



# STAFFLINE

June 2008



## *May 16, 2008 Staff Council's Report to the Board of Trustees Eileen Hanerfeld, Staff Council President*

Good morning. I would like to share some of the changes recently made by the Staff Council. As I reported to you in February, our by-laws were recently updated to reflect a larger, more representative Staff Council. Some of the changes are fairly minor, while others illustrate our wish to be more inclusive and accessible to all staff on campus.

As per our by-laws we've increased representative terms from two years to three; with one-third of our body transitioning each year. Departments or units with a high population of staff have more representatives than smaller units. These terms are staggered so that larger units, spread across campus, and often with differing expertise, are provided with a continual presence of at least one experienced representative serving on the Staff Council. We are currently entering our second year of elections where we will elect one-third of our body to replace the outgoing one-third. As you can imagine, these elections are progressing much more smoothly than last year, when we had to elect a full new Council.

Another significant change is in the role and term of our President and Vice President. We now mirror the Faculty Senate in term length for these two leadership roles. We anticipate that two year terms will provide more continuity and stability for our expanded Staff Council. And, also like the Faculty Senate, the election of our leadership will occur campus-wide. All staff are now eligible to cast their vote and all staff with the appropriate Staff Council experience are eligible to be elected.

The third provision in our new by-laws that I'd like to share with you is that all of our meetings are now noticed with posted agendas. This differs from our previous method in that before, only full Council meetings were noticed. By mandating that all committee meetings are noticed, we hope to encourage staff to attend meetings where issues they are interested in are addressed.

Basically our new by-laws and our new Staff Council strive for a transparency and inclusiveness that will help build strong staff morale as well as reinforce staff involvement in the workings of our university.

This is my last address to you, as Staff Council President, and I would like to thank you for your support and interest in UVM Staff. I would also like to thank the Staff Council Representatives who looked to me for leadership during a tumultuous beginning of our Council year. I'd also like to thank both Beth Wright and Diane Trono for their dedication to the Council.

At the May meetings, the Board of Trustees approved a 2.8% across the board salary increase for unrepresented staff with an additional 1.0% available for merit and equity issues.

### Inside this issue:

<i>Committee Reports</i>	2
<i>Recreation Events</i>	4
<i>Campus News &amp;</i>	7
<i>Calendar</i>	9

## *Committee Reports*

### **Benefits Committee – Marilyn Eldred, Chair**

The Benefits Committee received several staff requests regarding maternity leave and child care. Information gathering was done by inviting LuAnn Rolley from the Women's Center, who has served on the President's Commission on the Status of Women for some time now, to provide a background of the efforts at UVM to address the need for quality, affordable and accessible childcare. Barbara Johnson was also a guest speaker and provided an overview of what the University is currently doing to address this issue. We also discussed maternity leave. We were then informed that the University Benefits Advisory Council, appointed by President Fogel, is currently reviewing all UVM benefits with a focus on child care, maternity leave and retiree benefits. In light of this, the SC Benefits Committee tabled both issues. We closed out several contact sheets (requests for information or assistance from staff) and followed up and completed last year's work of reviewing the Staff Handbook to provide clarification of some of the wording and some corrections. We worked closely with Greg Brown on this and those were approved by the Human Resources Benefits Office. However, they do not currently have an IT person so they are not sure when those clarifications and corrections will be made. We invited a representative from MetLife to provide a presentation of what they could offer UVM staff in terms of discounted rates on their insurance coverage. We will follow up on that presentation during our remaining two meetings in May and June.

### **Communications Committee – Jon Reidel, Chair**

The Communications Committee started the year by looking at communications as a whole in terms of its role in delivering information and promoting Staff Council. After narrowing down a long list of ideas, committee members decided to focus on the following three issues: producing an informational brochure (and bookmark) on Staff Council; translating the brochure and Staffline into three different languages; and updating the Staff Council website and Staffline. The brochure has been completed with some minor edits still possible before being printed at one of the three printers that bid on the project. Three committee members contacted numerous on-campus translation services to see how much it would cost to translate the brochure and Staffline and are still pursuing less expensive options. Committee members met with the UVM Web team about updating Staffline by utilizing the new newsletter template and also discussed the possibility of plugging Staffline into a new web page template design as part of an effort to make all university web sites more uniform.

