This new year brings with it a guarded excitement about a year of change. Staff members are hopeful that the University of Vermont’s new future leader will continue to make staff an active partner in decision making. We have been asked to be present at the table for important discussions, and we hope that staff involvement in the early stages of planning will result in staff knowing that we have all contributed to making the University the best that it can be. The spring semester has begun with our involvement in many efforts including:

- **Strategic Initiatives Planning** – Provost Knodell invited all Staff Council Representatives, committee participants, and appointed Representatives to a SIP “Café” discussion where staff provided input and feedback on the five areas of focus in this process. We were able to voice concerns, offer ideas, express fears, and better understand the goals in these efforts.

- **Presidential Search** – The Staff Council Executive Board interviewed all potential presidential candidates and provided feedback on these individuals. We look forward to our new leadership and we have been impressed with the aggressive schedule that the Presidential Search Committee has kept to ensure that a new President is in place for July 2012.

- **Post-Retirement Medical Benefits** – How the change in PRMB’s will affect each of us has become a personal discovery for every UVM employee. While we understand this was a necessary change to improve UVM and its long term financial stability, for some it is still a difficult change to embrace. We are pleased that the efforts of the Council helped to increase transparency and assisted in opening up the dialogue around this issue, and that those staff members who are near retirement age have been provided ample time to make a decision about their futures.

- **Salary Increases** – Our financial leaders have gone out on a limb to indicate that they are working with a 2% estimate for increases for July 2012. While many families are still struggling to make ends meet as we have fallen behind the pace of inflation, we appreciate that the administration is making staff salary increases a priority in the new fiscal year. Our Compensation, Benefits, and Budget Committee remains engaged with matters concerning the budget and will continue to meet regularly with Richard Cate, Vice President for Finance and Administration, to express staff concerns and stay apprised of changes to the proposed FY13 budget.

Interim President John Bramley has brought together the university community like I never would have expected from an interim leader. From making sure that everyone is engaged in these many efforts, to hosting a holiday party bringing staff and faculty together, he is a true team-builder. I cannot imagine another individual who could have led this university better during this past difficult year. He has eased our fears, connected us throughout the state, kept important initiatives moving forward, and provided the calm leadership that was needed, and is appreciated. We hope that he will always remain connected to the University, and we thank him for being an advocate of the staff here today.
Staff Council President Ida Russin

Comments to the Board of Trustees, Committee of the Whole, Friday, February 3, 2012

Thank you President Bramley, Provost Knodell, Chair Rob Cioffi, and Trustees. I am pleased at how much input Staff, Faculty and Students have had regarding the hiring of the new President of the University. It’s obvious by the quality of the candidates that the University of Vermont is viewed as a strong and well respected institution. It’s clear our leaders have made some good decisions to allow us to be sound and stable in this difficult economy. The Board and Presidential Search Committee now hold a great responsibility in making the final selection. We need a President whose actions will be transparent, who will be a clear, consistent, and constant communicator. We need someone who engages the entire University community in making decisions, and we need an individual who through words and actions builds trust and confidence for all of Vermont, its people and its businesses.

As my report has indicated, Staff Council is proud to have participated in the Presidential Search process, provided feedback for the Provost’s Strategic Initiatives Plan, and engaged in conversations with University leaders regarding salary increases. It has been our objective to help administrators know that staff and Staff Council are a valuable resource with a unique perspective that can greatly assist with planning, directing and executing initiatives and change at UVM. We feel that we’ve continued to be successful in these efforts. Staff know the details of processes throughout the university, whether it be paying an invoice, managing a student’s financial aid, routing grant money appropriately, or creating the registration schedules to name a few. Understanding what works well and what could be improved really does lie in knowing the details from those who do the day to day work.

In a communication to the non-represented staff before the winter break, Vice President for Finance and Administration, Richard Cate indicated and I quote “staff will receive a 2% increase in FY 2013.” While we understand that the budget is still a work in progress, we are appreciative of this promise. For those employees who have not received an increase in 3 years, this is a welcomed development and for those who went without an increase in FY 2012, we can look forward to being able to better meet the rising costs of living.

