

**PROVOST LEVEL EMPLOYEE COMMUNICATION COUNCIL**  
**May 8, 2002**  
**Meeting 105**

---

---

Attendees: Cheryl Adams, Anna Marie Black, Susan Fogler, Tom Farruggio, Mary Gentry, Brad Holland, Vincent Kois, Chris Loss, Roger Morris, Doug Moseley, Lorraine Settimo, Glenn Taylor, Bill Vining, Sue Warren

Guests: Sgt. Melissa Fielding

The 105<sup>th</sup> meeting of the Provost's Employee Council was called to order at 8:30 a.m. by chair Susan Fogler.

Ms. Fogler opened the meeting by introducing the following people:

- ◆ Chris Loss, an Intern in the Provost Office, sitting in for Anda Webb
- ◆ Sue Morris, from the School of Continuing Education. Sue will be finishing out Jan Cornell's term on the council this year.

Ms. Fogler reminded the Committee of the ground rules set at the beginning of the year.

A copy of the completed brochure was handed out to each council member. Thanks was given to Lorraine Settimo, Cheryl Adams, and Pat Hartsook for all their work on the brochure.

Ms. Fogler recommended that the council continue to attend the resource fairs that are held twice a year. It is a good way for the council to market itself.

Glen Taylor has been working on the website and hopes to be able to go live with it next week.

**Human Resources Report – Bill Vining**

- ◆ A service award program will be held on May 21 in Cabell Hall. The Vice Presidents will recognize their employees and there will be a reception outside on the lawn weather permitting. If you have fellow employees who are getting awards, you are invited to come and support them as they are recognized.
- ◆ On June 13 at 5:30 p.m. there will be a banquet at the Omni to recognize employees with 25 - 45 years of service. (There is one employee who has 50 years, but he has declined to come.) UVA will honor 16,100 years of service at this banquet.

- ◆ Employees who won the outstanding contribution award will also be recognized at the banquet on June 13. Employees being recognized are: Randolph Baker, Robert Boigionne, Elizabeth Corrine, Charles Durrer, Clarence Fagans, Janet Munson, Shirley Roberts, Katherine Dale Russell, Terry Smith, and Barbara Strain. These employees will also be featured in an article in *Inside UVA*.
- ◆ The VSDP program open enrollment has been approved and open enrollment will be the last three months of the year. It is a negative enrollment process. If you are in the old leave plan that the University has had for years and don't complete an election form to stay in the plan, you will be switched over to the VSDP program. If you are already in the VSDP program, you don't need to do anything. We will probably have an expert on leave to come and talk about the features of both programs and what employees need to consider. You need to understand it before you make a decision.
- ◆ The bonus plan has also been approved. Employees will have the option to receive a 2.5% bonus or up to two weeks paid leave.
- ◆ There has been a lot of interest expressed in the Athens trip. Since the last meeting, we have come to a resolution that we will go to Copenhagen in the Spring of 2003. The travel agency is preparing the brochure for this trip.
- ◆ There was a question at the April council meeting about UVA employees being able to take day trips or more domestic trips. The medical center has such trips. If you would like more information on these trips, you can contact Druen Anderson.

Ms. Fogler recommended that new people joining the council attend the July meeting with the current representative. All five councils have been invited to the July meeting. Gene Block, Vice President and Provost; Leonard Sandridge, Executive Vice President and Chief Operating Officer; and Yoke San Reynolds, Vice President for Finance will attend the July meeting to answer questions. This joint council meeting will be held in the Clark Hall auditorium on July 10. It was suggested that maybe the new auditorium at the Darden School could be used for this meeting.

Ms. Fogler handed out a copy of the current by-laws for members to review before the June 12 meeting. The June meeting will be a work session to review the by-laws and make changes if necessary. A copy of a proposed by-law for the election process was also handed out at this time.

