

**PROVOST EMPLOYEE COMMUNICATION COUNCIL**  
**Meeting Minutes for January 9, 2007**

Present: A. Burns, B. Cannon, S. Chisholm, A. Cohn, K. Craddock, P. Ehrenberg, D. Fetko, C. Garges, I. Gillet, S. Haas, J. Lasseter, L. Miller, E. Olmstead, K. Olsen, B. Rugo, E. Schmidt, R. Schuett, J. Varner, C. Vaught, D. Waller, A. Webb, and S. Wharam.

**OPEN SESSION**

**The UVA Travel Program**

Bill Vining presented an overview of the UVA Travel Program. This program, which began in 1985, is offered for University staff, faculty, retirees and their families or guest. This program is sponsored through University Human Resources and usually two international trips are planned per year. There has been a slight drop in interest recently so Bill has been making presentations to various employee councils to promote this program. Some key points and benefits to participating in this unique travel program are included below.

Trips are currently planned for Innsbruck, Austria (Fall 2007), Scotland (Spring 2008), Hawaii (Fall 2008) and Croatia, a popular European vacation location located at the Adriatic Sea (Spring 2009).

The cost of the trip includes airfare, hotel, breakfast each day, and baggage handling. A deposit is required when signing up for a trip with final payment due 60 days prior to departure.

Other highlights to Bill's presentation include the points below:

- 90% of those taking advantage of this program are repeat customers
- Children and teenagers often come with their parents
- Some have been able to visit their birth place for the first time or meet relatives for the first time
- Side trips are organized by the UVA Travel Program or can be planned independently

To learn more about The UVA Travel Program visit [www.hrs.virginia.edu/travelopp.html](http://www.hrs.virginia.edu/travelopp.html)

**U.Va. Parking and Transportation**

Becca White, Director of U.Va. Parking and Transportation (P&T) provided us an overview of recent highlights that include accomplishments and challenges for P&T.

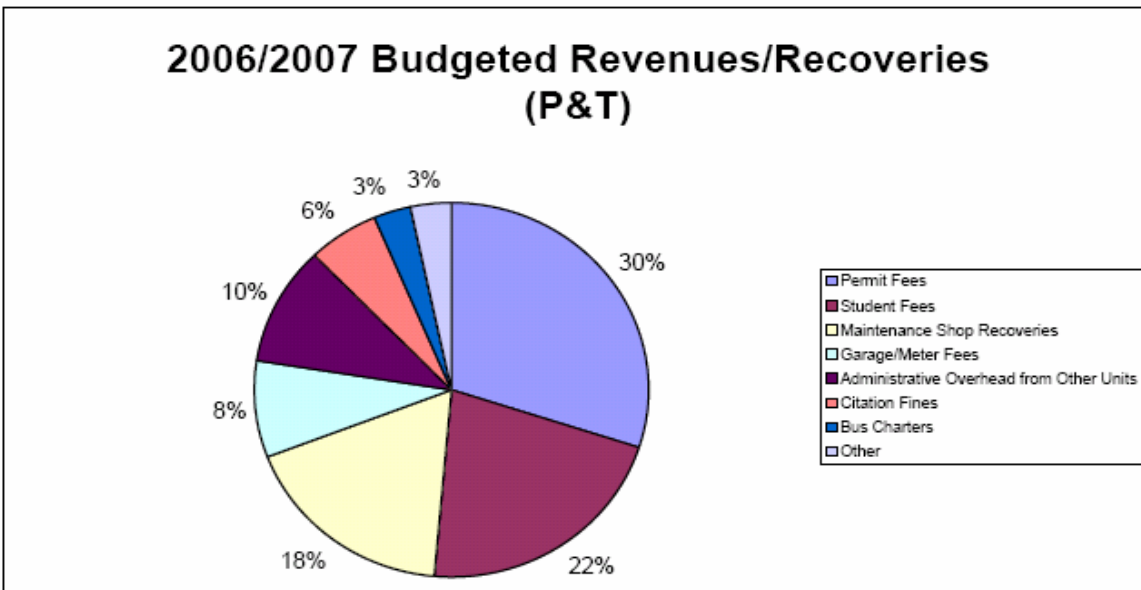
**2005 – 2006 Highlights**

- Six key positions held in P&T were vacant. Four of these vacant positions were filled at the end of 2006, leaving two still vacant (Special note: please get a chance to meet Andy Mansfield, Associate Director.)

