SEAS Employee Council Meeting  
Wednesday, June 10, 2009

Present: David Durocher (EE-rep), Vickie Faulconer (CHE-alt), Peggy Gibson (CVL-alt), Lisa Meadows (Deans Office-alt), Jennifer Mauller (SYS-rep), Wendy Faith Morris (CS), Eric Newsome (MSE-rep), Vanessa Pace (STS-rep), Brad Sayler (CVL), Amanda Tingle (BME), Laura Troutman (MECH), Pat Vance (CVL-rep)

Call to Order
Meeting called to order at 1:05 p.m.

Bonuses for staff:
Dean Aylor sent an email to SEAS Faculty and Staff on June 9th announcing the 2009 Rewards and Recognitions Program. There will be one $2,000 (level 3), four $1,000 bonuses (Level 2) and fifteen $500 bonuses (Level 1). All nominations are due to Vicki Tucker no later than June 24th, 2009. All award money will be included in the August paycheck. The SEAS Employee Council will be working with the SEAS Compensation and Management Committee (CMAC) to rate the employees nominated and present recommendations to the Dean for his approval. The SEAS Employee Council should meet with CMAC as soon as possible to determine the details of how the nominations will be evaluated and ranked.

Suggestions and strategies for the Council to provide feedback and evaluation of employees being nominated:
- Setting up criteria to evaluate all employee nominations equally and objectively based on performance.
- Using the SEAS Promotion and Tenure Guidelines as a model for the evaluation process, individuals would recuse themselves if they were being evaluated.
- Dividing, if needed, the SEAS Employee Council Members into 3 groups for the evaluation process with members not reviewing their self or their department.
- Reviewing copies of supporting documents with names of employees and department names removed.
- Making sure each department has either a representative or alternate available to participate in the review process.

Note: The Dean’s answers and incorporation of some of the staff feedback above were sent out via email Monday, June 15th from Dean Thurneck.

Outstanding Contribution Awards/Employee Recognition with HR
Eric was able to check with Vicki Tucker regarding the Outstanding Contribution Award received by SEAS employees. There have been some SEAS employees who have received this Outstanding Contribution Awards in previous years.
Day of Caring
Jennifer Maueller will be the point of contact for the SEAS team project for The Day of Caring on Wednesday, September 23, 2009. Jennifer reported that there are 10 people who have volunteered to participate in the Day of Caring. She requested that employees who are participating in the Day of Caring to encourage their co-workers to think about participating as well.

SEAS Employee Council Website
The anonymous digital drop box has been added to the SEAS Employee Council website: http://www.seas.virginia.edu/staff/ for employees to make suggestions and comments anonymously to the current chair of the SEAS Employee Council, Eric Newsome.

Meeting adjourned at 3:05 p.m.

Next meeting is scheduled for Wednesday, July 8th in the Rodman Room.

Addendum 1:
Now is the time for each department to elect a representative and an alternate to serve on the SEAS Employee Council for the upcoming year.

SEAS Employee Council By-Laws (see below sections related to elections)

The July meeting of the Council will be comprised of all current Council members, along with any newly elected department or division representatives and their alternates. The Council Chair, Vice Chair and Secretary shall be elected at the July meeting of the Council by the department and division representatives (or their alternates) who are scheduled to serve a term beginning the following September. (Art III, Sec D)

Department and division elections will be held before the July meeting of the Council (Art II, Sec A)

Addendum 2:
Eric presented the SEAS staff questions, suggestions, and concerns to Dean Aylor and Dean Thurneck on June 11th.