

PROVOST EMPLOYEE COMMUNICATION COUNCIL (PECC)
April 12, 2011, Newcomb Hall, Room 389
Meeting Minutes

Attending: Peggy Ehrenberg, Zeke Crater (co-chairs), Barbara Graves, Pam Hoover, Linda Vaughan, Leigh Rockey, Erinn Wilmott, Rajiva Seneviratne, Erica Wheat, Tony Townsend, Susan Witzel, Debbie Mincarelli, Margaret Weeks, Laura Mellusi

OPEN SESSION

Guests: Zach Wheat, Director, Web Services & Interactive Media Group, and Kristy Moon, Web Developer

Web Communications manages U.Va. web sites, and other U.Va. pages, including the A to Z listing, and 60 to 70 U.Va. department/unit websites. They now also manage CLAS web operations, as well as interactive media for alumni, development. The Associate VP over them is Carol Wood. General mission is to ensure UVa has great online presence.

The PECC website discussion had the following points:

1. Is it possible for council members to post updates? Zach said the technology is changing, they are getting away from Adobe Contribute, and moving to Drupal for content management overall (except for small sites). It would be possible for PECC to use Drupal to author our own content. Drupal has graduated approval, all can edit or several people can.
2. In the PECC redesign, members think the home page should have a list of members, list of minutes (draft and approved), and a "find my rep" link.
3. Should we use the model of VP/COO, EVP/Provost search pages?
4. We would like to have the function to "ask a question of the PECC" on the page.
5. Should all Employee Councils' web sites be branded alike? Currently they aren't.
6. Webpage should list which department is represented by which council.
7. A request was made for an invitation to a PECC open session on left.
8. A request was made to have the meeting list on the right-side.
9. A "Did you know" section would be helpful.
10. Incorporating our Retention List of services and benefits.

11. PECC proposed logo will be sent to Mike Jones, Zach's boss, for approval.
12. Kristy Moon will receive proposed layout from PECC, and will mock up layout.
13. Carey Hill from UVa Web Communications can come to PECC meeting and demonstrate content entry

CLOSED SESSION

Approval of March minutes – passed unanimously

PECC Web Committee – Margaret Weeks, Laura Mellusi, Peggy Ehrenberg

Further PECC Web site discussion – after redesign, we should get the word out on department pages, mail to members

May meeting

- ❖ Marge Sidebottom or Kirby Felts to talk about safety
Discuss reapportionment and U.Va. org chart revisions, Erica Wheat will ask Susan Carkeek for input (one big employee council vs. current smaller councils), Zeke will contact other employee councils to inform them of changes in reporting lines, Peggy will inform General Faculty council.

Child care subcommittee – no news

Respectful Workforce subcommittee – Kirsten Hilliard - meetings are ongoing.

Laura Mellusi is working on retention document with Erica Wheat, will post on web page when complete.

Peggy's PECC logo approved by PECC members in unanimous vote

HR News (Erica Wheat)

- ❖ The 5% increase for employees who participate in VRS hired before July 1 will take effect with the **pay period** beginning June 20. The first actual deduction employees will see will be on Friday, July 8.
- ❖ University staff open enrollment sometime this year (possibly September?)
- ❖ The Retirement Planning Fair is April 25 and will run from 9 – 1:30 pm at Alumni Hall. Bob Schultze, the Director of VRS, will be speaking at the fair from 12:45 to 1:30 pm. The other VRS presenter, Sherrell Addison, will be covering the nuts and bolts of retirement, but Mr. Schultze will speaking at a higher level about the general state of affairs at VRS – something that may be of interest to many employees. Social Security, Medicare, TIAA/CREF, Vanguard and Fidelity will be in attendance. Fidelity

- ❖ New & revised policies: collecting, reporting and remitting VA sales tax, new AR policy, revisions to UVa P-Card policy (www.virginia.edu/policies)

Provost's Office Update (Raj Seneviratne)

- ❖ Milton Adams will be interim Provost when Tim Garson leaves after Finals, new job description posted on provost search [website](#), re-defines U.Va. Provost's role to be more inward-facing

Question from Leigh Rockey – email from Susan Carkeek on free speech? This was meant to just reiterate rights of free speech for all U.Va. faculty, staff and students. It was NOT prompted by any particular incident.

Question from Barbara Graves – new mail pharmaceutical firm potentially intrusive? IPS does makes recommendations to providers and staff on lower-cost meds