Thank you for your continued support of the staff at the University of Vermont.
Staff Council Reports
Board of Trustees February 3, 2012
Staff Representative Comments and Committee Summaries

Audit Committee

The Audit Committee met on Monday November 14, 2011

Chief Internal Auditor Update

Chief Internal Auditor, William Harrison reported on the status of work that is occurring in the Office of Audit Services. He noted the two audits that are in process: (i) Gift Expenses and (ii) Presidential Search Committee Expenses. The Office continues its education and outreach services and presented a Human Resource Services Learning Series workshop on fraud and internal controls. The Office is required to establish and maintain a system to monitor the results communicated to management following an audit. Mr. Harrison reported on the follow up work with management in respect to corrective actions on the previous audits to ensure that management actions have been effectively implemented.

Chief Compliance And Privacy Officer Update

Chief Compliance Officer, Ms. Anna Drummond, updated the Committee on the FY12 Compliance Work Plan. The Compliance Office is engaged in two areas across campus: privacy, information security and data retention; and laboratory safety and environmental practices. Ms. Drummond reported that President Bramley had signed the interim Privacy Policy. In the area of laboratory safety, Ms. Drummond provided a summary of the Office’s work following the release of its assessment of the Cook Physical Sciences Building. She was happy to report a Request of Proposal for renovations to the Cook Physical Sciences Building has been issued and will be providing updates on the progress of the recommendations. Ms. Drummond noted that while many of the recommendations related to structural issues, others were behavioral or procedural. The Risk Management Office is responsible for the audits and inspections of the 500 labs across campus. The main goal of these inspections is health and safety. Ms. Drummond noted people working in labs are able to perform self-assessments which are then reviewed by Risk Management. The University has implemented the Laboratory Safety Policy drafted by the Work Group on Laboratory Safety.

Ms. Drummond then discussed the work surrounding areas of Program Integrity Rules, Conflict of Interest Rules and Conflicts of Commitments. She has been meeting with offices across campus to present topics that relate to their respective areas. Ms. Drummond reported on the work to date on the “Compliance with Certain Provisions of FLSA” relating to payroll reporting. She explained the rule requires certain employees to enter time worked each day, as well as the requirement that there is consistent documented supervisory approval for each pay period. Mr. Drummond reported the implementation of the requirement is on-track to roll out with the first payroll in January 2012.

Committee members then expressed concern about the lack of strong confidence in protection of whistleblowers. Ms. Drummond reminded the Committee that it takes several years to create the “culture of compliance” which involves training and communicating the university community. Ms. Drummond then discussed the exit interviews and noted the Office has begun to interview departing employees who have held positions with significant compliance issues. The aim is to determine if an employee is departing because of compliance issues as well as any significant compliance concerns the departing employee may have. The Office of Compliance Services is available for consultations upon request and has created a Compliance Education Work Group.

The Committee discussed compliance performance within the performance evaluation process as well as the role of supervisors in assessing and providing employees’ compliance awareness and training.

Information Security Officer Update

Chief Information Security Officer, Dean Williams, reported the interim Information Security Policy has been signed by Interim President John Bramley. He also was happy to report that people are reaching out to him to provide education.
across campus. Mr. Williams is planning to bring a speaker on campus in February to discuss social networking. He also discussed his team’s work in helping merchants comply with Payment Card Industry Data Security Standard requirements and his team is also part of a group helping Conference and Event Services implement a new event management system.

**Presentation of the FY 2011 Financial Report**

Our auditors, KPMG, presented the FY 2011 Financial Report and the results of the audit. KPMG indicated that no significant deficiencies were found. The Audit Committee appreciates any recommendations that KPMG makes to assist the university in ensuring that proper controls, policies and procedures are in place in regards to financial activity on campus.

The Audit Committee voted to accept and recommend to the Board of Trustees for acceptance the FY 2011 Audited Financial Statements.

