

PROVOST LEVEL EMPLOYEE COMMUNICATION COUNCIL
September 12, 2001
Meeting 97

Attendees: Jan Cornell, Susan Fogler, Vincent Kois, Roger Morris, Doug Moseley, James Scales, Terry Sheltra, Glenn Taylor, Sue Wharam, Bill Vining , Anda Webb

The 97th meeting of the Provost's Employee Council was called to order at 8:30 am by chair Susan Fogler.

Ms. Fogler opened the meeting by reading portions of John Casteen's email to the University community in light of the recent tragedies in New York and Washington DC. We decided to try and finish up today's meeting by 9:30.

Provost's Office Report - Anda Webb

Ms. Webb reported that a portion of the biennial budget submission is being worked on by her office for submission to the state. Some of the big-ticket items they are working on include: salary increases, financial aid, base budget funding. Approximately 10 items will go forward from the University and should be submitted to the state by October 15; the governor should release his budget somewhere around December 20th..

There are 3 classified staff positions open in the Provost's office:

- 1 receptionist
- 2 staff assistants

Ms. Webb explained that most of her job is fairly routine and would like the council to let her know what we'd like to hear from her office, what we'd like her to address in our meetings. She would like to be thought of as a resource for our council.

Human Resources Report - Bill Vining

Mr. Vining explained to the council his role as ex officio on the employee councils and a little bit of the history behind the councils. He told us that there have been employee councils here at UVA since 1952 and that the Provost's council was the last council to be formed. The councils are very well supported by management and Human Resources and that there are many resources here for classified staff, including EEO, EAP etc. Mr.

Vining explained about the Executive Council, which is made up of all the chairs and vice chairs of the 5 employee councils and how they meet with Mr. Sandridge every other month. Mr. Sandridge is extremely supportive of the councils. He urged any new council members to go out on our web site and read the new representative orientation document.

New Evaluation System

Mr. Vining told us that there have been many training sessions set up all over the University to educate staff on the new evaluation system. He urged any people who haven't attended to do as it is very informative. Some of the basic new things about this system versus the old system include:

- opportunity for self assessment
- 3 rating categories (Extraordinary Contributor, Contributor, Below Contributor) versus 5
- 1 year probation versus 6 months on the old system
- needs to be documentation for high/low ratings (and forms need to be filled out)

See hand out for more specific information on the new evaluation system.

Employee Relations has \$5 discount coupons for the State Fair, a major discount since it is usually \$16.99 to get into the fair. Call Bill Vining at 4-4381 or email him at wdv@virginia.edu and he will send you the coupons. A question was asked, why don't we get a half a day off to go to the fair like we used to many years ago? Mr. Vining said that the state got many complaints from state employees that were too far away from Richmond to make it in a half day (ie Southwest VA).

At this point, Ms. Webb and Mr. Vining left the room as the council was going to have a brief business meeting as time allowed.

At this time everyone introduced himself or herself and said where they worked since there were some new people on the council this year.

Ms. Fogler began the business meeting by asking the council what does communication mean to us, where do we see our council, why is attendance down and what can we do about it. The questions were asked, but not discussed because of time constraints. It was suggested that our thoughts and ideas be put on

hold until we had a facilitator attend our meeting. It was mentioned that the by-laws need to be looked at closely and our mission statement should be discussed also. At this point, Ms. Fogler asked for a vote for a facilitator to come in and help us organize our thoughts and see what needs to be done to revamp the council. This idea was voted on and by a 7-2 vote, it was decided that we should bring in a facilitator from John Lord's shop. The Provost's office has offered to pay for this service. It was also mentioned that perhaps Ms. Webb and Mr. Vining need to go and visit the chairs and deans and speak to them about representation in their departments/schools. It was decided this would be included with our facilitation exercise in October as would the question of whether council representatives should be appointed by the dean's office or elected by their peers. One person thought an appointment was better and carried more weight. Another council member thought that only an election by peers/colleagues could be the only fair way to be selected as a council member.

The food issue was discussed, too much waste. It was determined that we do want food at our meetings, but how much and what kind is still to be determined. It was suggested that we have healthier food instead of pastries. It was also asked that a table be put outside the room so that when folks were late for the meeting, they would not disrupt the meeting by getting food when they got to the meeting.

It was brought up that the secretary of our council has far too much to do and that there is no back up for that position. She is responsible for the minutes of each meeting, the web site, and the council majordomo email list. We want to know what we can do to help her and provide her with support so it isn't all on one person's shoulders. This too will be on our list for the October meeting. It was suggested that perhaps our meetings could be tape recorded and then given to an outside person to transcribe, thus taking that responsibility off of the secretary.

Meeting adjourned at 9:45



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