### **Education and Professional Development Committee – Cat Woodward, Chair**

The main goals for this year's Education and Professional Development Committee were to raise awareness about personal and professional development opportunities that already exist at UVM and help staff avail themselves to these opportunities. To that end, we started publishing a "Did You Know?" section in the Staffline, expanded the Staff Council website, and stayed in contact with HR and Mastering the Maze to make sure development opportunities staff requested were addressed. The web additions, in particular, are important as they list professional development opportunities and UVM policies that encourage professional development, such as alternative work schedules, flex time, and so on. For next year, we hope to see how other schools handle career path issues, request tuition remission for noncredit professional development opportunities such as those at the Vermont Business Center, continue to find out what trainings and opportunities staff need, and help University Training & Development create and test the new Supervisory Training.

### **Employee Environment and Facilities Committee – Todd Stewart, Chair**

The main goal of the Employee Environment and Facilities Committee is to redefine the committee in the context of the reconfigured Staff Council. We are re-writing the committee description to have it more holistically express the nature of the committee's interests and pending efforts. We have been meeting with Emina Burak to learn how we can support the 2008-09 strategic plan for wellness. We have also expressed our interest in becoming an active participant in the Focus the Nation event in February 2009, for the purpose of engaging more staff. We are researching ways for our committee and the Staff Council to be more involved with activities from facilities improvements to environmental issues both on campus and beyond.

## *Committee Reports*

### **Internal Affairs Committee – Lorie Clairmont, Chair**

The Internal Affairs Committee members have been very busy this year. We met with Human Resources early in the year to discuss the application/notification process at UVM. We are pleased to say that Human Resources have agreed to make the changes that were recommended by the Committee regarding the application process, easing communication with those individuals applying for employment with the University of Vermont. The Committee also began its review of the performance evaluation process with Human Resources. We are hoping to continue with this issue in the fall. The Committee assisted the Ad Hoc Committee that reviewed the 2007 Staff Council Election process. We have worked diligently, making great progress, on the pooled vacation policy and will ask the Internal Affairs Committee to also continue working on this in the fall. We are meeting with AFS in May to discuss their customer service award to determine if we can possibly provide a financial customer service award that is campus-wide. Last but not least, per the new Staff Council Bylaw changes, the Committee has been charged with the process of writing a Presidential Policy Statement that will be presented to the Staff Council Executive Board at the end of June.

### **Recreation Committee – Ida Russin, Chair**



Local &  
International Travel



Golf  
Events



Community  
Service Awards



Discount Programs &  
Fundraising Events

We need you as part of the Recreation Committee. We meet just once per month, the 3<sup>rd</sup> Thursday of each month for one hour. But within that short time, we handle a lot of events that UVM staff can enjoy. We help keep local activities like the Champlain Valley Fair affordable with discounted tickets. We help local charitable organizations through our Community Service Award giving. We are planning the best ever Holiday Bazaar for the end of 2008 at the Grand Maple Ballroom at the Davis Center. If you want to be a part of this team, please pop into a meeting anytime. Our agenda and schedules will be posted on the Staff Council website.

### **Rules and Elections Committee - Rodman Cory, Chair**

The Rules and Elections Committee worked hard this year to craft an entirely new set of bylaws. We compared the bylaws from pertinent assemblies on campus as well as from other schools to get a sense of best practices. We added some creative thinking, tossed in a great deal of discussion and a healthy amount of give-and-take and turned out a document that is reflective both of the Council's new structure and of its vision for the future. The Rules and Elections Committee was also involved in the mid-term elections of a new Council president, and is currently investing energy in creating an Election Policy Statement to be reviewed by the Executive Board and approved by Staff Council.

### **Salary and Budget Committee – Deb Bryan, Chair**

The Salary and Budget Committee researched and submitted to the Board of Trustees and President Fogel a salary pool recommendation for FY '09 of 4.0% for non-represented staff with an additional 2.0% increase to be used as follows: 1.0% for merit and 1.0% held centrally and used university-wide to address compression and market discrepancies.

We notified administration and the Board of Trustees that there are staff members who do not receive performance evaluations and many feel that the evaluations they do receive have no relation to their merit raises. We realize that deans and directors are notified each year that staff evaluations are expected, however, this process is not implemented uniformly across campus. We stressed the importance of forging a tangible link between the evaluation process and the annual merit increase. We asked administration to establish an ad hoc committee to develop an appropriate delivery strategy that would address the needs of both staff and supervisors. The Council eagerly anticipates an opportunity to work with the administration on this important issue.

## Recreation Committee Events



**Fourth Annual Staff Council Golf Outing at The Links at Lang Farm**  
 (Current and retired staff and faculty are eligible to play)

**Date:** Thursday, July 31<sup>st</sup>, 2008 (rain date is 8/7)

**Time:** Registration begins at noon, play begins at 1:00 pm

Includes:

- Greens fees for 18 holes (carts not included)
- Range balls
- Hors d'oeuvres
- Prizes

Register individually, or as a two-person team. Play will follow a four-person scramble format. Teams will be assigned at golf course on the day of play. Each participant must complete a registration form.

