

PROVOST EMPLOYEE COMMUNICATION COUNCIL
Meeting Minutes for March 13, 2007

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

OPEN SESSION

A special thanks from PECC is extended to member, Mr. Rob Schuett, for hosting this meeting at Darden!

Bruce Vlk, Community Relations Office

Mr. Bruce Vlk of the Community Relations Office gave us an overview of their functions and goals. The primary goal is to promote communication and relationship-building with the community through outreach efforts. Key constituents include:

- neighborhoods,
- the community-at-large,
- area schools,
- faculty and staff, and
- non-profit organizations.

The Office is committed to providing timely information to area residents about programs, services, news and development. In addition, they promote public service by linking employees and students to outreach opportunities.

As the University seeks to become one of the top institutions in the country, it must grow to fulfill teaching and research needs. The Community Relations Office's role is to keep neighboring residents informed of projects **before** it affects them. As part of the relationship-building, we meet with neighborhood leaders to seek their input.

Some examples of upcoming projects that may affect University of Virginia neighbors and you include:

- the South Lawn Project,
- Arts Complex and
- the West Garage at the Medical Center.

One of the most important communication tools on construction and traffic updates are neighborhood listservs and a monthly electronic newsletter: [U.Va. Community News](#). If you would like to sign up for any of these services, please send an e-mail to communityrelations@virginia.edu.

Another role of the Office is the Day in the Life program, which matches University students with local disadvantaged youth for mentoring and tutoring. This program benefits both area youth as well as U.Va. students who get to learn about their community.

The Office also coordinates the Commonwealth of Virginia Campaign (CVC) and the Day of Caring – last year both events saw employee contribution record increases, which shows that our U.Va. Employees are a generous and caring group.

In addition to the once a year Day of Caring, the Community Relations Office is developing plans to become the University's central volunteer office.

Susan Carkeek, Chief Human Resources Officer

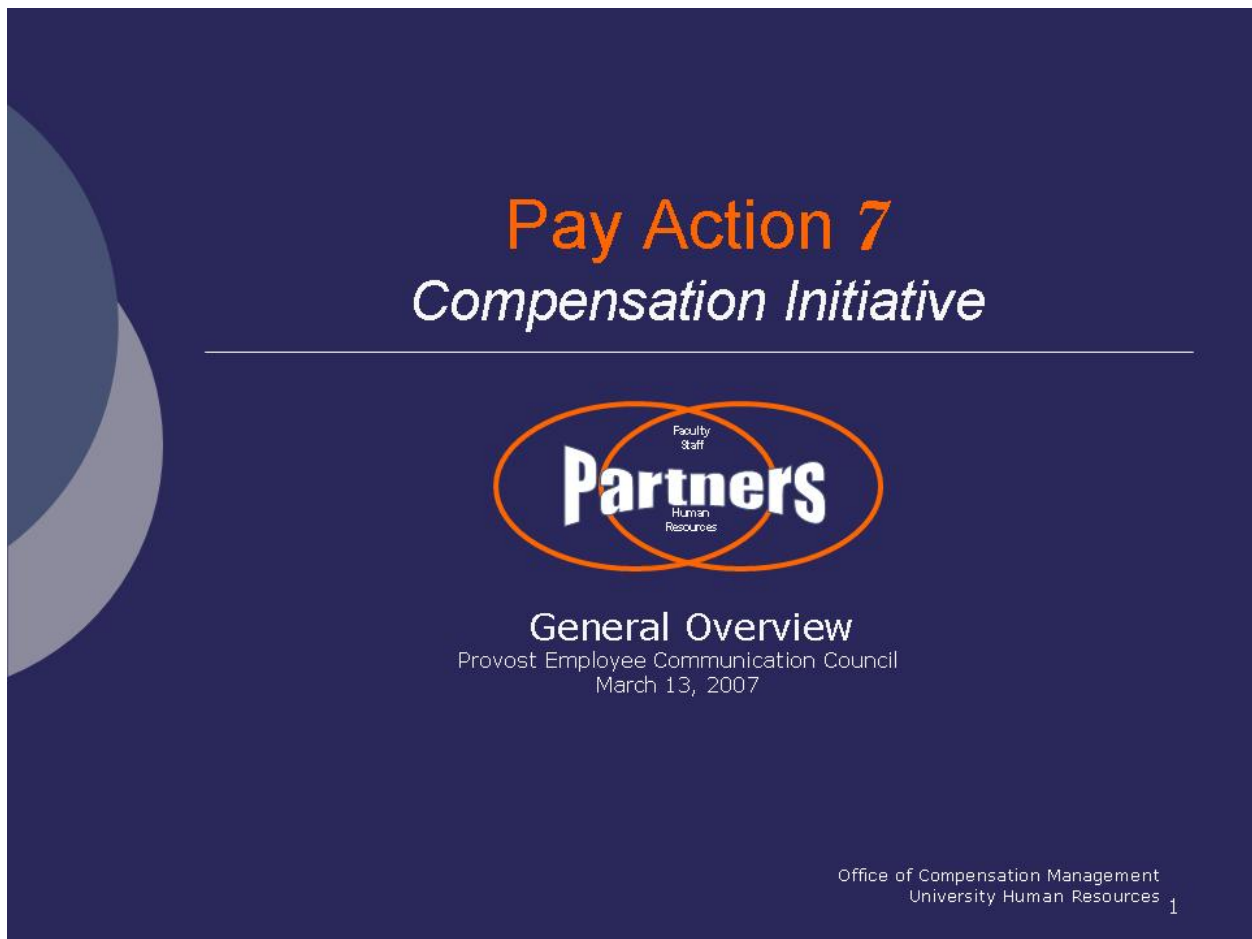
Ms. Carkeek spoke briefly about priorities and initiatives in HR. Development of the new HR system under restructuring will be an ongoing project. Surveys will be sent to all staff members the end of April to which request feedback will be requested. Listed below is a brief overview of current Human Resources goals and projects.

