Members Present: President Karmen Swim, Vice President Bethany Wolfe, Brendan Andrews, Tatiana Andreiavskaya, Bob Bolyard, Valerie Carzello, Laura Clayton, Margie Dunki-Jacobs, Amy Gale, Caleb Gilbert, Nick Hall, Miriam Harrison, Mindy Kear, Cindy Lee, Stephanie Loscalzo, Shirley Pine, Parvin Pothiawala, Katrina Preiss, Sherri Rigby, Claire Robinson-White, Bridget Tully, Lacey Ure, Amy Vile, Marissa Wells

Ex-officio: Meryl St. John, Staff Council Administrator

Members Absent: Kait Bedell, Kristen Cella, Jen Cournoyer, Jessica Deaette, Mary Dunne, Andrea Elledge, Gwen Landis, Noel McCann, Michael O’Sullivan, Holly Pedrini

Also Participating: Sherwood Smith, Sr, Exec. Dir, Engagement & Professional Development, Emily Tupper, PPD committee member and Amy Gilman, Staff Council Assistant

Approve Draft Minutes from December 5, 2017 Meeting:

A motion was made to approve the draft minutes from December 5, 2017. With one grammatical edit passed along the minutes were adopted.

Officer's Update

Karmen reported briefly on a Staff Council Leadership meeting with President Sullivan. An early conversation was had regarding FY19 without discussing numbers yet but the question came up if there are any other rewards or compensation in addition to salary dollars that would feel like a reward. Karmen asked the Council to consider what ideas they might have for non-monetary compensation. Please let her know if you think of any suggestions. A representative commented that certain certificate series here at UVM do not fall under tuition remission and asked why this is. It seems to be because the certificates do not bear tuition credit hours and therefore are not covered under tuition remission. Sherwood Smith who oversees UVM Professional Development and Training (PDT) suggested that if enough employees from a department or from across UVM wanted certain classes, PDT can explore the possibility of developing an internal class on that topic. The Outreach Committee plans to include questions about what sort of trainings staff would like to have available in the upcoming Staff Council Survey, and will share this information with PDT.

Committee Updates

Compensation, Benefits & Budget Committee

Info is being gathered and ‘asks’ being put out for what the committee hopes will be a workshop at this year’s EDU@UVM called "Being A Parent at UVM”. It will have a panel and provide a summary of the info gathered and researched from this committee work. The goal of such an event would be both
sharing information and gathering more feedback on needs and experiences from UVM parents at the workshop.

Outreach Committee

The committee did not meet in December but worked independently on reviewing their sections of the next version of the 2018 Staff Council Survey. An interim draft of the 2018 survey has been completed. Other committees should be thinking about and gathering their questions, if they have any, for Outreach to consider including in the final edit.

Personal and Professional Development Committee

This committee is working on a deeper level with the details and research for the potential Professional Development Fund pilot program and how that might work in terms of process and funding. Committee Co-Chair Margie Dunki-Jacobs briefed the Council on the initial proposal and the committee’s ideas for how such a fund would be established and administrated. The Council offered questions and suggestions for improvement of the proposal and the committee will work to address these in the next version. In addition, the group is working through the goal, the format and the layout of the proposed “Get The Scoop” event at this spring’s staff networking event at EDU@uvm. Joel Shapiro attended December’s meeting to help the committee think about this idea.

Social Committee

The Social Committee reported that 2017 Holiday Bazaar was successful with just over 700 attendees who visited and shopped at the event. We had 14 new vendors this year! This spring our free Open Skate Night for the UVM community will be on Friday, March 16th 6-8pm. It’s a ‘Bring Your Own Skates’ event with a live DJ and light refreshments. Tickets will be on sale during February for April 7, 2018 Lyric Theatre’s matinee presentation of ‘Dirty Rotten Scoundrels’. Look for order forms soon.

IBB Feedback for IBB 2.0 Process

Staff Council, along with all governance groups, have been invited to identify challenges and opportunities for improvement regarding IBB as the Provost’s office initiates development of IBB 2.0.

One representative mentioned when IBB was first rolled out there would be a “report out” and transparency around return on investment across all of the colleges or centers across campus to see the effects or shifts caused by IBB. This representative has not seen these reports, so is not sure if that’s been happening in all circumstances. Another representative wondered how much departments actually “see” their loss or gains because the college ultimately controls the funds and may distribute to another area that is lacking or needs financial assistance (via the IBB algorithms). Is there transparency within the college so departments who are trying to make gains and create new programming or offerings can actually understand if those gains are being “given away” to other parts of their college? One person mentioned that with IBB it’s helpful to have conversations with service-based groups because those groups may be working off a script or a standard that can be customized so that your service suits your own needs and area. Another rep mentioned the challenge of the financial delay between fiscal years of outgoing dollars versus the money incoming – in this rep’s area, it is difficult manage as it usually
crosses over fiscal years. Another concern is that the financial transparency isn’t always passed down to the working staff and employees. It often feels like the Dean and Assistant Deans have information and transparency but it seems to stay at that level. Meryl mentioned that IBB 2.0 development and implementation could take over a year so we are at the beginning of this process. The Council will continue to pass along anything useful to include for feedback.