Return registration form and check for **\$28.00** payable to UVM to: Annette Mailhot, 111 Bailey/ Howe Library, 656-8035, by noon, Thursday, July 10<sup>th</sup>, 2008. No refunds unless the event is cancelled.

For more information contact [Annette.Mailhot@uvm.edu](mailto:Annette.Mailhot@uvm.edu) or [Jeffrey.Senator@uvm.edu](mailto:Jeffrey.Senator@uvm.edu) .

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Partner: \_\_\_\_\_

Your level of Play:

Beginner:  Intermediate:  Advanced:

# *Recreation Committee ~ Events, Trips & Discounts*

## **84th Annual Champlain Valley Fair ~ August 23 through September 1, 2008**

Discounts will be available as follows:

- Adult admission tickets ~ \$6.50/person (reg. \$10)
- Children’s admission tickets (ages 5 - 12) ~ \$3.50/person (reg. \$5) Children 4 years and under are free.
- Ride Coupon Booklets ~ \$10/book of 15 coupons (reg. \$15)
- Pay-one-price Ride Special ~ \$20 Good one day only 11 a.m. to 8 p.m.
- Three-day passes ~ \$18 each; Ten-day passes ~ \$35 each
- 

\*\*Please note: Parking is NOT included.

**An additional discount of up to \$6.50 may be taken from your first order and will be provided for UVM staff members only.** To purchase tickets, send the completed order form below, along with a check made payable to UVM, to: Mary Lafayette, Controllers’ Office, 219 Waterman. **The order form must be received no later than Friday, July 25th.**

**Tickets must be picked up on August 12 or August 20 from 11:30 a.m. to 1:00 p.m. in the Staff Council Office, 305 Waterman. These are the only dates to pick up your tickets.**

If you are picking up tickets for someone else, please bring a note from them and a copy of their UVM ID. **For more information contact Mary Lafayette, 656-2903 or [mary.lafayette@uvm.edu](mailto:mary.lafayette@uvm.edu).**

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### **2008 Champlain Valley Fair Tickets**

Name \_\_\_\_\_

Dept. \_\_\_\_\_ Phone \_\_\_\_\_

Campus Address: \_\_\_\_\_

Email: \_\_\_\_\_

Adult Tickets (\$6.50 each)	# _____	\$ _____
Children’s Tickets (\$3.50 each)	# _____	\$ _____
Ride Coupon Booklets (\$10 each)	# _____	\$ _____
3-day passes (\$18 each)	# _____	\$ _____
10-day passes (\$35 each)	# _____	\$ _____
Pay-one-price Ride Special (\$20)	# _____	\$ _____
<b>Total Amount of Order</b>		\$ _____
<b>Less Recreation Committee Discount on first order</b>		<b>- \$6.50</b>
<b>Total Amount Inclosed</b>		\$ _____

## *Recreation Committee ~ Events, Trips & Discounts*

### **Great Escape & Splashwater Kingdom Tickets**



Open from May 10th through November 2nd.

Tickets are available in the Staff Council Office, 305 Waterman.

Discounted ticket prices:

Adults & Children: \$25.00 (\$40.69 at the gate)

*Children under three years of age are free!*

Meal vouchers: \$9.00 (\$12.00 at the gate)

Please note: There is a \$10.00 per car parking fee at Great Escape & Splashwater Kingdom

Additional information may be found by visiting [www.sixflags.com](http://www.sixflags.com)



### **Thanks to all who registered for the Summer Boston Bus Trip**

We are pleased that so many staff members were interested in taking advantage of this affordable & fun way to visit Boston!

The bus is at capacity. Stay tuned to Staffline and the Staff Council web pages for more travel opportunities.



### **Golfing at Jay Peak ~ new this summer**

The golf course at Jay Peak is now open! Jay Peak Resort Golf Vouchers are now on sale in the Staff Council Office, 305 Waterman. UVM's discounted rates are \$50.00 for mid-week and \$80.00 for weekends. These rates apply to staff & faculty & retirees. (Regular rates are \$79.00 for mid-week and \$99.00 for weekends & holidays). All rates include cart rental and VT sales tax.

Tee times must be booked at least 48 hours in advance. Vouchers expire November 1st.



