

## Minutes

Provost Level Employee Communication Council meeting – October 12, 2004

Present: Jo Ann Addison, Brian Bader, E. Howard Booker, Alan Cohn, Heather Cullop, Deirdre Davie, Iva Gillet, Jennifer Hitchcock, Carolyn Laquatra, Carole Lohman, Chris Loss, Becky Marshall, Kent Merritt, Rebecca Peters, Faye Snyder, Glenn Taylor, Jean Varner, Anda Webb.

Jo Ann Addison called the meeting to order. Attendees introduced themselves to the guest speakers (Becky Campbell, UVA Police Department; Emily Bardeen, Faculty and Staff Career Services; and Kathryn Buzzoni, Bachelor of Interdisciplinary Studies (BIS) Program). Janine Williams of the UVA Community Credit Union arrived later in the meeting.

Ms. Campbell spoke first and gave an update on the serial rapist case. Charlottesville, Albemarle, and UVA police, and the FBI and Virginia State Police have formed a task force to work on the case. A new wanted poster has been issued, which omits the composite description, deemed too general. One feature that all victims agree on is that the suspects eyes are "very white," which may mean bulging or unusually colored. The rapist conducts home invasions when assaulting his victims and is probably a local person.

Police have improved their response time to reports of suspicious people with the various local police forces concentrating their resources in responding.

Ms. Campbell also talked about a recent assault in Culbreth Theatre. An assault took place in the restroom of Culbreth. The suspect grabbed the victim and was trying to make her leave with him. As they came out of the restroom, some people in the lobby saw what was going on and shouted and the suspect ran toward the railroad tracks where he was found in the underbrush off the tracks.

During the period September 1-October 1, 2004, six students nationally have died of alcohol poisoning, including one at Virginia Tech. During the same period, lots of UVA students have been treated in alcohol-related incidents, the most that Ms. Campbell has seen in her four years here. She cannot readily preach to students but tries to educate them not to leave an affected person unattended, to watch out for one another, and to get medical attention. Students sometimes worry about being suspended or having

parents notified. The rescue squad will respond and take a student to the emergency room if necessary. Time, not coffee or a cold shower, is the only thing that relieves intoxication. Up to this year, the alcohol abuse situation at UVA had improved. The police are concerned about night football games; more [unruly, inebriated] people were removed from the recent Thursday night Clemson game (including Clemson fans) than all of last year's games. Ms. Campbell noted that first year students, possibly due to the appeal of "illegal status," are a bigger problem. During summertime orientation, she has noted some parents' naïveté about UVA's party reputation and ability of students to obtain fake IDs from older siblings.

Concerning security, Ms. Campbell sees girls still walking alone at night or jogging with earphones and some students relying on a cell phone, not an actual human, as a second person for security.

When asked about faculty/staff security issues, Ms. Campbell responded that people need to be aware after dark, have car keys in hand when going to their parked vehicles, and keep ready panic buttons on car remote controls, if available, since noise discourages aggressors. People should not depend solely on noise as a deterrent, however. Mace and pepper spray are not recommended due to usage training (both substances will incapacitate a user if one accidentally sprays oneself).

There has been little workplace violence since Ms. Campbell has been here; ditto for domestic violence. On occasion, trespass warrants have been issued to keep people off UVA property when released from employment.

A Council member asked about stop and search procedures for police stopping bicyclists who are riding a bike with a sticker issued by UVA Police. (At a police resource fair, the Council member's daughter had heard about stickers being issued by police as anti-theft measures and was wondering if her purse might be searched if she were stopped.) Ms. Campbell answered that the main reason for stopping a person on a stickered bike would be age. Most bike thieves in the area are in the 9-12 year-old age range. A bike rider has the same rights as a car driver. If stopped for a traffic violation, a driver may refuse to allow police to search their vehicle, but police, if seeing any illegal substance or item, may ask again to search and if denied may hold the driver until a search warrant is obtained. Bike stickers are available for staff as well as students who may register on the UVA Police web page. A bicycle serial number is required for registration.

Scooters and motorcycles are currently treated as motor vehicles, due to gasoline flammability concerns, and are not allowed in bicycle parking spaces near dormitories. Ms. Campbell expects to see an increase in their numbers due to their growing popularity.

Emily Bardeen spoke next about UVA career services. Her handouts included a fall 2004 workshop schedule and a description of employee education benefits which she will email to Council Chair Jo Ann Addison. Education benefits are available to full time and part time UVA employees with one and two years of employment, respectively.

