

SEAS Employee Council Meeting

December 13, 2006

Approved Minutes

Present: Rick Buchanan, Natalie Edwards, Iva Gillett, Katherine Harlow, Lisa Meadows, Vanessa Pace, Brad Sayler, Lewis Steva, Sherri Thompson.

1. Call to order -- Meeting called to order at 2:00 pm.
2. The October Minutes were approved as printed, with a change in the font in one paragraph.
3. Old Business
 - Feedback from Dean Aylor – In her meeting with the Dean, Katherine Harlow (KH) discussed the salary issue and was told that the Chairs may include salary adjustments requests as part of their wish list. The Dean is working with facilities management to identify Beautification Ideas. Please give any ideas to the Dean's office directly. The Dean ask KH to encourage staff to attend the SEAS Holiday Party this year.
 - Dumpster Update – The dumpsters on Engineer's Way were discussed in the September Meeting with the Dean. Since then, Dean Thurneck has sent KH an email stating that UVa is working with a consultant to look at the Engineer's Way. KH will stay in touch with Dean Thurneck and will ask if this is part of a larger study or will something happen soon.
 - Staff News (Day of Caring) – KH passed around an example of a news briefing for the Website and ask if it should be an item on our webpage. KH was asked to alphabetize the names. The news briefing will be sent to each department to be posted and to send it out as an email to all staff.
 - Salary Update – KH received an email from Dean Thurneck saying that salaries were reviewed in Spring 2005 and a 3% increase was given to 8 employees in the form of in-band pay adjustments in the Spring of 2006. The increases were funded by UVa. He cannot release information regarding salaries; only Human Resources (HR) can provide this information. KH will request information from HR on our school as well as other schools by job category. KH will

also request a copy of the study done in 2005. If HR will not release the information, we will look at the possibility of surveying the staff in SEAS to gather our own data.

- It was announced that HR will be surveying all staff for input on ideas for the new HR system for the University staff.

4. New Business

- Leave Policies – Iva Gillett handed out a list of leave types for staff. Many of the staff present were not aware of some of the types of leave benefits listed. It was suggested that we should scan this list, or obtain a copy from Donna Roach in HR, and email it to all staff. The list should also be sent to departments to post in a public area.
- The Legislative Forum on Wed. Dec. 22, 2006 was announced.
- Speakers for 2007 – The Council was asked if we would be interested in having speakers at the meetings in 2007. It was agreed that this was a good idea as long as the speakers were limited to every other month. Some of the suggestions for speakers included the person handling the University Beautification Study, the Parking and Transportation Committee Chairs, the Benefits Committee Chair, the Union Representative, and the Director of the Counseling Center at Ruffner Hall. The Council was informed that we cannot invite the Union Representative to meet with us on grounds as this will violate University policy.
- Walkway near Small Hall -- KH was asked to recommend to the Dean that a walkway be constructed between the T4 parking lot and Small Hall.

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