The meeting was called to order by President Karmen Swim at 12:06pm.

Welcome and Announcement of Newly Appointed Council Representatives

Meryl shared the names of the newly appointed representatives and welcomed the two new representatives that were in attendance.

Staff Council Officer Elections: Meet the Candidates with Q&A

There was time provided to learn more about the candidates for President, Stephen Lunna, Outreach Professional, Larner College of Medicine, Office of Clinical & Translational Science and Vice President, Caleb Gilbert, Admin Coordinator, Custodial Services. They shared their ideas and areas of focus for Staff Council followed by a question and answer period. Additionally, at the June meeting the Council will be voting on the bylaw change regarding Officer Elections that was discussed at the April meeting for the ability to serve two back to back terms.

Approve Draft Minutes from March 6, 2018 Meeting:

A motion was made to approve the draft minutes from April 3, 2018. The minutes were adopted.

Officer's Update-Karmen Swim

Karmen shared that recently Staff Council leadership had been meeting regularly. HRDMA is currently reviewing the orientation/on-boarding process. Staff Council leadership will meet with the President Sullivan next week on May 9th.
Committee Updates

Compensation, Benefits & Budget Committee (CBB)

At the April meeting the committee reviewed the electronic survey results from the ‘Being A Parent at UVM’ session. Based on the survey and feedback/questions raised at the session in person, the group believes there are ways to further clarify and share the appropriate information with employees. This group also talked with Greg Paradiso, Benefits, Compensation & HRIS Director about the newly approved voluntary Short Term Disability benefit. They also discussed the merit memo again and went over guidelines and distribution within units/departments.

Outreach Committee

Outreach did not meet in April. The survey will wait until the ‘send date’ at the beginning of the fall semester. If anything comes up over the summer, Meryl will be able to add prior to it being sent out. Caleb and Brendan spoke briefly about bringing back a ‘Spotlight on Staff” feature from time to time in STAFFLINE. This committee, going forward may also have additional charge responsibility especially in non-survey years. Staff Council leadership and committee co-chairs believe there is bandwidth to take on another piece of work.

Personal and Professional Development Committee (PPD)

PPD committee did not meet in April, however the new sub-committee specifically created for setting up and oversight of the Professional Development Fund (PDF) did meet. They began to take steps to create process and policy for the newly developed and pilot-funded project. The June meeting the bylaws will be amended to recognize this standing sub-committee to help run the PDF program. The sub-committee will meet four times a year to review rewards.

Social Committee

Staff Council office is promoting most the Summer 2018 events and discounts at this time. The next upcoming event is the VT Corporate Cup, deadline to register with Staff Council is by THIS FRIDAY 5/4/18. Teams that register with us are eligible for a TEAM UVM tech shirt, swag bags, and employees (staff/faculty) have a chance to win a Fitbit too! If you don’t have a team of three, notify the Staff Council Office. The next event is UVM Night at the Lake Monsters Game on Sunday, July 8th at 5:05pm. We sell tickets that include reserved seats and the BBQ dinner at the game. The flyer and order form were in the May Staffline as is the flyer and order form for the 14th Staff Council Golf Outing, it will be held Friday, August 10th. Registration fee includes: 18 holes of golf, a cart, snacks and prizes! Soon we’ll also be selling Great Escape/Six Flags Tickets for Summer-Fall 2018 and Champlain Valley Ticket Pre-orders will be in the June issue of Staffline.
Salary and Merit Process Presentation – Karmen Swim

As part of her regular job Karmen works on HR issues, including configuring and distributing salary and merit, for over 450 employees in her unit, Larner College of Medicine. She is presenting on how departments and dean/directors determine merit awards. In FY19, it has been determined that 1.5% will be the cost of living (COL) component of the salary increases. There is also the potential for earning merit. In FY19, merit of .5% is provided to each department or unit based on all employee current salaries and it must be used specifically for merit for salary. It is important to know that this does not mean employees are automatically entitled to .5% individually. The merit award will be determined and reviewed by the department and the dean, director or chair. Performance reviews are a helpful piece of this determination. If there are a handful of ‘exceptional” or “excellent” employees in that unit then the .5% can be distributed amongst those top performers only, or maybe everyone gets .5%, this is ultimately determined individually by department. The HR folks/department heads do have to document if an employee does not receive any merit. They also have to document anything above or beyond 4%.

Other Business/Public Comment

Holly mentioned a special plant sale at UVM Greenhouse on campus on May 19th, 9am-4pm. They will not be having it at the Green Mountain Drive location this year. Also, the Greenride Bikeshare program just debuted on campus last week. For more information and how to sign up for your UVM 50% discounted membership, visit: http://greenridebikeshare.com/

Adjournment

Karmen asked for a motion to adjourn. The motion was seconded. Meeting adjourned at 1:15pm.