Ms. Fogler handed out a "Call for Nominations" for the council to review. It was recommended that this year the form be sent through messenger mail. Ms. Fogler will contact Kim Gregg (former Council member) and find out how to get a list of names or labels for everyone that the Provost employee council represents.

Ms Fogler handed out an election ballot used by the General Faculty Council for review. The General Faculty Council election ballot has a statement from people running for office as to why they want to run.

It was recommended that a provision be put in the by-laws that only 50% of the council members per year be elected. This would eliminate losing everybody on the council at one time.

Recommendation that an election be held for chair and secretary and a provision put in the bylaws where the new chair serves for a year and then steps back to the co-chair or vice chair. This way the new chair has someone to lean on.

Discussion was held about what makes a good council representative nominee. Does the council want representatives who are enthusiastic about getting information to staff and communicating their concerns and respects their confidentiality? It is felt that you would get more participation from people who want to be there.

A proposed change to the by laws was read that addresses the issue of if there are no nominations for a representative. Proposed wording is as follows "If no staff in a voting area sends nominations to council by the stated deadline, then the elections committee will request the area's department head or deputy to forward to council a list of staff he/she recommends for appointment. That appointment being presumed absent a contrary decision from the provost representative. If staff nominates only one person per vacating council seat, then the department head or deputy may at his or her discretion nominate a second person for each seat to insure staff have a choice of candidates."

In this case you would go to the dean and have somebody from their staff nominate people who would be willing to serve. The first preference is to always have staff nominate someone given that we are a staff council, but in the eventuality that a nomination just doesn't come from the staff, you would go to the department head and ask them to nominate someone they thought would be good.

Discussion was held regarding sending the Call for Nominations to Anda Webb for distribution at the next Associate Dean's meeting on May 17. It was agreed that Ms. Fogler would finalize the Call for Nominations and forward it to Ms. Webb for distribution at this meeting.

Mr. Vining suggested that people who are considering putting their name forward for election to the council take a look at the New Employee Council Member Orientation Information list that is on the Human Resources website. This information list states what the responsibilities of a good council member are, what a council member is supposed to do, and the advantages of the council.

A motion was made and seconded that the by law under membership that says each division will select representatives no later than July be put aside for this year. This way the elections can be held and the new representatives can attend the five council meeting in July with current representatives.

Ms. Fogler introduced Sgt. Melissa Fielding with the University Police. She was given a list of questions that came forward from the various areas.

Sgt. Fielding began by giving a background on the police department. The University Police Department is a full service police department made up of 64 police officers. It does the same things that any other municipal agency would do. They also do a lot that is unique to an academic setting.

The police department has an investigations division. They investigate the more severe crimes such as the series of bomb threats that have been occurring, sexual assaults, etc. In addition to the investigations division, we have officers assigned to the Jefferson Area Drug Enforcement Task Force. These officers work with the city, county, state and federal officers to combat drug violations.

We also have two security divisions. It is hard to tell the difference between the two unless you look at their patch, because they wear the same color uniforms. There are major differences between us. We have more authority, they have very limited authority in what they can do. They basically act as additional eyes in the police department. One group is over at the hospital and the other group is on grounds. They are responsible for providing the escort service, watching the cameras that are located in public areas, and locking and unlocking the academic buildings on a regular basis.

The police department has over 40 programs/resources that are available to students, staff and faculty at the University.

Something that is different about us and makes us unique from other campuses is that we have a regional dispatch center. 911 is the number that we recommend that people call and it goes directly to our dispatch center. A lot of people associate 911 with life or death emergencies and that is not the case. Anytime you need to speak with an officer about anything, something seems suspicious or you want to report something, 911 is the number to call. The 911 dispatchers have radio contact with our police officers quicker than anyone else.

We would be happy to attend your departmental staff meeting to address particular concerns if your area has regular staff meetings.