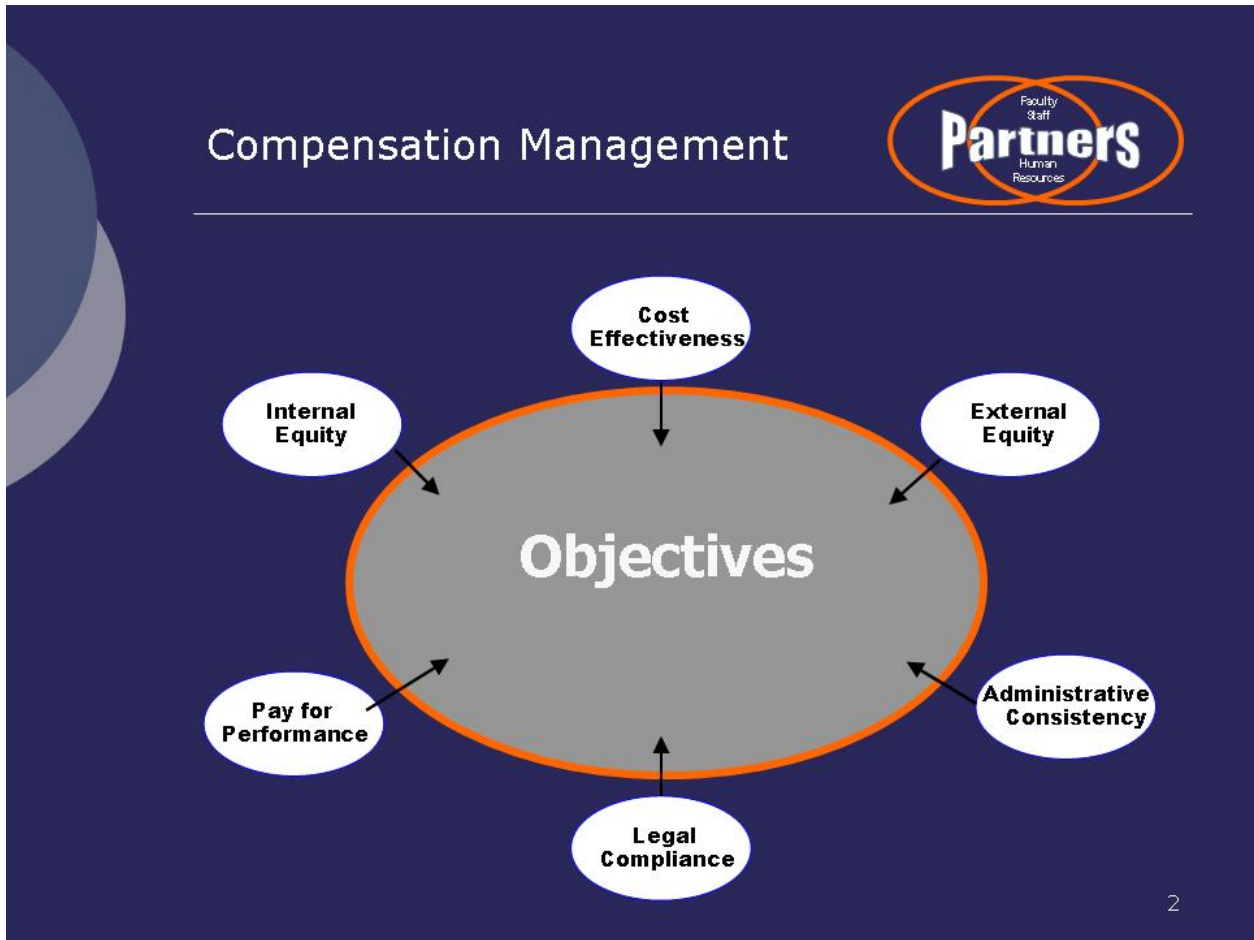
- Restructuring a new Human Resources system
- Employee orientation development:
 - Provide University history and tradition in addition to our vendor information (i.e. Southern Health, etc.);
 - Moving the orientation venue to the Aquatic Center so that P&T can attend the orientation to set up parking arrangements and new employees will be able to go across the street to get U.Va. ID badges.
- Implement Essential Work Skills Program (a 12-week program) for supervisors to develop modules that prepare them for coaching and preparing employees for success in their work development. This will include a before and after assessment of skills obtained and will also allow for a salary increase.
- Tracking job applications and converting over to an on-line application system. The HR department has received 36,000 applications for 900 positions (half of which were submitted internally). All applications are paper copies and so much of HR staff time is involved in manual data entry from these applications. The goal is to free up valuable staff resources by creating a system that is as paperless as possible.
- Center for Survey Research for surveying employees on what they view as what works with the current HR system and what doesn't work. This survey will be conducted by a third party and will be anonymous and independently managed. HR has partnered with William and Mary and Virginia Tech in structuring the survey and will be tested on focus groups before implementation. Both online and hard copies will be distributed for this survey.

