

SEAS Employee Council Meeting
Wednesday, September 12, 2007
Approved Minutes

Present: Jill Bratton, Katherine Harlow, Gary Li, Lisa Meadows, Vanessa Pace, Pat Vance, Richard White

Call to order

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

Approval of Minutes

The July 11, 2007 Minutes were approved as submitted. New members of the Council introduced themselves.

Nomination and Election of New SEAS Employee Council Chair

Richard White agreed to serve as the Chair of the SEAS Employee Council which was approved unanimously by the Council members.

Staff Survey

The staff survey results will be posted on the SEAS Employee Council website with the questions listed and the data results for questions 1-8 and comments for questions 9-12.

Provost Employee Communication Council Updates

Katherine Harlow provided a brief summary of the most recent meeting of the Provost Employee Communication Council. The September PECC meeting was a planning meeting to discuss possible guest speakers for the upcoming year. Please see the website for the most recent minutes: <http://www.virginia.edu/employeecouncils/provost>.

Old Business

- **Dumpster** – The dumpster located in the T-4 parking area blocks the view of the traffic exiting the parking lot. Bill Thurneck will be looking into the problem to see if there is another location for the dumpster that would allow enough space for the trucks to get to the dumpster. Suggestions were made to have one way arrow signs in the T-4 parking lot.
- **Defibrillators** – Defibrillators has become a concern at the University level. Some new heart defibrillators have been installed around Grounds. The question is how to obtain funding for defibrillators at SEAS. Katherine Harlow suggested inviting George Cahen to a future Council meeting to discuss outreach plans to alumni to support the funding of defibrillators at SEAS. Council suggested having at least one defibrillator per building and as funding increases to have a defibrillator per floor per building.

New Business

- **Emergency Preparedness Plans**
Council discussed issues regarding an Emergency Preparedness Plan for SEAS - procedures to take for different types of emergencies, list of appropriate emergency telephone numbers to use, awareness of posted emergency exits, and location of fire

extinguishers. At least setup a designated meeting place for each building in case of building evacuations and have a buddy system for emergencies.

- **Safety/Safety Training**

A suggestion was made to appoint a safety person for each building to check for possible safety issues and report safety concerns to the appropriate person.

A suggestion was made to contact Majorie Sidebottom, Director of Emergency Preparedness, to organize a CPR and first aid training session here at SEAS for all interested employees.

Adjournment – Meeting adjourned at 2:45 p.m.

The next SEAS Employee Council Meeting scheduled for **Wednesday, October 10th, 2007** at 2:000 p.m. in the Rodman Room.