

Provost Employee Communication Council  
Tuesday, February 8, 2011 Meeting Minutes

**February 8, 2011 PECC Meeting:**

Members Present: Darlene Branch, Bill Corey, Zeke Crater, Peggy Ehrenberg, Kirsten Hilliard, Pam Hoover, Laura Mellusi, Debbie Mincarelli, Deanna Palombo, Susan Pott, Leigh Rockey, Raj Seneviratne, Tony Townsend, Linda Vaughan, Margaret Weeks, Jess Wenger, Erica Wheat, Paul R. Willis, Erinn Wilmott, Susan Witzel.

Working Meeting:

Issues discussed:

- Catalyst- new prescription card. Transition was not as smooth as hoped. Many issues were due to expired prescriptions.
- AETNA-no coverage for Prompt Care? Prompt care and First Med are participating and bill as a physicians' office, and not as an Urgent Care, with \$20.00 co-pay. Remind constituents that emergency room visits must be life threatening and encourage folks to go to Prompt Care/First Med. If a visit is made to the ER and it is not life threatening the claim will be denied and then the patient is responsible for the cost of the visit. If the urgent care is closed then consult with primary physician's office. (JoAnne Haden is the UVA health plan ombudsman and her contact information is 4-4346.) Remind folks that Martha Jefferson is no longer a prompt care facility but rather an emergency room facility and bill as an emergency room. AETNA will send messages online- AETNA Navigator is a great website, <http://www.aetna.com/>, with very good information. There is an option to go paperless.
- Joshua Bond, Secretary, has resigned from council. Susan Pott offered to help with the secretarial duties. Nomination from Peggy Ehrenberg and seconded from Debbie Mincarelli and voted on by council.
- PECC retention committee (Laura Mellusi, Margaret Weeks, Susan Witzel, Bill Corey and Erica Wheat). Purpose: To identify ways in which the UVA administration can improve employee retention and employee supervisor relations. The UVA Employee Retention Resource Summary is a resource for all employees and supervisors which list many various types' services and resources offered. The committee collected recommendations from a pool of employees regarding issues that could be improved upon. Some of those areas identified included; compensation, distribution of work, improvement of supervisory training, existing work schedules and telecommuting policies.
- Website update- Laura Mellusi offered to post minutes to the website and offered to help maintain the website. Further conversation regarding improving the PECC website. Laura Mellusi also offered to help with this. Suggestions included moving minutes to a different area that easily accessible, adding our resolution, creating an area for feedback, etc. Margaret Weeks suggested adding the UVA Retention Resource Summary to the website. She also suggested coming together once a year to update and maintain the Resource Summary. Margaret also suggested that we, as a council, work on designing a logo for branding purposes.

The logo will most likely need to be approved by the Provost office. It was also noted that a change needed to be made in our bylaws- where it mentions *classified staff* and changing it to read both; *classified and university staff*. Erica Wheat suggested someone from the council speaking with her husband, Zack Wheat, Deke Schrum and/or Kristy Moon as they work in web design for the University. (Dev Interactive Media Initiative Dept.) Council members thought that it would be a good idea to invite them to our next meeting for discussion.

- Domestic Partner Benefit update from January meeting. Zeke forwarded the PECC's request to Erica Wheat in HR, previously. While the University is in full support of this benefit, it is legislatively prohibited. There have been bills at the General Assembly. Currently there is a group working with Susan Carkeek in hopes of working on something outside of the plan, but for now our hands are tied.
- Job Sharing- employees share part-time hours in one (base) position and part-time hours in another position to make one full-time position with full FTE's worked out between the departments involved. The FTE's can be split between the department(s); however it must be structured so that the employee is not negatively impacted. Full time assignment and wage assignment is something entirely separate. The challenge with job sharing is that LEAD cannot split out the supervisors' feedback regarding the employee.
- Re-apportionment of employees-Raj Seneviratne pointed out that there are 168 people in the Provost area and units and asked are we getting information out to everyone involved. Our council has 25 members and what is the ratio of representation? Raj will check all areas to make sure that all are represented and report back with information during our next meeting. We may also need to find a replacement since Joshua Bond has resigned his position in council. Laura will check on this.
- Respectful Workplace Task Force- Kirsten Hilliard - will meet tomorrow, Feb. 10, 2011 and will report back during our March meeting.
- Employee Survey update- Margaret Weeks. The survey is long. Please strongly encourage your constituents to take it. It is important to get accurate feedback. President Sullivan is hoping to have results for the Inauguration on April 15<sup>th</sup>. The office of Survey Research will be sending something out soon.
- Staff Representative for the Search Committee to the Provost Search- Tony Townsend has been selected.
- Executive Vice President and Chief Operating Officer search- Peggy Ehrenberg. Search is ongoing.
- Status of Employee Survey and Child Card Study nominations. Nothing is known at this time.
- Launching Sustainability Partners –Jessica Wenger. Voluntary meeting for anyone who would like to participate. The first meeting is scheduled for February 22 in Newcomb 381 @ 1:00pm. Anyone is welcome to attend.
- Our next meeting is scheduled for Tuesday, March 8<sup>th</sup> from 1:00 p.m. to 3:00 p.m. in the **Commonwealth Room – in Newcomb Hall**. Our guest speaker is Mr. Leonard Sandridge.