SEAS Employee Council Meeting
Wednesday, January 13, 2010

Present: Rita Kostoff (DO), Amanda Tingle (BME), Peggy Gibson (CE), Tommy Eanes (MSE), Alex Lobo (ECE), Laura Troutman (MAE), Ricky Buchanan (ChE)

The meeting was called to order at 2:00 p.m. by Vice-Chair, Amanda Tingle.

Old Business:

No Smoking policy: Subsequent to the December SEC meeting, Lisa Meadows notified the committee that there already is a “No Smoking” policy in effect under University Environmental Health and Safety. Dean Aylor distributed an email on January 12, reminding all employees of the official No Smoking policy as pertains to the Engineering School buildings. The Dean appreciates the employee council bringing this information to light.

This issue is considered complete.

New Business:

Some of the members wondered if there is a “Noise” policy. Maintenance and Facilities workers frequently work outside buildings, and the noise and fumes from running engines and equipment are bothersome to those working in the buildings. Sometimes this work is taking place near air intakes, which means that all offices can get the fumes and not just those near the windows. At times the work is near classrooms. Of course, nearby construction work all around the Engineering school is also an inconvenience to those in offices and classrooms.

There is a Provost Level Employees Council food drive taking place until February 24. Collection boxes are located inside the Career Services office, Thornton A115.

Amanda is involved in Human Resource duties for her department, and was interested in how people perceived the new Performance Management Evaluation conducted the end of last year. These are comments from the Committee:

- Timing at the end of a semester and right before the Christmas holidays was very inconvenient and stressful. Most everyone really didn’t have time to get the evaluations done, much less learn how to do the new system. (Amanda said it was planned to do this earlier next [this] year – about August)
- Resentment in having to learn yet another system, in the same semester when all other systems had also changed.
- Resentment in having to most of the work. Difficulty in coming up with “goals”.
- Appreciate being able to do self-evaluation and having the opportunity to submit comments during the working stage rather than after all approvals have been obtained.
Another H.R. issue is the self-service timesheets. Most people have adjusted to actually submitting on-line timesheets, but it was noted that there is no way to track leave time. On the paper timesheets, the leave was printed out, and you could compare from one pay period to the next (to be sure time was adjusted correctly). With this system, there is no printout showing your leave balances. It’s only available while you’re working in the system through a pull-down list, and shows what is current at that time. There’s no way to “go back”. Some of the committee mentioned they’d begun keeping their own spreadsheet or some other method of tracking their leave. Is there a way that the system can provide this information for us?

Anyone who had entered annual leave for December 21 was able to re-submit their timesheet because that day was officially an Agency Closing day. Apparently there is a backlog of these corrections to be handled, so employees need to watch to see if their annual leave is credited back.

The meeting was adjourned at 2:45 p.m. The next meeting is scheduled for Wednesday, February 10, 2010, at 2:00 p.m. in the Rodman Room.

Submitted by Rita Kostoff, Secretary