

# SEAS Employee Council Meeting

April 11, 2007

## Approved Minutes

**Present:** Frances Cruz, Wendy Faith Morris, Iva Gillett (ex-officio), Katherine Harlow (Chair), Lisa Meadows, Nate Nowinowskii, Vanessa Pace, Brad Saylor, Lewis Steva.

- 1 Call to order -- Meeting called to order at 2:02 pm.
- 2 The March Minutes were approved as submitted.
- 3 Old Business
  - Human Resources (HR)/In-Band Pay Adjustments (IBA) – Katherine noted that the number of SEAS Classified staff is 120. The IBA report from HR includes other SEAS employees in addition to classified staff. Beth Finke from HR will send future quarterly IBA reports. Katherine will follow up on the possibility of individual SEAS staff requesting a salary comparison with Bill Thurneck.
  - Staff Survey – Brad Saylor offered to compile a list of the Council's accomplishments since its inception, and to compose a draft of a SEAS employee survey and cover letter. We discussed options for employees to return the completed survey. Two options were to return the surveys to individual Council representatives, or to send them anonymously to a messenger mail address.
  - Provost Employee Communications Council (PECC) Communication – The Council agreed that we would like to continue to invite one of the SEAS PECC representatives to present the highlights of the Council's meetings, but that a full summary of the previous day's meeting is not required. Iva then presented a summary of the April 3 and April 10 PECC meetings. Many employees submitted questions for Leonard Sandridge and Yoke San Reynolds prior to those meetings. Leonard and Yoke San's responses are included in the PECC minutes for the respective meetings.
  - Defibrilators / Safety Training – Katherine was referred to George Cahen. George is supportive of our request for Automatic External Defibrillators (AED) for the Engineering School, but he says that no funds exist for their purchase. The units cost \$3,000 - \$4,000, and require a link to a security system to alert the appropriate emergency services when they are put into use. We also discussed the security issues raised by the recent attacks around the Engineering school, especially with respect to Olsson Hall. Katherine will try to get an update on the SEAS security plan.

4. New Business – no new business was discussed

5. Adjournment -- Meeting adjourned at 3:15 pm.