

# **SEAS Employee Council Meeting**

**September 13, 2006**

## **Minutes**

### **Amended and Approved**

**Present:** Frances Cruz, Natalie Edwards, Dan Fetko, Iva Gillett, Katherine Harlow, Lisa Meadows, Vanessa Pace, Brad Sayler, Lewis Steva.

Prior to the Meeting Brittany Rugo distributed the t-shirts for the Day of Caring to the Council members who are participating and gave a briefing on the plans for that day. She will be sending out an email with the details to those people who signed up to volunteer.

Call to order at 2:10 pm.

#### **2. Old Business**

##### **• Dumpster Update**

Discussion: Katherine spoke to Dean Aylor in July regarding this issue. He agreed that the dumpsters along Engineering Way are unsightly and his staff is working with facilities management to come up with a plan to hide the dumpsters. Bill Thurneck is the contact for that project.

Resolution: The Council Chair will request an update on this issue in 6 months.

##### **• In-Band Pay Adjustments**

Discussion: Brad Sayler referred to a previous meeting in which Dean Thurneck addressed the Council about a variety of issues including In-Band Pay Adjustments. At that time, the Council members requested data on the use of In-Band Pay Adjustments in SEAS but the Council did not receive any information. Each School handles this issue differently and Dean Aylor has chosen to use the Rewards and Recognition System to compensate employees instead. The council discussed whether there is a retention

problem in SEAS and if anyone is currently reviewing salary levels and collecting any data on retention.

Resolution: The Council will request that the Dean's Office share whether any analysis of salary levels has been done in the past two years to reveal inequities. If not, can a report be generated that will show the minimum and maximum salaries by job classification for SEAS employees only.

### **3. New Business**

- Welcome BME

Discussion: Liesl Amos is the new Representative for BME. She has agreed to join the Council and to communicate the minutes and any other business with the staff of BME. Welcome Liesl!

- **Mailman List**

Discussion: A mailman list has been created to allow easy communication by email. Brad Saylor raised the concern that although the list is a good idea, the process of the Employee Council should be transparent and open. However, in the past such a list has been used to exclude others from participating in the Provost Employee Council discussions. To prevent such an occurrence from happening in SEAS Council, Brad suggested that the By-laws be amended to include guidelines for the use of the Mailman list. Brad presented two proposals to the council as possible amendments. Katherine made a motion to accept the second amendment as proposed:

II G. All motions, votes, or other decisions of the Council must be transacted at a physical meeting of the council's representatives in accordance with the Council's By-laws. No official business of the Council may be transacted through the use of an e-mail mailing list, or other system for electronic communication.

Natalie proposed that the duties of the Secretary in III D. of the By-laws be amended to include maintenance of the Mailman list.

Resolution: Both proposals were accepted by a unanimous vote.

- **AHA Heartwalk**

Discussion: Katherine shared with the Council that last year she organized a group of ECE staff and students to participate in the Heartwalk. Would the SEAS Council like to sponsor a team this year? The group was concerned that it was too late to organize a

team for this year but recommended that we discuss doing so next spring. Lisa Meadows suggested that we use the new SEAS Dialogue List to publicize this year's event for those that would want to participate on an individual basis.

Resolution: The Council agreed to endorse Lisa's suggestion.

#### • **T-1 Parking/Wilsdorf Hall**

Discussion: Brad Saylor reviewed the history of the T-1 parking lot at Wilsdorf Hall. At the time of construction, those who parked in the T-1 lot were relocated to T-4. Now, the Parking and Transportation office is planning on making the new, smaller lot a T-4. Brad believes this is a bad idea because the lot is too small to turn around in if it is full and will cause traffic congestion. Several members of the council also shared the concern that it may cause a danger to pedestrians trying to exit the building. Brad proposed that we request the lot be returned to T-1 status.

Resolution: The Council voted "no" to making such a request to the Dean's Office.

#### • **Meeting Location & Staff Orientation**

Discussion: Tabled until the next meeting.

#### **4. Adjournment**

Vanessa made a motion to adjourn at 3:20 pm. Motion passed.