A meeting of the Executive Committee of the Board of Trustees of the University of Vermont and State Agricultural College was held on Monday, April 14, 2014 at 1:00 p.m., in 427A Waterman Building.

MEMBERS PRESENT: Chair Debbie McAneny, Vice Chair David Daigle, Secretary Joan Lenes, Bill Botzow*, Thomas Sullivan, and Mark Young

REPRESENTATIVES PRESENT: Faculty Representative Julie Roberts, Staff Council Representative Catherine Symans, and Foundation Representative and Chief Executive Officer (CEO) & President of the UVM Foundation Richard Bundy

OTHER TRUSTEES PRESENT: Ron Lumbra and Dale Rocheleau

MEMBERS ABSENT: Frank Cioffi

REPRESENTATIVES ABSENT: Graduate Student Senate Representative Lane Manning and Student Government Association Representative Connor Daley

PERSONS ALSO PARTICIPATING: Provost & Senior Vice President David Rosowsky; Vice President for Legal Affairs and General Counsel Francine Bazluke; Vice President for Finance Richard Cate; Vice President for Executive Operations Gary Derr; Vice President for Enrollment Management Chris Lucier; Vice President for University Relations and Administration Thomas Gustafson; Vice President for Human Resources, Diversity, and Multicultural Affairs Wanda Heading-Grant; and Special Assistant to the President and Director of State Relations Clarence Davis

*via conference call

Chair Debbie McAneny called the meeting to order at 1:00 p.m.

Approval of Minutes

Chair McAneny entertained a motion to approve the minutes from the January 13, 2014 meeting. The motion was made, seconded and it was voted to approve the minutes as presented.

Action Items

Vice President for Finance Richard Cate introduced three contracts for approval. The first request is a contract extension with Royall & Company, which supplies the strategic marketing and research services for student search and the marketing of the Common Application in order to build our inquiry and application pools. An RFP process was completed, and Royall & Company was the bidder we selected. The contract would run for a three-year term beginning
June 1, 2014 with an estimated cost of $667,000 annually, but not to exceed $2,000,000 over the contract term.

Chair McAneny inquired how the terms of the contract compare to the previous contract. Vice President for Enrollment Management Chris Lucier responded that the current amount reflects a 3-4% increase due to some of the services that were changed when the contract was renegotiated.

Vice President Cate next introduced a contract with Sprague Operating Resources. He noted that UVM was originally under contract with Hess Incorporated at the beginning of FY14; however, Hess discontinued servicing fuel #6 oil, which is needed to keep the University central heating plant operating. The University determined that Sprague was available to supply #6 fuel oil in a timely manner. Given the harsh and long winter, the total cost for fuel #6 oil will exceed $1 million due to Vermont Gas curtailment. The amount of the contract for Sprague Operating Resources, LLC in FY14 is not to exceed $1,200,000.

An opportunity for discussion was offered. Chair McAneny shared that a trustee who is not participating in today’s meeting had sent her a note inquiring whether any Vermont companies were considered. Vice President Cate responded that it is the University’s practice to seek Vermont companies and vendors; however, due to the nature of this emergency situation, Sprague was the best company to finish out the year. He also advised that the University will be going back out to bid for a permanent buyer. When asked how this year compares to last in terms of the amount of money spent on fuel oil, Vice President Cate reported that $500,000 is typically spent in a year and that this year has cost twice as much as normal.

The final contract introduced by Vice President Cate was with Staples, Inc. for office supplies. He reminded the Committee that, in 2012, the University decided to exercise the RFP process exception in the Procurement Policy and partner with the State of Vermont (State) to utilize its existing Staples contract for office supplies July 1, 2012 through June 30, 2014.

The State decided to extend its contract with Staples for an additional year through June 30, 2015. UVM’s intent is to run parallel with the State, in an effort to consolidate purchasing power and engage in collaborative strategic initiatives. This will align both entities to engage in an RFP process in 2015 to acquire the best pricing available. This extension contract would be for one year ending June 30, 2015 for an amount not-to-exceed $1 million.

