as re-examining the current job descriptions to determine if current jobs match descriptions. Looking at job leveling exercise to be sure each job is at the right staff level as compared to peers. And working to establish upward paths for people as well as additional training.

Following Barry Johnson’s presentation of the Strategic Plan, the meeting was opened up for a question and answer session. Staff salary alignments and in-band pay adjustments for classified staff (mostly SEAS’ senior staff) was a major concern for classified staff.

SEAS Employee Council members continued to meet after the question and answer session to discuss ways to improve and streamline the upcoming rewards and recognition process. Council members decided to use the Recognition Award Request Form (RARF) to come up with a SEAS Rewards and Recognition form to simplify the rewards and recognition process.

The Meeting was adjourned at 3:20 pm. Submitted by Vanessa Pace.