# Campus News & Announcements

*Come visit us at the*

**UVM Job Fair**  
**Wed., June 25, 3:00 - 5:30 p.m.**  
**Dudley H. Davis Student Center**



Resume Writing Workshop: *Dynamic Resumes...How to Get the Interview You Want*

No admission charge - Refreshments

For further information, to register for the resume writing workshop, or for special needs, call: UVM Employment Office - 656-3494 or visit our web site: <http://www.uvm.edu/~employ>

## Congratulations!!



Congratulations to Darcelene Lewis-Wedge, Bailey/Howe Library for being named a 2008 award winner for the State of Vermont's Commission on National and Community Service (for charitable works).



## Great Job!

Thank you to the members of Beth Alice's A team for running a great race as a relay team in the Burlington City Marathon.

Team members were:

- Diane Trono, team captain
- Susan Swain
- Jennifer Johnson
- Michele Johnson
- Christina Mannino



Time: 4:04:16

These staff members and students joined forces to run this year's Burlington City Marathon in celebration of my goal to run this event.

Beth Wright, Staff Council Administrator



## *Campus News & Announcements*

### **\*Management Seminars\***

#### **\*Gaining the Competitive Advantage: Strategies for Growth**

**\*\*Instructor:\*\*** Rocki Lee DeWitt, Ph.D

**\*Date:\*** June 6, 2008

**\*Time:\*** 8:30am - 4:30pm

**\*Location:\*** UVM Campus - University Heights South

**\*Fee:\*** \$379 single session fee

#### **\*Benefits\***

- \* Learn how to formulate strategies for taking your organization to that next stage of growth that will differentiate your business from your competitors.
- \* Initiate the groundwork for change in your business.
- \* Gain valuable tactics for implementing strategies and action plans to sustain your competitive advantage.

#### **\*Who Should Attend:\***

- \* Leaders, Presidents, CEO
- \* Business owners
- \* Senior Managers
- \* Growing Leaders
- \* Entrepreneurs

#### **\*Format:\***

This session will include an introduction and facilitated discussion around competitive strategies. The class will then work in groups to discuss and analyze specific competitive issues your organization is facing and create an action plan for implementation. Interactive format includes case study work, action planning and small group problem-solving. Note that this is the Capstone Course for Leadership & Management Certificate Program.

See website for more information: [http://www.uvm.edu/vbc/growth\\_strategies/](http://www.uvm.edu/vbc/growth_strategies/)

Plan to attend the **Staff Council meeting on June 3rd, 2008** to

### **Meet the Candidates**

Running for Staff Council President: *Shari Langlois* and *Beth Walsh*

Running for Staff Council Vice President: *Renee Berteau* and *Jon Reidel*

Detailed candidate information may also be found at [www.uvm.edu/~stffcncl](http://www.uvm.edu/~stffcncl)  
(click on the candidate's name to access their campaign information)

Staff Council meetings are open to the campus community and held at the Davis Student Center in the Livak Ballroom (4th floor).



## Staff Council



### June

**Council Meeting**, Tuesday, June 3rd  
12:05 - 1:30 p.m.  
Livak Ballrooms, Davis Student Ctr.

### July

**Council Meeting**, to be announced

(committee meetings are posted at: [www.uvm.edu/~stffcncl](http://www.uvm.edu/~stffcncl))

## Staff Council Election News

Several units and departments are completing their election process for 2008.

Units holding elections include:

**AA/EO** - Affirmative Action/Equal Opportunity

**CEMS** - College of Engineering & Mathematical Sciences

**CALS** - College of Agriculture & Life Sciences

**CAS** - College of Arts & Sciences

**CESS** - College of Education & Social Sciences

**COM** - College of Medicine

**DAR** - Development and Alumni Relations

### LIBRARIES

**VPS&CL** - VP Student & Campus Life

**VPEM** - VP Enrollment Management

**VPF/AFS** - VP Finance, AFS, Bill Ballard

**VPF/UFS** - VP Finance, UFS, Bonnie Cauthon

**VPF/BRM,EBI,OVP** - VP Finance, BRM,EBI,OVP, PROCUREMENT, SUSTAINABILITY, Al Turgeon

If your unit is holding an election, please vote! You will receive a separate ballot to vote for President and Vice President.



*Summer haze on campus.*

## Personals

*Our Best Wishes to:*

**Matthew DeSorgher**, and his wife Jenn for the birth of their daughter, Marie Kathleen DeSorgher on April 10, 2008.

*Our condolences to:*

**Murphy MacLean**, for the loss of her brother-in-law.



## STAFFLINE

*A publication of the*  
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