Response to the questions are as follows:

1. For the employees of Zehmer Hall who park in the E-1 lot, their walk from Zehmer Hall to the E-1 lot or visa versa is extremely dark when there is no sunlight. It is understood that this issue is a St. Thomas Aquinas since the employees are walking on the church's property to get to and from their vehicles. Will this lighting issue ever be dealt with so that there is safety for Zehmer Hall employees?

*The General Safety and Security Committee looked at this last spring. There really isn't a lot that the university can do to improve lighting at the church or on the street. The city*

*has guidelines that the neighborhood has to approve the lighting and the church has say so over the lighting around the church. It is out of our hands.*

*I would recommend that people who have to walk alone in this area that you go to the street. It is a little bit out of the way, but at least it is in the view of passer bys and it is the safest route to take. It is pretty dark and secluded behind the church with the wooded area and you really can't be observed from the street.*

Is the area patrolled at night?

*This area is patrolled and I went back and looked at the crime stats for 2000 and this year to date and there have been no reported incidents, but you can never be too safe.*

*There is an emergency phone in that lot. If you are ever in this area and you have to park in that lot, pay attention to those kinds of things. They are identified by the blue light on the top of them and are usually on two poles in the center of the parking lot.*

*For your general information, the general safety committee has a lighting subcommittee that looks at the lighting around grounds every year. They are allocated money to put in new lighting. The subcommittee makes a decision on the priority based on a number of factors, like how many people go through that area over a given period of time. They make a recommendation to the full committee and then the committee makes a recommendation to the President's Office. If approved, the lighting is installed.*

*The Committee has members from the police department, faculty, staff and students involved. Anytime you have complaints about lighting or the lack of emergency phones, you can forward those to me at the police department. I would be happy to forward them to the General Safety Committee.*

*The Committee also decides on sidewalks so if you have a issue about an unsafe situation if you are walking and you think a sidewalk would be a safe approach you would report it to the General Safety Committee.*

2. There is a story with some verification that a grounds worker was disciplined for taking an unauthorized break after supervisors viewed a surveillance tape. A.) Who is using surveillance cameras at the University and for what purpose? B.) Should employees be warned that any activity on Grounds is subject to surreptitious surveillance cameras and subsequent disciplinary action? And, C.) What is the law in regard to privacy and surveillance in the work place?

*The police department places cameras in public areas for the protection of the public. There are cameras in the Wertland Street parking garage and in the parking garages at the hospital. The police department does not place cameras in private areas or academic buildings. Our cameras are focused in areas where there have been high crime rates, such as the Wertland street lot where there have been shootings, stabbings, and assaults. Since the cameras have been installed, there hasn't been any kind of activity like that.*

*There is a university policy that dictates that cameras have to be approved by the vice president before they are installed.*

*If there is an employee who has specific information about this incident and they want to talk to me, I would be happy to try to find out more details.*

Can these tapes be viewed by supervisors?

*Absolutely not. We do not release these tapes. The tapes would be used as evidence in a criminal case, otherwise nobody sees it. We recycle our tapes every 30 days.*

3. I have heard from several co-workers about the dangerous situation with the traffic flow on Newcomb Road, behind Alderman and Clemons, specifically in regard to Dining Services catering trucks parking in what should be a fire lane and obstructing the view and way of vehicles approaching and leaving the Newcomb Parking Garage –also that there is no warning at the intersection of Newcomb Road and University Avenue when the garage is full, as there is at the Emmett Street entrance to the Garage.

*This would be handled by Parking and Transportation. It is a separate department from the police department and we have separate functions and separate responsibilities. Becca White would be the person to contact about putting up a sign on the back side.*

*There was some concern about illegal parking as well in the fire lane and that would be addressed by Parking and Transportation. They issue the tickets for parking. We handle traffic summons for traffic and criminal offenses, moving violations that our officers would observe, but otherwise the parking issues are handled strictly by Parking and Transportation.*

If I could identify myself as being the one who's staff members were asking this question, I just wanted to say there is already a sign that says this is a two way street and right up the hill as you go to the Clemmons Library to your left and the field to your right, there is a sign on the left saying two way traffic, no parking, towing enforced and right across from it is a sign saying dining trucks parking. They contradict each other.

