UVM Staff Council  
November 7, 2017  
12:05-1:30 p.m.  
338 Waterman Building, Memorial Lounge  
Minutes

**Members Present:** President Karmen Swim, Vice President Bethany Wolfe, Brendan Andrews, Tatiana Andriezskaya, Bob Bolyard, Kristen Cella, Laura Clayton, Jen Cournoyer, Randi-Lynn Crowther, Jessica Deaette, Monica Devino, Margie Dunki-Jacobs, Andrea Elledge, Caleb Gilbert, Nick Hall, Mindy Kear, Gwen Landis, Cindy Lee, Stephanie Loscalzo, Noël McCann, Michael O’Sullivan, Holly Pedrini, Shirley Pine, Parvin Pothiawala, Katrina Preiss, Bridget Tully, Lacey Ure, Amy Vile, Marissa Wells

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

**Members Absent:** Kait Bedell, Valerie Carzello, Mary Dunne, Miriam Harrison, Sherri Rigby, Claire Robinson-White

**Also Participating:** UVM HRS Benefits, Compensation & HRIS Director, Greg Paradiso  
Staff Council Assistant, Amy Gilman

**Call to Order**

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

**Approve Draft Minutes from October 3, 2017 Council Meeting – Bethany Wolfe**

A motion was made to approve the draft minutes from October 3, 2017. With two edits suggested, the minutes were adopted.

**Officer’s Update - Karmen Swim**

The Fall UVM Board of Trustee’s Meeting was held October 20 & 21. Karmen shared highlights of her report. The first item focused on increased participation levels of performance reviews; reasons why that happened, the value of a review (such as goal setting, fostering conversation and better communication over the year) and the importance of having senior leadership buy-in to support the process change. Karmen also shared again the importance and need for Supervisor Training. From Staff Council’s Outreach committee focus group feedback, she reported that .5% merit raises, if even awarded, didn’t feel like it completed the goal of feeling rewarded or incentivizing the employee. Karmen mentioned the continued struggle for parking for employees and that we’ve received no response to our parking recommendation from Spring 2017. Karmen also shared a new idea of current staff partnering with a newer employee to UVM (someone who’s been on board a few months to one year) to help answer questions or share knowledge and resources. Staff Council leadership will have their quarterly meeting with HRDMA tomorrow to discuss these ideas.
Committee Updates – Committee Chairs

CBB – The committee has been working diligently on researching and gathering childcare resources on campus and in the community. Ultimately the goal would be to share the info on HRDMA and Staff Council’s websites and have a town hall style sharing session. Greg Paradiso shared with the committee that he’s been meeting with vendors that offer corporate short-term disability. This would initially be a voluntary benefit program and something staff would opt into. Staff could drop the coverage once they have amassed a sufficient amount of leave time to cover them in case of emergency. Currently UVM’s lack of short term disability coverage is a significant benefit gap compared to other Vermont employers. No decisions have been made yet but he’s working on it and soliciting feedback. The committee will continue to try to follow up with administration to the Town Meeting Day request presented last year. Staff Council leadership will follow up as well.

Outreach – The committee is reviewing, discussing and recommending edits for the next Staff Council survey. This work will continue for the next several months.

PPD – This group had Joel Shapiro, Professional Training & Development come to their meeting to discuss Staff Council hosting an outreach event at the March 2018 edu@uvm. Marie Tiemann shared a fundraiser idea for the Professional Development Fund. More follow-up needs to be done but we believe another group is already doing this on campus. This committee has feedback to share, mostly involving common staff concerns of the length and redundancy of questions in the performance appraisals. Lacey has reached out to Kait Bedell, HRS to see if anything can be done to help improve the form. Jim Barr will be the November guest to continue to discuss how to move ahead with keeping parking issues on the table and reminding administration that there needs to be talk and movements about ideas and strategies.

Social – The committee is seeking volunteers for the Dec. 6 Holiday Bazaar and Food Drive. The electronic sign-ups are active now. Also remember to bring non-perishable items for the Food Drive and get a free ticket to the raffle. The Social committee will be offering the double-discounted tickets again this year for two games, one basketball and one hockey, details and the order form are in the November Staffline and on Staff Council’s events page on the website.

Short Term Disability Discussion and Q & A 2018 Benefits Rate Increases & Updates – Greg Paradiso

Greg educated and shared with the Council about what is new and what has changed with the 2018 benefits and the rates. Representatives asked numerous clarifying questions about how benefits work that they have heard from individuals in their units. Greg provided a great deal of helpful information, including that health insurance rate increases are a percentage of the previous year’s rate, not a percentage of the employee’s total salary. Greg then shared where he is in the process of researching short term disability coverage. He’s met with several vendors that offer corporate short term disability.
We shared that this would most likely be a voluntary benefit, meaning employees only sign up and pay for it if it is necessary for them. UVM can develop its own policy and would have control over when the coverage kicks in and what percentage of salary is covered in order to find a good balance between coverage and premium cost. The process is moving along swiftly and he will update the Council and the CBB Committee as this moves along.

**Bylaw Change Discussion and Vote – Karmen Swim**

Language edits were made to two of the three proposed bylaw changes at the October’s meeting. The updated language was incorporated and was put up for vote again. The three changes proposed: (1) the addition of the Executive Board’s responsibility to require, at their discretion, a full Staff Council vote on a committee proposal; (2) the requirement of Committee leadership to present to Staff Council for notification and discussion purposes when any initiative results in a potential policy recommendation; and (3) the ability for Committee leadership to be formally (rather than informally) designated as “co-chairs.”

The edits were provided to the representatives prior to the November meeting for their review. A brief recap of the language edits were presented. A motion was made and the bylaw changes were approved and adopted.

**Call for Volunteers for Holiday Bazaar**

Please use the electronic sign-ups that were in the November 1st issue of Staffline, UVM Announcements & Events on November 6th or on our Staff Council events webpage. There is a general volunteer sign up and a bake sale sign up.

**Other Business**

Reminders that there is one more flu shot/health assessment clinic taking place on November 1, 2017 at the Davis Center for employees and their dependents. Also please read, review and ask questions prior to the end of open enrollment. The enrollment period ends on November 23rd.

**Adjournment**

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