

SEAS Employee Council Meeting
Wednesday, February 13, 2008
Approved Minutes

Present: Katherine Harlow, Alex Lobo, Lisa Meadows, Vanessa Pace, Christine Palazzolo, Pat Vance, Richard White

Call to Order

Meeting called to order at 2:05 p.m.

Provost Employee Communication Council Updates

Katherine Harlow provided a brief summary of the most recent Provost Employee Communication Council meeting. Jim Traub, Project Manager of HR Restructuring along with Susan Carkeek and Darrell Kozuch were guests at the February 12, 2008 PECC meeting to discuss and answer questions regarding the HR restructuring plan. In March the planning phase will begin and between May and June will be the feedback phase of the new HR restructuring system. The enrollment period will begin in October to make a choice to switch to the new HR employee status as “University staff.” Employees who decide to stay as “State classified staff” can remain in that plan as long as they like, but once they become “UVA staff” they cannot go back to “State classified staff.” Concerns were mentioned regarding the job security as “University staff” and what types of incentives will the new plan offer. Please see the PECC website: <http://www.virginia.edu/employeecouncils/provost> for the minutes with more detailed information..

Old Business

- Traffic Flow in T-4 parking lot
No updates to report with regard to the traffic flow problem in T-4 parking lot.
- Defibrillators – number, location
Still waiting for Kostas Alibertis and George Cahen to finish survey results with regard to the number and locations of AED defibrillators at SEAS.

New business

- Emergency preparedness/Fire Safety/ Evacuation Plan
Council discussed the need to have a clear evacuation plan in place at SEAS. Where do you go when the building needs to be cleared? Being able to provide a headcount for each area or department? There needs to be “green sheets” posted throughout SEAS with a clear set of steps to take for different types of emergencies. Council discussed inviting George Cahen (who is responsible for safety and outside of SEAS buildings) and Bill Thurneck (who is responsible for the inside of SEAS buildings) to a future Employee Council meeting to discuss emergency and safety issues.

- Sick Leave
Council discussed the sick leave hours that employees lose at the end of the year when not used. There needs to be some type of incentive plan or some way to bank that sick leave to a long term sick leave account without losing it at the end of the year. How does the process work when employees want to donate leave time to another employee who is in desperate need for additional sick leave? Pat Vance will check with SEAS Human Resources to see how this process works.
- Tuition vs. Pay increases - Cost of tuition goes up 15% and raises go up 3% - State classified staff pay increases are restricted by the State and tuition increases are approved by the Board of Visitors.