*Parking and transportation needs to address that issue. We don't put up signs. Parking and Transportation does that and they work it out with each individual department. This may be something they have worked out with dining services. This would also be addressed with Becca White.*

4. There are complaints and concerns about folks speeding through this road while they are trying to cross it to get to their cars, even though those little strips have been put down behind Alderman (not the true speed bumps that many businesses use in their lots.)

*There was a recommendation for a speed bump on that road because people have seen others drive very fast. There are some rumble strips that have been put down. I haven't heard whether that has worked out or not. We actually haven't had any accidents occur*

*on that street, but the rumble strips are put down in place of the speed bumps because the Charlottesville Fire Department is adamantly against the speed bumps for safety issues for their ladder trucks so that was an alternative that was used in place of the speed bumps. If your staff members have complaints about those kinds of things – speeding, aggressive driving, somebody not paying attention to the stop signs and things like that, if they want to pass that on to the police department, what we will do is put special enforcement in those areas if we can kind of determine a time that they are occurring or a day of the week that they are occurring. As a result of this question, we have asked our officers to pay closer attention to that area and issue summons where they can.*

Do these police have radar?

*Yes, we do. I have some statistics here from September 1 of 2001, to May 1, 2002. In that period we issued 472 summons not all for speeding, but various other infractions. We are enforcing the law. It goes back to the fact that there are 60 of us and on any given day we have 40,000 people on the grounds. You don't see people out there like the city where they announce there are 5 radar location spots. We just don't have the manpower to separate a traffic unit.*

McCormick Road is a 15 mph speed limit. I have never seen radar set up on McCormick Road and they drive up and down there like it is a race track.

*We have two patrol vehicles out at any given time, the rest are out on foot or motorcycles. Our motorcycles have radar units. We run most of our radar moving. We are driving along because we are going to and from calls, we are checking on areas that people want extra attention to, so we are getting those violations to and from other calls or in between. We will do what we can to provide extra enforcement in those areas.*

5. One thought that I have had in the past is regarding the communication of events (crimes) around the University. Normally we don't find out about attacks, robberies, etc. until the media reports them, and that excludes the University community from knowing what is going on in their everyday environment. Why not find out from our own administration so we can be properly warned and informed? These things happen near us and around us and in order to take precautions we need to so we can protect ourselves, it would be helpful to have better communication within the University – not just with students, but also with faculty and staff.

I feel we have a right to know about what crimes take place in our surroundings so we can be aware for ourselves, and for the sake of others. Leaving it to the media to let us know about what events take place on Grounds leaves room for inaccuracies, and feeling of being left out of the loop regarding what happens “at the office.”

*We have a website off the main University website and we have for several years posted a daily report listing everything that is reported during the course of each day. You can go to our website at [Virginia.edu/uvapolice](http://Virginia.edu/uvapolice) and there is a link on the left hand column with*

*those statistics. It is available 24 hours a day and it is the best place to get this information.*

*When there are special circumstances such as in the fall of the year, there were several robberies that had occurred in the corner area, some were employees and some were student victims, we worked with VP Sandridge to send out an e-mail message to all students and staff. When we feel the media may not be doing a good job about covering, we will send information via e-mail. It does get listed on our website.*

*One thing you have to keep in mind is that many University properties are not necessarily within our jurisdiction. They may be owned by the City of Charlottesville and leased out by the University. Take Booker House for instance, it is leased by the University, but the City police department is responsible for patrolling that area. We wouldn't know about those statistics unless they notified us.*

Do you also have yearly statistics?