One benefit is the tuition waiver program which allows for taking one course (and any related lab) per semester, for a total of three classes per year, potentially enabling a student to obtain a free degree. It takes a while but people do obtain the degree. With supervisor permission, job-related courses may be taken on work time. Ms. Bardeen characterized this as "virtual money."

Another benefit offered by career services is tuition reimbursement which uses employee departmental funds to reimburse students taking courses at or in UVA, Piedmont Virginia Community College (PVCC), English as a second language (ESL), the BIS program, etc. Library employees have taken advantage of tuition reimbursement in getting on-line degrees. Some people are eligible for two classes per semester, as in cases in which an employee, with departmental approval, takes advantage of waiver and reimbursement.

Late breaking news reported by Ms. Bardeen is a two-week intensive course offered in a pilot program during the January term to full time students (BIS people).

Ms. Bardeen should be contacted by any staff with questions. There are also email list services on career services and tuition assistance to which staff may subscribe. She offers one-on-one guidance counseling for people interested in moving around in the higher education employment environment (where fewer "levels" are available in career opportunities). If possible, give her a week's notice to meet. She maintains a library at her office at 914 Emmet Street. A December 2, 2004, retirement workshop is booked up and another is being scheduled for January 2005.

Two tenets guide Ms. Bardeen's shop: 1) all staff are entitled to satisfaction in their employment and 2) happy employees are good for UVA, who, by being retained in UVA employment and circulating around jobs, keep costs down, help improve communications, and enhance decentralization.

Staff may sign up for career services workshops by telephone or Oracle self-service. Confidentiality is ensured and an assessment is done using the Myers-Briggs Type Indicator. With supervisor permission, a meeting with career services or workshop attendance should not require leave time usage. Ms. Bardeen concluded her presentation by noting that her official food is chocolate and that 63 percent of her customers are female with 44 their average age in years.

Kathryn Buzzoni of the BIS program spoke next. The BIS program started in fall 1999 and is an evening, undergraduate program allowing the taking of one to three courses per semester and targeting the adult 9AM-5PM working population. It is a transfer program which allows a student to finish the second half of their undergraduate degree program, completing a four-year degree. Currently 150 students are enrolled and there are 51 alumni. Typically students are admitted with 60 credit hours and earn 60 more hours, but the BIS program takes a personalized approach, meeting one-on-one with students and assessing enrollees' transcripts. People with zero credits may first take PVCC courses and then enter the UVA BIS program. A prospective student need not have all ready to go and BIS program personnel are ready to talk at any time. 20-25 percent of the current BIS program are UVA employees. Information sessions are offered at Newcomb Hall and the Hospital and at Northside Library near the Circuit City in Albemarle Square Shopping Center.

A new development has expanded the program off-grounds to Tidewater, Virginia, where UVA faculty commute to teach at Tidewater Community College. 24 students are enrolled there.

The BIS program offers four "concentrations" in lieu of majors: business, humanities, social sciences, and education.

The Council next discussed new business.

There will be a New Faculty/Staff Welcome and Resource Fair on November 18. Alan Cohn will email announcements. An employee councils table is being planned.

UVA Human Resources (HR) is coming to the November 9 Provost Employee Communication Council meeting to discuss workmen's compensation and open enrollment for health benefits (being offered November 1-December 3, 2004). Questions from classified staff should be sent to Provost Council representatives. The representatives should send them to the Council Chair or Co-Chair and they will be forwarded to HR as a group.

An audiotape of the Leonard Sandridge talk on UVA charter status is on the web. Most of the Provost Council questions were covered at the talk. Additional questions may be sent to the HR website. Two more meetings are being held on charter status: October 18, 12PM-1PM in Newcomb Hall and October 19, 12PM-1PM at Facilities Management.

A question was asked about any feelings for distress levels at Virginia Tech and William and Mary, the other proposed chartered institutions, over charter status (i.e. animosity, hostility, concern). It was thought that with so many classified staff involved, there was bound to be disagreement no matter how positive proposed changes might be. It was also noted that the charter status website is shared by UVA, Tech, and William and Mary.

Concerning old business, Glenn Taylor, Provost Council webmaster, reported that he posts to the Council Website materials of interest, including updated membership lists and the meeting minutes. Glenn asked the group to forward to him any information Council members felt should be posted on the website. This would be information that is of interest to the staff. His preference is to keep it informal, but if the volume becomes overwhelming or issues of what should and shouldn't be posted start to come up then the Council might want to discuss the possibility of forming a sub-committee.