- Handled the Rolling Stone concert that provided its challenges in parking and transportation needs
- The department went live with new computer systems
- On-line annual renewal of parking permits was implemented but was not successful in achieving all of its goals
- Converted bus fuel to 20% bio-diesel

### **2007-2008 Highlights**

- Negotiated the revenue for parking space provided for the new John Paul Jones arena
- Reconstructing Parking and Transportation Committee – Ron Price (HR, Darden) appointed as Chair and this committee is scheduled to meet at the end of January
- On-line parking permit renewals ready for implementing and not anticipating problems faced last year
- Construction scheduled for two parking garages, Arts Grounds Garage (560 spaces) underway. Will be complete January 2008. Hospital broke ground on “North Garage” located between West Main and 11<sup>th</sup> Street. Other future construction, including South Lawn and Bavaro Hall, will impact parking lots
- Currently working with Charlottesville Transit System (CTS) to implement and permit U.VA. employee free rides which is scheduled to be announced sometime in April
- Transportation Demand Management (TDM). P&T is currently working with a focus group and consultant with this initiative as it applies to the UVA Grounds Plan.. TDM develops methods to reduce parking demand and increase transit demand in order to support environmental and health benefits to our community. Approximately one-third of U.VA. faculty and staff live within three blocks of a transit bus stop. U.VA. is involved so that P&T can tap into this resource. P&T is also working with the Thomas Jefferson Planning District Commission, the City of Charlottesville and Albemarle initiative for a Regional Transit Authority.
- The projected increases in parking permit fees for this year are \$3 per year for specialized parking lots (i.e. Ivy Parking Garage, etc.), and \$2 per year for remote parking such as UHall.
- Planned P&T web site improvements include an interactive parking map to pop up at lot locations for parking availability with downloadable table. The goal for the web site is to be more intuitive. A calendar has been provided view that reflects special events planned at John Paul Jones Arena (and other venues) that impact those who park at UHall. Note: for those who park at UHall and cannot move their car in advance of a planned event, parking is opened at the Ivy Parking Garage at 6:00 a.m. the day of the event.



### **Eric Denby – Procurement**

Eric Denby was available to answer questions of council's constituents regarding the new procurement systems. Highlights from the question and answers are reflected below:

- The only measure (language directly from the state's document ) relative to eVa is:

*The institution will make no less than 75% of dollar purchases from vendor locations registered in the Commonwealth's enterprise-wide internet procurement system (eVA).*

*The other measurement that we had to make 75% of our transactions be through eVa has been deleted.*

- The Governor issued an executive order #33,(the text of the executive order is on procurement's website) stating that all those who have purchasing responsibility shall be evaluated on their efforts to help the Commonwealth achieve its objective goal of doing 40% of its purchases with SWAM firms. However, there isn't any word yet from Richmond on how to implement this so, at this time, it isn't in effect and it is not known if or when it will be.
- The University's goal for this fiscal year for SWAM purchases are 6% of our purchases must be from women owned vendors, 4% of our purchases must be from minority owned vendors, 30% of our purchases must be from small owned vendors. The State's goals are similar but the percentage goals above are specific to the University.

- The Super Shopper is a means for securing purchases for those who work weekends only or after normal work hours (such as a lab researcher, etc). This account is set up with a \$1,000 limit.

Eric is available to those who have concerns and/or questions about this new system. He does encourage buying products at the best price but be sure to check the MarketPlace first. Also be sure that you are not charged tax when using other means for payment.

#### **Alan Cohn – UHR – New Add-On Requirement to EWP**

Alan Cohn, Director of Employee Relations, spoke last about the new wording that needs to be included in one's EWP under all duties as assigned. Mr. Cohn was clear that this new wording "May be required to perform other duties as assigned. Maybe required to assist the agency or state government in the event of the emergency declaration by the Governor." is not weighted in one's evaluation unless one is called to be active in an area of specialty. A memo will be forthcoming to explain this in full detail.

Next meeting scheduled for February 13, Newcomb Hall, room 481