An opportunity for discussion was offered. There being none, the following resolutions were presented for approval:

Resolution Authorizing Extension of Royall & Company Contract

BE IT RESOLVED, that the Vice President for Finance and University Treasurer, or his successor or designee, is authorized to extend the University’s contract with Royall & Company for the Undergraduate Admissions Inquiry Development and Priority Application Program for three years from June 1, 2014, to May 31, 2017, for an amount not to exceed $2,000,000.
Resolution Approving Contract with Staples, Inc.

BE IT RESOLVED, that the Vice President for Finance and University Treasurer, or his successor or designee, is authorized to execute a renewal contract with Staples, Inc. for general office supplies for one year from July 1, 2014, to June 30, 2015, for an amount not to exceed $1,000,000.

Resolution Approving Contract for Sprague Operating Resources

BE IT RESOLVED, that the Vice President for Finance and University Treasurer, or his successor or designee, is authorized to enter into a contract with Sprague Operating Resources, LLC for #6 fuel oil. The amount of the contract for FY14 is not to exceed $1,200,000.

A motion was made, seconded and it was unanimously voted to approve each of the resolution as presented.

Chair McAneny presented a resolution seeking approval of a committee assignment for Donna Sweaney, who was elected by the Vermont State Legislature on April 10, to fill Sarah Buxton’s unexpired term.

Resolution Approving Committee Assignment for Trustee Donna Sweaney

BE IT RESOLVED, that the Executive Committee approves the appointment of Trustee Donna Sweaney to the Educational Policy & Intuitional Resources Committee, effective immediately.

A motion was made, seconded and it was unanimously voted to approve the resolution as presented.

Vice President for Executive Operations, Gary Derr, introduced the remaining three action items for approval. He noted that, in April 2013, the Faculty Senate, through the Curricular Affairs Committee, approved a reorganization of majors offered in the Department of Medical Laboratory and Radiation Sciences in the College of Nursing and Health Sciences. Actions taken by the Faculty Senate related to reorganization of departments do not require approval by the Board of Trustees. However, the reorganization resulted in the termination of two majors and the creation of a new major. The creation and elimination of academic curriculum do require Board approval. This was an oversight in the review and approval process.

The following resolutions were presented for approval:

Resolution Approving Creation of a Major in Medical Radiation Sciences (Bachelor of Science)

BE IT RESOLVED, that the Executive Committee approves the creation of a major in Medical Radiation Sciences, approved and advanced by the Provost on April 9, 2014 and the President on April 9, 2014.
Resolution Approving Termination of the Major in Nuclear Medicine Technology Sciences (Bachelor of Science)

BE IT RESOLVED, that the Executive Committee approves the termination of the major in Nuclear Medicine Technology, approved and advanced by the Provost on April 9, 2014 and the President on April 9, 2014.

Resolution Approving Termination of the Major in Radiation Therapy (Bachelor of Science)

BE IT RESOLVED, that the Executive Committee approves the termination of the major in Radiation Therapy, approved and advanced by the Provost on April 9, 2014 and the President on April 9, 2014.

An opportunity for discussion was offered. Trustee Bill Botzow asked whether there was an increase or decrease in the number of students or faculty as a result of this reorganization. Vice President Derr indicated there was no change.

A motion was made, seconded and it was unanimously voted to approve each of the resolution as presented.

May Board Meeting Preparation

Chair McAneny reviewed the May 16-17, 2014 Board of Trustees meeting schedule. She began by acknowledging that she will not be at the annual meeting next month, as she will be attending her son’s college graduation. She also clarified that Vice Chair David Daigle will lead the meeting in her absence.

Chair McAneny noted that the schedule begins on Thursday, May 15 with opportunities for the Board to interact with members of the UVM Foundation Board. A joint campus highlight, followed by a reception, is planned for that afternoon.

