

**SEAS Employee Council Meeting**  
**October 11, 2005**  
**Rodman Room, Thornton Hall**

Present: Jo Ann Addison, Ricky Buchanan, Dan Fetko, Marci Foote, Katherine Harlow, Ginny Hilton, Kristl Nelson, Kim Olsen, Vanessa Pace, Lewis Steva, Sherri Thompson

**Call to Order**

- Sherri Thompson called the meeting to order at 2:05 pm.

**Old Business**

- There was a correction made to the minutes from the SEAS Employee Council meeting on 9/13/05, item 5 under *New Business* shall now read “motion made **by** Brad Sayler” rather than “**for** Brad Sayler”.

**New Business**

- Sherri began by reporting on items discussed in her monthly meeting with Dean Aylor. At the last SEAS Employee Council meeting the group discussed the relocation of the portable bathrooms located on the south side of Small Hall. Dean Aylor gave his support and acted quickly on it. Thus far, four are supposed to be removed and the remaining are supposed to be relocated behind Small Hall. However, this has not happened. Sherri Thompson will inquire as to the status of this.  
As per a discussion in the September meeting, Brad Sayler gave Sherri a drawing to show a possible location for the sidewalks for the T-4 & E-3 lots. Bill Thurneck has reported this project is supposed to take place in the spring. Sherri also spoke with Dean Aylor about flextime, he does not support a school-wide flextime policy.
- Marci Foote brought some concerns from staff in her department to the group. The first was regarding the E-3 parking lot. Drivers are driving too fast and presenting a danger to pedestrians as well as cars pulling out of parking spots. Sherri will email Becca White of Parking and Transportation with these concerns and ask about possible solutions (such as a speed bump or posting the speed limit). Marci's second item of business was regarding pay raises associated with the yearly evaluations. If supervisors do not get the paperwork in on time, employees don't receive their raise. JoAnn Addison assured the group that there are only a handful of evaluations missing at this point and that both the supervisors and the employees themselves have been notified they need to be in on time. She said that because there are 4,000 evaluations to process, the deadline is firm, but every effort is made to collect these forms.
- JoAnn was then given time to update everyone on the raises planned for this fall. For employees who have had 5 years or more of continuous service, \$50 for every

year will be added to the employees' base pay. The standard 3% raise will be added to this new amount. If anyone has questions about their hire date, JoAnn encouraged them to contact her.

- Talk of the annual raises prompted more questions regarding employees' salaries. The first concern was why staff aren't offered merit based raises when faculty members are (for example: those who are rated as "above contributor" in their evaluations should be given raises higher than those who are "contributors"). JoAnn pointed out that this comes from the State. The next issue with raises dealt with cost of living raises. Kim Olsen pointed out that in addition to their normal raises State employees in Northern Virginia are given cost of living raises because of how expensive it is to live in the North. However, Charlottesville actually has a higher cost of living now, and employees aren't being adequately compensated. The group felt it would be productive to have Leonard Sandridge address the council at the next meeting. Ginny Hilton made a motion for Sherri to contact him to set up the meeting, Kim Olsen seconded it. The group was also willing to be flexible with the next SEAS Employee Council meeting and move it if it would better accommodate Mr. Sandridge. Once he is confirmed to come, council reps will gather questions from the staff they represent.
- Kim also wanted to inform the council (and have them pass on the information) that there are a few parking spaces specifically designated for motorcycles- there is one located in the Stadium T-4 lot, space 325, other spaces are located to the left of the trailers located by Olsson Hall. Kim also questioned whether or not anyone ever had any trouble with the parking spaces designated for service vehicles; there is only one spot and it seems to be constantly used. Council members responded by saying that they generally just use their own reserved spot. There are also services spots located in back of Physics.
- JoAnn requested that the following information please be sent to all of the staff in each department: There will be a Welcome Fair on November 10 that all employees are invited to attend, every hour on the hour from 9-5 there will be an Open Enrollment session for health insurance which will outline the changes for the upcoming year. Any changes to health insurance plans must be done by December 2.

### **Adjournment**

- The meeting adjourned at 2:55 pm
- The next SEAS Employee Council Meeting is scheduled for Tuesday, November 8, 2005 at 2:00 pm in the Rodman Room.

Submitted by Kristl Nelson  
Secretary of the SEAS Employee Council  
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