UVM Staff Council
September 5, 2017
12:05-1:30 p.m.
Livak Ballroom
Minutes

Members Present: President Karmen Swim, Vice President Bethany Wolfe, Brendan Andrews, Tatiana Andrievskaya, Kristen Cella, Laura Clayton, Jen Cournoyer, Randi-Lynn Crowther, Jessica Deaette, Margie Dunki-Jacobs, Mary Dunne, Caleb Gilbert, Miriam Harrison, Mindy Kear, Gwen Landis, Stephanie Loscalzo, Noël McCann, Michael O’Sullivan, Holly Pedrini, Shirley Pine, Parvin Pothiawala, Katrina Preiss, Sherri Rigby, Claire Robinson-White, Bridget Tully, Lacey Ure, Amy Vile,

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

Members Absent: Kait Bedell, Bob Bolyard, Valerie Carzello, Monica Devino, Nick Hall, Anita Lavoie, Cindy Lee, Marissa Wells

Also Participating: President, Thomas Sullivan, Vice President for Executive Operations, Gary Derr, Staff Council Assistant, Amy Gilman

Call to Order

Karmen Swim called the meeting to order at 12:07 p.m.

President Sullivan’s Address and Dialogue with Staff Council

The President thanked the Council for their service and shared a bit about the incoming class. He said that UVM is responsible for about 13,000 students during the academic session, with 5,500-6,000 of those being students living on campus (after the addition of the new dorms). He reminded us that as students succeed, UVM succeeds and likewise as UVM succeeds our students succeed. When asked about concerns he has, President Sullivan stressed the importance of cybersecurity online as well as keeping everyone safe on-campus for daily life, events, rallies or protests. He shared that there is a process for having activities on the grounds and that this campus community needs to be aware and follow the processes in place to facilitate positive experiences. President Sullivan was also asked to give an update on the ‘Moving Mountains Campaign’ and addressed a question around thoughts on salary ratios (highest to lowest pay) or caps on the highest or lowest pay and thoughts on those policies.

Approve Draft Minutes from August 8, 2017 Council Meeting – Bethany Wolfe

A motion was made to approve the August 8, 2017 Council minutes. Shirley Pine noted a few grammatical edits. With no other discussion the minutes were adopted.

Vote to Confirm Standing Committee Leadership – Karmen Swim

The following names have been forwarded from each committee for sub-committee leadership for 2017-2018. A motion was made, and approved.
Karmen mentioned that we did not have anyone formally step forward for the role of Parliamentarian. Stephanie Loscalzo volunteered her name. A motion to vote for Stephanie as this year’s Parliamentarian was approved.

**Discussion of Focus and Goals of Committee Work 2017-2018**

Karmen shared with the Council the great news about the number of completed performance appraisals this year. The number went from 40% participation last year up to 90% participation. This has been a very long process over many years but those are very impactful numbers and Karmen wanted to congratulate Staff Council members, present and past that have worked so hard on this goal of required performance appraisals. Committee leadership then went on to discuss this year’s goals:

**CBB** – Child care resources, specifically outside of the university and maternity/paternity leaves. They will continue to work on clarity and communication around merit and salaries.

**PPD** – Follow up on the parking policy memo sent last spring to UVM Administration, as well as further work that was started on a centralized professional development fund for employees.

**OUTREACH** – 2018 Staff Council survey will be a main focus for this committee as well as perhaps considering how to raise additional funds to support the Staff Emergency Loan Fund program.

**SOCIAL** – Plans are already underway for the 2017 Holiday Bazaar & Food Drive, Dec. 6, 2017. The committee continues to try to brainstorm how to increase attendance while working within the confines of parking issues for non-UVM attendees due lots being permitted parking only. The committee had much success this summer with discounted Champlain Valley Fair ticket sales and the 13th Golf Outing.

**Officer’s Update - Karmen Swim**

Karmen participated in Convocation as Staff Council President on Sunday, August 27th. Before today’s meeting Staff Council leadership met with President Sullivan for their quarterly meeting and discussed Staff Council accomplishments, the early summer Outreach Committee focus groups, the Professional Development Fund concept and the Parking Policy memo. As the current Staff Council President Karmen also shared some items she plans to work on such as; conducting analysis on participation levels of tuition remission at UVM, feasibility of a mentor program for new staff and continued encouragement of a ‘vision letter’ from HRDMA showing staff what they’ve received for benefits received (medical, tuition remission, dental, etc…)
**Staff Council Retreat**

The Staff Council retreat takes place prior to the October Staff Council Meeting on October 3. The group was encouraged to write out any ideas or topics to explore during the retreat for collection by the office,

**Other Business**

There was no other business.

**Adjournment**

Karmen asked for a motion to adjourn. The motion was seconded. Meeting adjourned at 1:21 pm.