**Discussion of PPD Committee Proposal for Professional Development Scholarship Fund**

The committee is looking for a donation or allocation of $5000 for the pilot year of this scholarship. This will be a scholarship fund to help employees go to a conference or event if sufficient departmental funds are not available. The scholarship would be distributed twice a year by a Staff Council subcommittee. Non-represented staff would apply and would need to display how the proposed class or training would assist them in their role. Staff would also need supervisor support.

**Questions and suggestions:**

Is this just for travel or registration or does it cover staff time away for the department?

Who is being asked to fund this? Individual Departments or Administration? The response was at the outset HR/Administration would most likely be the group for the pilot year only. Down the road for funding, perhaps the leftover funds from departments that are unused at fiscal years’ end could get turned over to this fund. The Committee is also interested in working with the Foundation and/or identifying a donor, however it is too soon to set up these structures without proof that the scholarship concept is successful and beneficial to staff.

Representatives offered a few items to think about as the process and purpose of the fund is developed. One concern is that departments could come to depend on this fund, even if they have ample professional development allocated funds. If they tap into the fund to help cover charges, do they then get to keep or protect their own funds and re-allocate their unused professional development line items within their own department? This fund is intended to be used as a supplement so departments are not incentivized to eliminate staff development funds. The other idea shared was about the marketing and promotion. During any roll-out of a new program there is the ramp-up time to explain, educate and promote how it works. Seeing how this proposal is being presented as a one-year pilot project, a lot of time and resource would need to be happening prior to the launch and during that first year to increase the odds of it being successful. If the pilot year’s numbers are they only way to prove or show the value, the need, and the usage (which may be low due to a new program) it could be hard to make the case in that time. The Committee confirmed that this is not a concern since the “year” pilot is simply designed to include two award cycles and would not include any promotion or lead-up time that is necessary before launch.

A benefit of this program could be that themes or classes where there is a lack of existing programming at UVM might be revealed. Then those could be addressed or offered by in-house training via PDT.

Is this a match program? Would the fund pay the department or the individual? And what happens if an application comes in during the off-cycle? How many times or how often would individuals or
departments be able to apply? Some of these things will need to be answered by the committee formed to administrate the fund.

There should be clear definitions on what is being applied for depending on your current role. Is this meant to help you move up in your own area in your current job or will this fund career changes for completely different areas of study? If we get 25 applications in one cycle what is the criteria by which awards would be selected? Should preference be given to departments with NO funds for professional development?

Meryl also sampled the group to be sure that there is interest in serving on the subcommittee since the subcommittee will come from the body of Staff Council representatives. A significant number of representatives indicated that they would be willing to serve if the committee is successful in obtaining funds and the pilot goes forward.

**Notice of Upcoming Officer and Representative Elections**

Representative Elections: If you are in your last year of your representative term please be thinking about/please let us know if you wish to put your name in again for an election for your represented area. The Office will shortly reach out to everyone who is approaching a term conclusion.

Officer Elections: Timelines are set and planning is underway. The Officer Nomination period will open on March 1, 2018 and elections will take place in end of April or beginning of May 2018.

Bylaws require two representatives from among the Staff Council elected representatives to serve on the Nominating Committee to accept and review names forwarded for the officer elections. Brendan Andrews and Laura Clayton volunteered. More volunteers are provided to this committee from the Exec Board and the Staff Council Office. The remainder of the Nominating Committee will be assembled throughout January and February. Parliamentarian Stephanie Loscalzo will serve as Chair.

**Public Comment**

There was no public comment at today's meeting.

**Other Business**

Sherwood shared reminders for MLK Jr. Day events happening on campus and around VT communities. On campus, Blackboard Jungle Symposium March 22 (keynote) & 23 (Learning Day), 2018 and UVM’s staff in-service training days known as EDU@UVM, March 13-15, 2018.

Brendan thanked all that volunteered for the Gift Wrapping Fundraiser that benefitted the Staff Emergency Loan Fund.

Stephanie shared that March 20th is National Happiness Day, and asked whether the Council had any ideas for anything to celebrate that day.

**Adjournment**

Karmen asked for a motion to adjourn. The motion was seconded. Meeting adjourned at 1:08pm