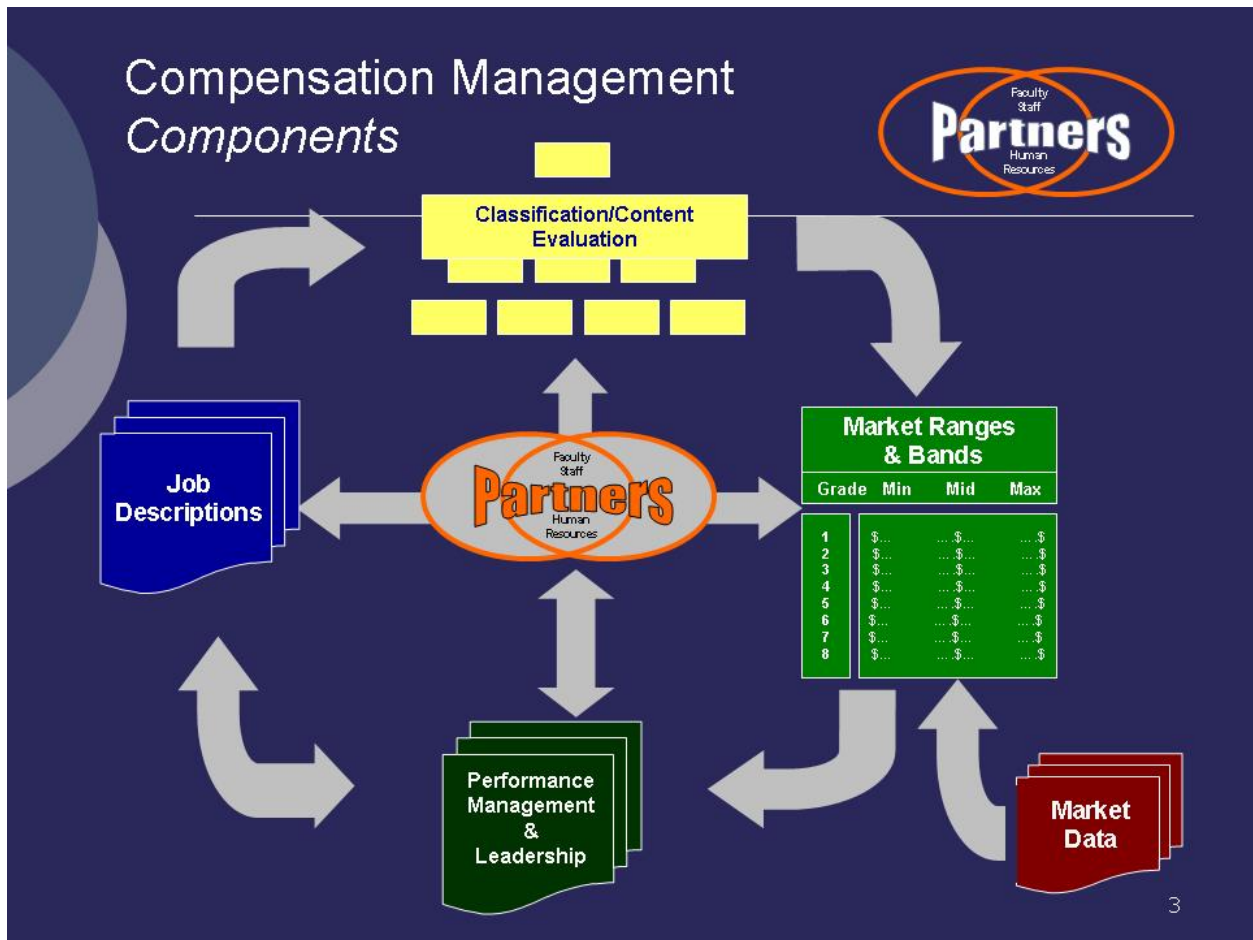
Rod Kelly, Director of Classification and Compensation

