

SEAS Employee Council Meeting

October 11, 2006

Approved Minutes

Present: Frances Cruz, Natalie Edwards, Iva Gillett, Katherine Harlow, Lisa Meadows, Vanessa Pace, Brad Sayler.

1. Call to order -- Meeting called to order at 2:00 pm.

2. Old Business

- In-Band Pay Adjustments -- The Chair contacted Dean Thurneck for the information requested by the Council in the Sept. meeting. He will get back to her.

- Updated By-laws -- The by-laws have been amended as outlined in the Sept. meeting.

3. New Business

- Meeting Location -- Suggested that the Council meet in different departments each month. The Council resolved to continue to hold the meetings in the Rodman Room but to move to different locations when the Rodman Room is not available.

- SEAS Council Website:

(1) Comments/Suggestions link – Suggested that a link be added to the Employee Council Webpage to allow staff to communicate directly with the Council members via the mailman list. The Council resolved to make suggestions/comments a standing item on the agenda and to deal with individual emails in each meeting as time allows. The secretary will contact VEF to request this item be added to the webpage.

(2) Photos -- Instead of adding photos from various staff events and functions to the webpage, the idea of a staff news section was discussed. Katherine will contact Brittany Rugo to request a brief write up about the Day of Caring including the names of the participants for the webpage. It was also agreed that we could use the Day of Caring photos with the write up, provided we receive permission from the individuals who are pictured.

- Inclusion of Televised Eng. Staff – The Televised Engineering Staff will be invited to Staff Social Functions and to Engineering Social Functions to which staff are invited.

- Minutes: September Meeting – The minutes will be marked unapproved until the next meeting and will not be posted on the webpage until approved. The first item on the agenda of the next meeting will be to call for approval of the minutes from the previous meeting. The Sept. minutes were approved with the following corrections:
 - (1). Agenda in header on page one changed to minutes.
 - (2). Time of Adjourning corrected to read 3:20 pm.
 - (3). Item 2 was amended to read “. . . also requested the minimum and maximum salaries of SEAS employees by job classification.

- Miscellaneous – Nov. 9 is the Employee Fair. More information will be sent out by the Provost Council. Information about Open Enrollment will be available at the Employee Fair. Iva recently attended a Focus Group on the new HR system under the Charter initiative. An additional Focus Group composed of randomly chosen employees will also be held. Then a survey will be sent to all staff. An independent consulting firm has been hired to advise HR in writing the guidelines for the new University Employees.

4. Adjournment -- Meeting adjourned at 2:55 pm.