

SEAS Employee Council Meeting

January 10, 2007

Approved Minutes

Present: Francis Cruz, Natalie Edwards, Dan Fetko, Katherine Harlow (Chair), Lisa Meadows, Kim Olsen, Vanessa Pace, Brad Sayler, and Lewis Steva.

1. Call to order -- Meeting called to order at 2:00 pm.
2. The December Minutes were approved with two changes. The wording regarding the Chairs' wish list was amended and a second dumpster was added to the dumpster update section.
3. The Council welcomed Nate Nowinowski in his absence. He will replace Christopher Ditmar as the representative from Systems.
4. Old Business
 - Feedback from Dean Aylor – In the meeting with the Dean, the Chair discussed the dumpster and beautification issues. The Facilities Management project is on hold waiting for feedback. The Chair is invited to join Dean Thurneck in a meeting with the consultant and others to discuss the issues. She will report on the meeting in February.
 - The Walkway near Small Hall was also discussed in the meeting with the Dean, however, the sidewalk is already connected to the parking lot by a small paved pathway near the dumpster. The Council was concerned that if the dumpster is moved, the connecting walkway may not be as accessible. The issue will be monitored.
 - Dean Aylor informed the Chair that money has been provided by the Board of Visitors but he is not sure how the money will be used yet. The Chair will discuss this with the Dean in their next meeting.
 - Salary Update – The Chair requested salary data from Human Resource (HR) but was told that it would be better to obtain the information from SEAS instead. Dean Thurneck has said that he will not provide this information and has asked that we share with him any information that we do obtain from HR prior to sharing it with the staff in SEAS. The Chair will discuss this request with Dean Aylor. The Council has asked for the salary adjustment information from Dean Thurneck in the past but has not received the requested information. A discussion followed on the process

of in-band pay adjustments. Two ways to initiate in-band pay adjustments were discussed: a recommendation from a higher authority to adjust salary to keep it in-line with other comparable state jobs; and an employee initiated request to supervisor to have salary examined to determine if it is in-line with other comparable jobs. The Chair will ask HR to create a report of the percentage of in-band pay adjustments for SEAS and other colleges for the last 5 fiscal years and the number of staff who have received these adjustments.

5. New Business

- Provost Employee Council Communications – Alan Cohn, Eric Denby, Becca White, and Bill Vining spoke to the Provost Employee Council at the last meeting. Mr. Vining discussed the University Travel opportunities. The website, <http://www.hrs.virginia.edu/benefits/travelopp.html>, was given as a resource for more information. Please see the Provost Employee Council minutes for details on the presentations by, and discussions with, the speakers.
<http://www.virginia.edu/employeecouncils/provost/> The Provost Employee Council representatives were asked to request that the agenda for the meetings be sent to all staff prior to the meetings, and that the minutes be sent out to all staff after the meetings. It was pointed out that the SEAS Council does not send out the agenda prior to the meeting but the members will discuss the request.
- The Chair asked each representative of the SEAS Employee Council to poll the staff in our area to help identify what issues are of interest or concern to them and to bring the list to the next meeting. The SEAS Council will use this information to create a survey to be sent to staff to identify issues we should be including in our meetings.

6. Adjournment -- Meeting adjourned at 3:45 pm.