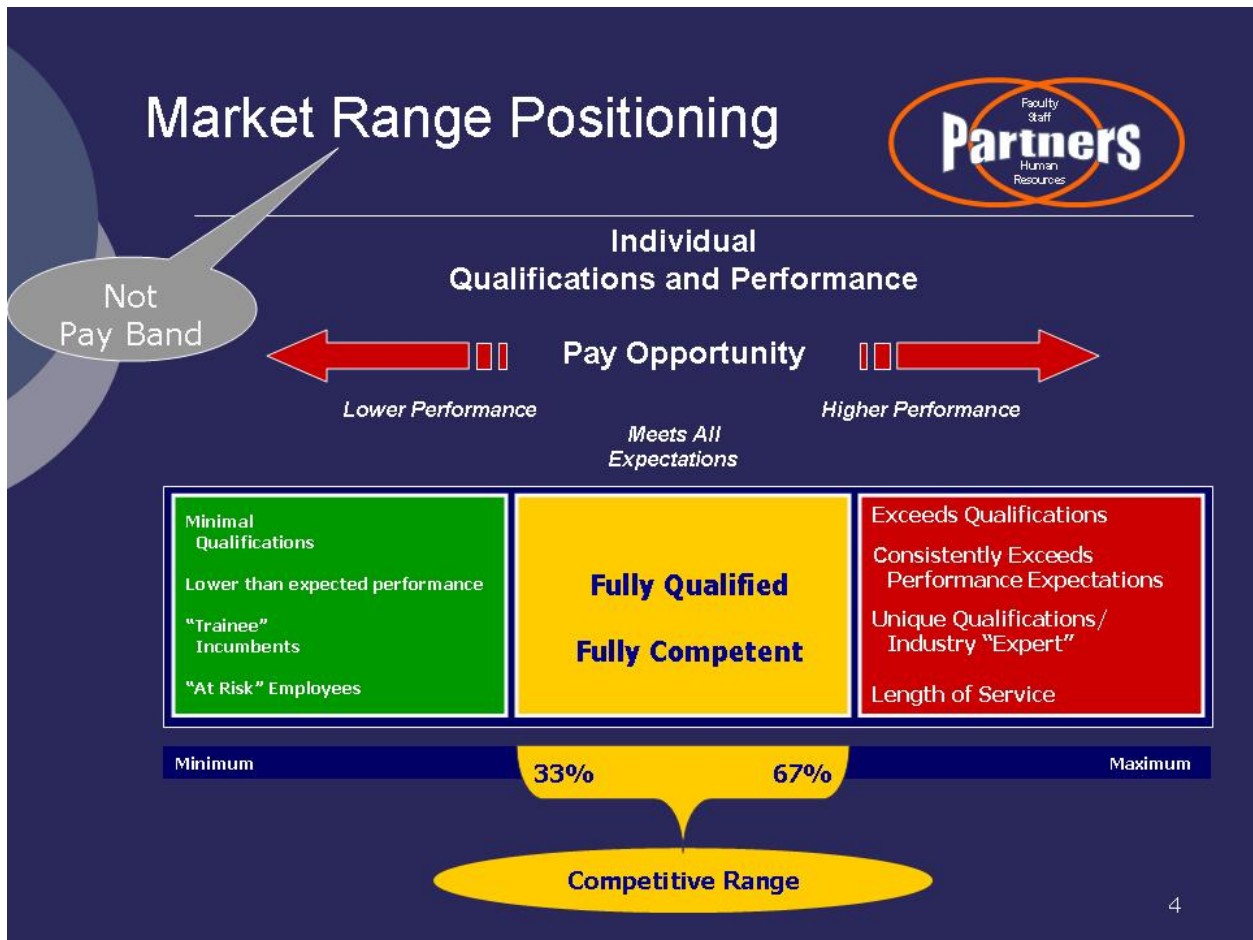
Mr. Kelly, presented a power point presentation highlighting a proposed model for compensation under restructuring. Under this model, seven considerations such as years of service, education, internal and external equity, and performance would be considered. The Pay Action 7 is being piloted currently. More information on what approach will be taken will be available after the survey report is finalized the end of August.

Listed below are the slides from Mr. Kelly's PowerPoint presentation. Any questions or comments related to the slides can be directed to Mr. Kelly via e-mail at rodkelly@virginia.edu or you can also call 924-4687.









Pay Action 7

Factors of Consider



1. **Pay History**
 1. Recent past
2. **Length of Service**
 1. State Service
3. **Qualifications**
 1. Education
 2. Experience
 3. Unique Skills
4. **Competencies**
 - a. Duties
 - b. Performance
4. **Market Range Pay Penetration**
 1. Into market range
5. **Internal Pay relationships**
 1. Major Budget Unit
 2. University
7. **External Market pay relationships**

Factors



More "Holistic" View



Value received...



- + Criteria would be universally applied to employees
 - University-wide
 - Employee by employee

- + Sound principles of pay decision making would be advanced (training)
 - Pay actions based upon generally accepted compensation practices
 - Consideration of appropriate factors would be facilitated

Pay Action 7
Compensation Initiative

Partners
Faculty Staff
Human Resources

Discussion and
Comments

Office of Compensation Management
University Human Resources

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CLOSED SESSION

Carol Garges gave an update on the Parking Committee which has collected some data on payroll deductions information ties to parking rates. They may be consulting the representatives with issues to ask for feedback from constituents.