

Administration Committee Meeting
Monday, November 10, 2003
MINUTES

PRESENT: Charles Diamond, George O'Connor, Nancy Pieri, Paula Read, James Reilly, Philip Ritter

The meeting was called to order at 4:05 PM.

I. Carryover of Annual Leave

P. Ritter reviewed the annual leave status of Rawdon Cheng. He noted that R. Cheng had to postpone his planned vacation and trip to Hong Kong several times during 2003 because of the SARS epidemic and problems with the implementation of the new automation system. R. Cheng would like to take an extended vacation in February 2004. He has 7 unused vacation days that exceed the amount that he is allowed to carry over into the new year. He has requested that he be allowed to carry over these 7 days and use them in 2004.

MOTION: J. Reilly moved that R. Cheng be allowed to carry over 7 additional days to be taken as annual leave. These 7 days are to be used before March 31, 2004. R. Cheng is not eligible for reimbursement for these 7 days if he chooses to leave UHLS employment during 2004. G. O'Connor seconded. Unanimous.

II. Search for Manager of Automation Services

P. Ritter reviewed the process of advertising and interviewing for this position, noting that an individual has been selected and offered the position. However, this person is currently making more than the maximum salary offered for the position which is classified as Grade 8 on the UHLS Salary Scale.

P. Ritter noted that the salary range for this position is proving to be too low to hire highly qualified individuals and that UHLS would have to settle for a less qualified individual if the position is not reclassified at a higher Grade. He pointed out that Grade 9 is currently vacant and slotted for the Deputy Director position which will not be used.

BOARD ACTION REQUIRED

MOTION: G. O'Connor moved that the Committee recommend to the Board of Trustees that the position of Manager of Automation Services be reclassified as Grade 9 on the Salary Scale. J. Reilly seconded. Unanimous.

Meeting adjourned at 5:05 PM.

NEXT MEETING: Monday, December 8th at 4:00 PM.