*We are mandated by federal law to release statistics for the past three years. They are made available October 1 of every year. This year employees should have received a little yellow card with directions on where to go get the information on the website or they could have called me and I would have mailed them the statistics. We have crimes that occur here just like any other municipal locality. Larceny and vandalism occur more often than anything else.*

6. Would the UVA police department consider placing an emergency phone somewhere in the Zehmer/Zehmer Annex area? I know that I frequently work late and others in the Annex and Zehmer occasionally do as well. It can be a long walk to the E1 parking lot, where the nearest emergency phone is located. BIS is also starting to hold some classes in Zehmer at night and there seems to be more evening use of the V-Tel classroom in the Annex. An emergency phone at the far end of the Z4 lot, close to the Annex might offer students and staff more security.

*It is a possibility. We don't approve or disapprove emergency phones. Emergency phones are done at the expense of individual schools and departments. If Zehmer Hall wants a phone, they can certainly put one in. You would talk to Jay Kringle of Facilities Management about the cost. I am not really sure, but I think it is around \$3000 to have the pole and phone line installed along with the regular maintenance of the phone line.*

*If your school or department feels the need for an emergency phone and they don't necessarily have the funds for that, they can make a recommendation to any member of the General Safety and Security committee. The Committee would then address it in one of its semi-annual walks. If the request is not funded by the Committee, it would be left up to the individual schools or departments.*

7. I work in Cabell Hall and am wondering if Capt. Coleman can give us an update on the bomb threats that have caused us to vacate the building 5 or 6 times this semester. The

last time it occurred in Cabell (April 23), it seemed like there was a significant delay between the time authorities knew about the threat and the time the alarm went off. I wonder if he can describe what happens between the time a threat is received and the time the alarms are activated.

*There really isn't a lot I can say about this since it is still an active investigation. All I can really say is that the University has established a policy for the faculty, staff and students to comply with during these incidents. If you have information about any of the threats, we would be happy to hear it. We have had approximately 13 threats since February 12.*

*According to the procedure that has been established, this is what happens – if we receive a bomb threat we respond to the scene and meet with the Dean of the department. It is joint decision between the dean and the police department on whether to evacuate the building.*

*If it is decided to evacuate the building, we pull a substation. Per University policy, everyone should exit the building when an alarm sounds. There are a lot of faculty and staff members who choose to ignore the alarm and stay in their offices. This is frustrating for us and for the University administration. Everyone should leave the building.*

I have some concern about the protocol that was issued earlier that once a bomb threat is phoned in that the school is suppose to wait until the police get there before a decision on evacuation is made. We all know all of these have been phony, but there might be that one that is not and if you delay the decision to evacuate the building, then it may be that one time. It just seems to me that as soon as the call is received, somebody would pull the alarm and get people out while the police are in route. To me that is the responsibility for human lives and it is being put on hold.

*The protocol was established by a committee of people. If you have concerns, I would be happy to take them to my boss the Chief of Police and he would be happy to discuss it with Mr. Sandridge.*

These bomb threats, do they come directly to the police department or are they being called into the departments?

*Some of the calls have gone directly to offices within the schools and some have gone into our 911 center. I really can't speak beyond that about the calls.*

If I remember correctly, the protocol also stated that if I was an employee and I received a phone call within the University, I need to look at the monitor on my phone and pick up the phone number, document it, and keep them on the phone as long as I can talking to them, is that correct?

*You should try to get as much information about the bomb as possible - where is it located, when will it go off, what kind of bomb is it, etc.? You want to pay attention to the voice - is it male or female, can you determine a race. What are the background noises? Different characteristics - is this person nervous or agitated or are they calm. If you can get that information, that is great. What happens most of the time is they are going to call and say there is a bomb and then hang up, so you can't get any information. What we ask you to do is leave the phone off the hook, go to another phone and call 911.*

*If you need cards to put by telephones that outlines the procedure to follow when a bomb threat occurs, I would be happy to send them to you.*

**Meeting adjourned at 10:20 a.m.**