Alan Cohn asked about employee awareness of the Provost Council. Continuing and Professional Studies staff receive an email after each meeting. The Law School's website has a link to the Provost Council website. Engineering and Applied Science staff receive an email encouraging them to read the minutes. The Arts and Sciences staff are notified via a list serve email.

Council Chair Jo Ann Addison reported that the January 2005 Council meeting will not be held in the presidential conference room but likely at the Law School where parking facilities will be checked on.

Jo Ann also reported that flu vaccines this fall will be limited to 900 (down from 3,100 last year) on the University side. Following are excerpts from an October 14 email from UVA HR concerning the flu shots:

"Unless you are in one of the high risk categories below, we ask that you NOT request a vaccine from IQ Health at this time. The CDC recommends that the following individuals be given priority for this year's flu vaccine:

People 65 years of age or older.

People up to 64 years of age with underlying chronic medical conditions (e.g., asthma, diabetes, renal dysfunction, immune deficiency).

Women who will be pregnant during the flu season in their second trimester and beyond (with their doctor's approval).

Health care workers with direct patient care.

Out-of-home caregivers and household contacts of children under 6 months of age.

Below is the schedule for distribution of the vaccine to employees in the high risk categories. In the event that IQ Health is able to obtain additional vaccines, [HR] will notify you and extend the flu shot opportunity to the remainder of our faculty and staff. We appreciate your cooperation with this plan. Clinical questions regarding the flu shot should be directed to IQ Health at 951-4646. Questions regarding eligibility should be directed to the UHR Faculty and Staff Benefits division at 924-4392 or by e-mail: [benefits@virginia.edu](mailto:benefits@virginia.edu)

- Fri. Oct. 15, 2004, 3:00 pm to 4:00 pm, Carruthers Hall (Emmet Street) Conference Room E

- Tues. Oct. 19, 2004, 2:00pm to 4:00 pm, UVa Facilities Management Alderman Rd. Lunch Room

- Fri. Oct. 29, 2004, 8:00 am to 10:00 am, UVa Printing Services Old Ivy Road Conf Room

- Mon. Nov. 1, 2004, 1:00 pm to 2:00 pm, UVa Darden School Room 145

- Wed. Nov. 3, 2004, 8:30 am to 12:00 noon, IQ Health/Occupational Health Clinic, 337 15th Street, SW, Charlottesville

- Fri. Nov. 5, 2004, 2:00 pm to 3:00 pm, UVa Law School, Room WB119
- Wed. Nov. 17, 2004, 1:30 pm to 3:00 pm, Newcomb Hall (UVa Central Grounds), Room 168AB"

Janine Williams of the UVA Community Credit Union spoke last. She passed out the latest Credit Union newsletter. The Credit Union celebrates its fiftieth anniversary this year, started originally by a group of hospital employees and given in 1997 a community charter. It is a multi-county institution, with seven branches, ten ATMs, great deposit and loan rates, overdraft protection, and educational programs. There is an ID theft program and a mortgage seminar. Traditional services offered include checking account, credit cards, and free bill payment. No minimum balance is required to maintain an account, but a 100 dollar minimum is needed to earn interest. There is a minimum fee for wire transfers. A serious effort is underway to open a Greene County branch (Fluvanna County was the latest addition).

Ms. Williams mentioned the ongoing auto loan program, Got Wheels, which offers a 4.5 percent loan for vehicle purchasing.

The Credit Union's annual meeting was in Alumni Hall last May and Leonard Sandridge spoke at this festive occasion.

A Council member asked about seminars for financial planning and investments. Ms. Williams said they are planned but dates have not yet been set. Alan Cohn wondered if Ms. Williams might email announcements from the Credit Union to send out to all employee councils. Ms. Williams answered yes.

Another Council member asked about the relationship of lower credit card limits and higher credit card rates. The credit worthiness of an individual is a factor, as are income and credit history, in setting limits and rates. (One Council member who has worked for a financial institution reported that a complex formula is used to determine limits and rates.) One way to get a better rate is to apply for a shared secure credit card. The majority of Credit Union members are not "rate hoppers" but are actually members of the Credit Union with a voting share in the organization. The Credit Union is a member's partner in the member's financial future.

Credit Union workshop registration may be done by emailing [contactus@uvacreditunion.org](mailto:contactus@uvacreditunion.org). There is currently no dedicated website link but Ms. Williams will check on this.

The next Council meeting is November 9, 2004, in the Rodman Room in Thornton Hall.

Submitted by Brian Bader