Chair McAneny next reviewed the Committee of the Whole agenda. She said that Rich Bundy, President & CEO of the Foundation, will offer a report and that members of the Foundation Board have been invited to join this session. Time is reserved for an update on strategic capital planning (the process and sequencing for Board approval of projects) and for schematic plans for the Science, Technology, Engineering & Mathematics (STEM) project to be shared with the Board. The Chair stated that, since the distribution of meeting materials, two additional contracts have been added to the agenda. She invited Vice President Cate to preview those action items.

Vice President Cate reported that the first is a long-term lease for space at 128 Lakeside in Burlington for Information Technology and Procurement staff currently located in leased space in Colchester. The second contract is with Blue Cross/Blue Shield. He reminded Committee members that, as part of the move to self-funding, that the Board approved the amendment and extension of the existing contract for a period of twelve months (July 1, 2014 - June 30, 2015) in
February. The University team has since negotiated with BCBS to make the self-funding arrangement retroactive to January 1, 2014, which allows UVM to avoid the first six months of the federal fee (about $600,000). However, because UVM moved to a calendar year cycle--more consistent with industry norms--and because these contracts must be in twelve-month cycles for reasons of claims experience evaluations, UVM now needs to extend the existing contract to December 31, 2015 rather than June 30, 2015. The administration is thus seeking authorization to extend the contract for another six months in order to save the University $600,000.

On another matter, Vice President Gustafson shared that he anticipates a proposal from the City of Burlington for an extension of the payment in lieu of taxes arrangement and, if is ready, the action will come before the Board for approval next month.

Chair McAneny concluded review of the Committee of the Whole agenda by noting it would recess in the morning to allow the Budget, Finance & Investment and Educational Policy & Institutional Resources Committees to meet, and would reconvene in the afternoon during which session the Board will receive an update on the work of the Annual Review Subcommittee.

Chair of the Educational Policy and Institutional Resources (EPIR) Committee Bill Botzow previewed the meeting agenda. Following the Provost’s routine report, the Provost will review with the Committee one of his eight goals for academic excellence, the focus of which will be on academic advising. After the STEM presentation at the Committee of the Whole, EPIR will be asked to endorse the project and refer it to the Budget, Finance & Investment Committee. Action items coming before the Committee include authorization to designate land donated to the University located in Hinesburg, Vermont, as a Natural Area, and Faculty Senate recommendations. The Committee will continue its conversation on academic quality and will receive an update on the Career Success Action Plan, with focus on internships.

Budget, Finance & Investment Committee (BFI) Chair David Daigle next reviewed the BFI agenda. He noted that, other than the routine report and annual action items recommended by the Investment Subcommittee, the focus of the meeting will be on the FY 2015 budget, which the Committee reviewed in detail at an annual off-cycle planning meeting this morning. The Committee will recommend the FY 2015 budget proposal for Board approval next month. Additionally, the Committee will consider a proposal for a net tuition stabilization fund and financing for STEM design funding.

Chair McAneny noted that the Vermont Agricultural College Board and UVM Board would meet briefly on Saturday morning to elect officers for the year.

She then stated that the full Board will meet on Saturday, beginning with a public comment opportunity and then proceeding to Committee reports and approval of action items recommended by the Committees the previous day.

Chair McAneny encouraged Trustees to attend Commencement related activities planned for the weekend beginning with the Honorary Degree dinner on Saturday night and the main Commencement ceremony on Sunday morning.
Executive Session

At 1:23 p.m., Chair McAneny entertained a motion to enter into executive session to consider contracts, collective bargaining and to receive advice of legal counsel. She noted that no action was anticipated following. Everyone was excused from the meeting with the exception of Trustees; Provost Rosowsky; Vice Presidents Cate, Gustafson, Heading-Grant, and Bazluke; and Special Assistant to the President and Director of State Relations Clarence Davis. Certain non-trustee participants were excused after their segments of the executive session.

Adjournment

At 2:17 p.m., the meeting was re-opened to the public. There being no further business, the meeting was adjourned.

Respectfully submitted,

Joan Lenes, Secretary