

Provost Employee Communications Council
September 11, 2007

Those in attendance: Ann Burns, Susan Chisholm, Shawna Edinger, Peggy Ehrenberg, Carol Garges, Iva Gillet, Katherine Harlow, Brad Holland, Cathy Maupin, Laura Miller, Elizabeth Olmsted, Kim Olsen, Beth Reinhard (ex-officio), Brittany Rugo, Rob Schuett, John Teahan (ex-officio), Jean Varner, Sue Wharam, Dawn Waller, and Anne Zook.

Introductions were made and an “Ice Breaker” game was conducted to help the members interact with each other, especially those new to the group.

Representation for School of Architecture was addressed. A concern is that communications from this council are not getting to the employees. Jean Varner has agreed to forward all the communications that our council receives including minutes to the majordomo list for staff in the School of Architecture.

Ms. Chisholm and Ms. Reinhard will check with *InsideUVA* to see if basic council information can be listed in a sidebar with links to help promote awareness of councils.

The numbers of representatives were discussed and Ms. Chisholm reported that the numbers are fine for now. There is about one representative for each 125 employees, with one from each Provost school. Monitoring of numbers of employees as they increase and shift to University staff vs. classified staff will be an ongoing procedure.

Human Resource Update

Al Sapienza has been hired as the Director of Library Resources and Human Resources Liasion for the library system.

Orientation Pilot for new hires has been implemented on Mondays, which is a six-hour program. Features include: benefits explanation; parking passes issued; tour of the rotunda; completion of all payroll forms; and picture ID issued. There has been positive response and this is a pilot program at this time.

ICS and UHR has been given permission to explore options for advanced benefits integrating into Oracle. The time and attendance piece will be looked into, but it will take at least 18 months to make any changes.

UHR Website has a new news link- <http://www.hrs.virginia.edu/news/>.– Many updates are posted to this site that currently include performance evaluation information, all updates and announcements.

Results have not been shared on the HR Policy survey but Susan Carkeek has arranged for 3 town meetings- on September 26 at Newcomb Hall 2:30 -3:30 PM; September 27 from 10 – 11

AM at Newcomb Hall; and 2:30 – 3:30 PM at Facilities Management. More publicity will follow.

Goals and Concerns for Conducting Meetings This Year

It has been suggested to build a “concerns” session in our closed portion of our meeting. We must be careful not to have just individual concerns but group concerns to represent our constituents. Building more time to allow for such a session was also discussed. Keeping speakers to their time slot will help.

Minutes will be posted on the website initially as “draft” minutes and we will officially approve at the next meeting and will be posted accordingly once approved.

Speakers Schedule for Next Year

Names of potential speakers were discussed and they include the following names:

Marge Sidebottom, Director of Emergency Preparedness

Rod Kelly (next spring), Director of Classification & Compensation

Susan Barr (late spring), Director of the Student Systems Project

Becca White, Director of Parking & Transportation (survey to go out to UVA employees by the end of the year that will include questions from our Parking Committee)

Peter Norton – Chair, General Faculty Council/Ricardo Padron, President of the Faculty Senate

Murray Howard?

Follow up to the presentations made to council so that we can formalize a way to bring resolution to issues raised was discussed at great length. Often questions are asked of speakers that often do not get resolved within our meeting. It has been difficult to get answers to some questions if not covered in the meeting. Ms. Chisholm and Ms. Olsen to investigate what the protocol would be to implement such a follow up.

First Annual Employee Council Leadership Seminar 12 noon – 4:30 p.m. October 15

Mr. Sandridge and all councils will be hosting a leadership seminar and Mr. Sandridge will give the opening statement. John Lord, former Director of Training, has agreed to facilitate.

Importance of attending was stressed. One purpose is to get all councils together and enable all to feel confident to lead. Not mandatory, but HIGHLY encouraged.

New representative for UREG is needed as Rebecca Garver duties have changed and has resigned from council. Ms. Garver is to follow-up with her replacement.

Next council meeting Tuesday, October 9, 9:30 AM, Newcomb Hall 389.