

SEAS Employee Council Meeting
Wednesday, October 10, 2007
Approved Minutes

Present: Katherine Harlow, Gary Li, Lisa Meadows, Vanessa Pace, Pat Vance, Ramkumar Venkatanarayana, Richard White

Call to order

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

Approval of Minutes

The September 12th, 2007 Minutes were approved as submitted.

Provost Employee Communication Council Updates

Katherine Harlow provided a brief summary of the most recent meeting of the Provost Employee Communication Council. Marge Sidebottom, Director of Emergency Preparedness for the University, Office of Emergency Preparedness, was the guest speaker at the September PECC meeting. She discussed emergency preparedness plans, first aid & CPR training. Marge stated that employees should sure they are signed up for UVA Alert and Text Message Alert for emergency notifications. These are two different systems so it is important that you are signed up for both emergency notification systems. The Office of Emergency Preparedness is currently working on plans for a public address system and siren system.

UVA's Commonwealth of Virginia Campaign will begin in October. Employee's will be getting pledge cards soon with a list of charity organizations to choose from. 100 percent of your gift will go to your chosen charity organization.

Employee Resource Fair is scheduled for November 15th from 9:00 – 2:00 p.m. in Newcomb Hall.

Please see the PECC's website for the most recent minutes:

<http://www.virginia.edu/employeecouncils/provost>.

Old Business

- **Dumpster in T4 lot** – George Cahen is still waiting on word regarding relocation of the T-4 parking lot dumpster. Council members are unsure which building the dumpster is designated for.

- **Port-a-potties** – The employees from the trailers behind Olsson Hall complained of the awful smells coming from the port-a-potties after the last football game. Apparently the port-a-potties were not emptied soon after the football game.

- **Traffic Flow in T-4 parking lot** – George Cahen is still looking into the traffic flow problem in the T4 parking lot adjacent to Olsson Hall.

New Business

- **CPR & First Aid Training** – Richard White checked with Gil Somers, Life Support Learning, regarding CPR, First Aid, and AED training. It would cost about \$40 per person to take a 3 hour class. Council members will poll their department to see how many people would be

interested in this type of training. Richard White will check with Dean's Office to see if the Dean's Office would cover the cost of the training for interested employees.

- **Safety Officers** – Richard White asked if there was a designated safety person for each department and a facility manager appointed for each building at SEAS. Council members were unsure if there were designated safety persons appointed for all department and/or labs. The Council members discussed the importance of having a safety person for all the labs who can report to the facility manager with any safety issues or problems. There needs to be more active role in having preparedness plans in place with proper procedures and steps to handle different types of emergencies, safety education and a line of communication for safety issues.
- **Fire Safety** – Council discussed SEAS's need to have an evacuation plan in place for each building with a designated meeting place and a designated person in each department/lab to be responsible for providing a head count of their area.
- **Defibrillators** – The defibrillators cost approximately \$1700 for the basic unit and would cost between \$3000 - \$4000 when they are linked to a security alert system. The Council members discussed maybe it would be more cost effective to have more employees trained in CPR, First Aid, and AED and have defibrillators located in a more central location for each building.
- **Lost and Found** – There is no official lost and found location. The Undergraduate Office in A122, Paxton Marshall's office as been the unofficial location for lost and found items. The Council discussed having a system in place where a mass email can be sent out to alert individuals of a loss or found item. If the lost time has a person's name on it, then an email should be sent to that person with location to pickup lost item.

Adjournment – Meeting adjourned at 2:55 p.m.

The next SEAS Employee Council Meeting scheduled for **Wednesday, November 14th, 2007** at 2:00 p.m. in the STS Conference Room, A226 Thornton Hall.