

PROVOST LEVEL EMPLOYEE COMMUNICATION COUNCIL
October 10, 2001
Meeting 98

Attendees: Cheryl Adams, Jan Cornell, Tom Farruggio, Susan Fogler, Kim Gregg, Patricia Hartsook, Roger Morris, Doug Moseley, Lorraine Settimo, Terry Sheltra, Glenn Taylor, Lewis Steva, Anda Webb

The 98th meeting of the Provost's Employee Council Meeting was called to order at 8:30 a.m. by chair Susan Fogler

At this meeting a facilitator, Tara Telfair, with the Leadership Development Center at the University of Virginia was asked to facilitate this meeting so that the Provost Employee Communication Council could revisit the council's role within the University of Virginia.

Purpose of the Council

- ÷ Liaison between classified staff and the University's administration - Represent a large diverse group
- Act as a resource to the University's administration and this communication to be 2-way
- Better Communication 360
- Research Issue-Generate Solutions-Make Recommendations to upper management-Make an Impact
- Make a real change
- Success - constituents see impact, have passion
- Getting attention of upper management on issues raised
- Input with upper management prior to selection of solutions

Member's Roles

- Knowing your purpose
- Be committed - attend, participate, follow-up
- Soliciting input - initiating
- Being certain you bring accurate information to the table - asking questions re: what have you done to solve this?

Officer's Input

- Communicating back to constituents in a timely fashion
- Bring issues to the attention of the council

Officer's Roles

Officer's Input

- Lead meetings
- Be a resource to members
- Minute s/Web/Major Domo

Council's Input

- Guide decisions making - what we work on
- Assist with clarifying who our constituents are
- Advanc e information on speakers

Ground Rules Set For Meeting

- Positive & Future - offer solutions - offer ideas
- One conversation at a time
- Speak plainly - Be frank and honest
- Respect confidentiality - No Attribution

Parking Lot Issues to be handled at future meetings

- What does it mean to behave professionally?
- Brainstorm ideas being heard by upper management
- What/how do we address our members lack of participation?
- By-Laws - Enforcement
- Meeting format
- Expectations - clarify - what is expected of a member?
Constituents, council
- Revisit secretary's workload
- Who do we copy minutes to? (Managers)

Meeting adjourned at 10:50



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