UVM Staff Council  
October 3, 2017  
12:05-1:30 p.m.  
Livak Ballroom  
Minutes

**Members Present:** President Karmen Swim, Vice President Bethany Wolfe, Brendan Andrews, Tatiana Andrievskaya, Kait Bedell, Bob Bolyard, Valerie Carzello, Kristen Cella, Jen Cournoyer, Randi-Lynn Crowther, Jessica Deatette, Monica Devino, Margie Dunki-Jacobs, Mary Dunne, Caleb Gilbert, Nick Hall, Miriam Harrison, Mindy Kear, Cindy Lee, 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:** Laura Clayton, Gwen Landis, Marissa Wells

**Also Participating:** Vice President for Executive Operations, Gary Derr, VP of Enrollment Management, Sarah Warrington, and Staff Council Assistant, Amy Gilman

**Call to Order**

Karmen Swim called the meeting to order at 12:26 p.m.

**Approve Draft Minutes from September 5, 2017 Council Meeting – Bethany Wolfe**

A motion was made to approve the draft minutes from September 5, 2017. With no changes or edits the minutes were adopted.

**Officer’s Update - Karmen Swim**

Staff Council leadership met with HRDMA and discussed several items. The first item was an “overview letter” (that gives each staff employee a snapshot of their own benefit compensation) and how that letter might be assembled and that process for HRDMA. Also discussed were additional suggestions for improvement to the communication plan for the FY19 compensation letter and perhaps shorten the online performance appraisal form. Continued conversation about short-term disability options. HRDMA was able to report that that they are already looking into vendors for short-term coverage and may be able to offer this as an option. Lastly, Staff Council introduced the idea of starting a jumpstart program for newer employees (4mos-1yr) who have questions about certain employee resources, programs or how to get involved beyond their own job or department. HRDMA would like to see the initial plan when that is ready.

**Committee Updates – Committee Chairs**

CBB – The committee shared with Greg and Gary that it would be helpful to have deadlines shared with Staff Council in advance for the FY letters. The committee is also brainstorming ideas of how to fundraise for more money for the Staff Emergency Loan Fund. Some CBB members are planning to
attend other SC committee meetings to hear, in more depth than these verbal reports, what each committee is working on and may have some cross over with this committee’s work.

OUTREACH – Greg shared many updates to Outreach about how the salary/merit process went for HRS in 2017. This group also created some sub-groups to work on the topic of childcare options on and off-campus.

PPD – This group talked about the new external wellness resources available to staff. Also discussed was feedback on the length of performance appraisals. Conversation about the funding for the professional development fund and what that might look like. This group met with Joel re: some sort of kick-off event sponsored by Staff Council the afternoon before edu@uvm begins.

Social – The committee approved to additionally subsidize two games during early January 2018. Social committee will sell advance sales ticket in spring 2018 for the Lyric offering of “Dirty Rotten Scoundrels”. The committee is already working on the Dec. 6 Holiday Bazaar and Food Drive.

Bylaw Change Discussion and Vote – Karmen Swim

Three proposed changes were presented to the council to update the current bylaws. When the changes were presented there was discussion about wording on two of the changes. The decision was made to defer the vote and work some more on the language and make it a bit specific. It will be voted again at the next staff council meeting.

Feedback on Staff Appreciation Week – Meryl St. John

A general call for feedback re: Staff Appreciation Week (SAW) so that it can be passed along to the SAW committee. Margi Dunki-Jacobs shared that at the Social on the Green she went out into the crowd and handed out stickers and giveaways to engage staff in a proactive way versus having people come to our table. She felt like that gesture was appreciated by those she spoke with.

Call for Volunteers

Meryl let the council know that there are volunteer opportunities to work at the Staff Council table at the UVM Benefits Fair on Wed, November 1, 2017. It will take place in Memorial Lounge in Waterman from 8am-4pm.

Other Business

Sarah Warrington works specifically with on undergrad enrollment & retention of the current student population. She was here to present about new software about to be purchased, answer and questions and gather feedback on behalf of the university. RFPs went out earlier in 2017, during the spring months three vendors were selected to present their advising/retention software. A brief synopsis was given about the top choice. Sarah shared that it works well with most of our existing student software and
integrates well with social media platforms. This expense will be cost-shared out with the academic colleges and units that will be using it to work with their students.

Kait Bedell, from HRDMA asked reps to keep reminding staff members to complete their health assessment to be entered into the raffle. This effort is only 4 weeks long this time and already has 500 already completed. Everyone gets a shirt for completing the online assessment and then you are also entered into the raffle for some really high-end prizes such as kayak or apple watches.

**Adjournment**

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