**Enterprise Risk Management (ERM) Update**

Mr. Al Turgeon, Senior Strategist for Enterprise Risk Management, reported on the activity for Enterprise Risk Management (ERM). Interviews with Deans and Vice Presidents is substantially complete; which will identify the inventory of risks and opportunities. This inventory includes financial, operational, strategic, health/safety/legal liability, human capital, and compliance. Mr. Turgeon noted that a draft guide on how to conduct a risk assessment has been developed and is now being tested. He reported that the ERM program has begun to do outreach work. He also noted that all the academic representatives have been named to the ERM advisory committee and the structure for advancing ERM further is in place.

The Audit Committee’s next scheduled meeting is Thursday February 2, 2012.

Respectfully Submitted,

Marie Tiemann, University Financial Services
Staff Representative on the Audit Committee

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**Committee on Budget, Finance, and Investment (BFI)**

The BFI committee met on Friday, February 3, 2012.

The Committee received an update on the status of the FY 12 budget with both revenues and expenses on target.

**FY 2013 Key Budget Assumptions**

- 3.5% tuition increase and an average 3.5% fee increase
- 2% salary increase for non-represented staff (matches increases in recent union contracts)
- Level state appropriation (per Governor’s proposal)

**Revolving Loan Fund for Energy Improvements**

A resolution approving the creation of a $13 million revolving loan fund targeted towards energy improvements was approved. This will allow the University to target energy-related capital improvements with an expected payback period of seven years or less. The $13 million will come from the University’s cash account with the savings from the projects used to replenish the fund.
Committee on Educational Policy and Institutional Resources (EPIR)

On February 3, 2012 the Educational Policies and Institutional Resources (EPIR) Committee was called to order by Chair Donna Sweaney.

Provost Jane Knodell reported that since the last meeting, the Strategic Initiatives Project (SIP) has provided a number of opportunities for campus engagement (open Q&As, presentations, luncheons etc.) to share information about their work and to solicit ideas, opinions and guidance. She noted that they have made reasonable progress, but need to revise their timeline. Her report outlined the steps in the process currently underway.

The five teams, Diversity & Internationalization, TRI & Research, Student Success & Satisfaction/General Education, Net Revenue Enhancement, and Cost Structure & Productivity Improvement (CSPI), are currently in the proposal phase. While four of the teams are nearing the end of this phase, CSPI will continue the proposal phase through Spring Semester. Draft proposals will then move to the comment phase during which the entire community will have the opportunity to review and comment on individual proposals as well as provide feedback related to their overall prioritization (note: there is no commitment to fund any particular proposal at this phase) The representatives noted that there is continual mention of campus engagement and the importance of input from staff and faculty. This input will be particularly crucial in coming months to the work of the CSPI team, who will be looking at reducing costs by redesigning work processes, seeking opportunities to reorganize units, functions and activities, and create a more effective use of restricted funds, while also identifying key metrics.

After the comment phase has concluded, proposals will move to the decision/funding phase, which will include determining which revenue-generating and cost reduction/resource reallocation opportunities will be implemented. This phase will identify which proposals should be funded, and at what levels. Finally, each action will move to the implementation phase.

Closely tied to the SIP are the efforts to increase international undergraduate enrollment (International Enrollment Strategy). The newly formed Working Group reviewed four models by which UVM could approach increasing international enrollment: establish a pathways program with multiple vendors; establish a pathways program with an exclusive outside vendor; grow slowly, relying solely on direct admissions and traditional recruitment efforts; or cease efforts altogether. An internal risk assessment associated with these four enrollment strategies was conducted by evaluating the risks and opportunities presented by each as evaluated against the nine institutional objectives for international enrollment:

Institutional Objectives for International Enrollment

1. Supports an increased and diverse international enrollment at UVM with a reasonable and meaningful plan
2. Advances UVM’s internationalization broadly
3. Has support, engagement, and buy-in from the UVM community
4. Provides adequate academic preparation and cultural transition/integration
5. Minimizes reputational risk
6. Provides quality assurance
7. Complexity of implementation is within UVM’s capacity
8. Supports domestic diversity efforts
9. Generates new net revenue by year 5

Analysis of the risk assessment should conclude by March, with a recommended course of action for the May Board of Trustees meeting. A major concern, echoed by all constituent groups (staff, faculty, students, alumni representatives & trustees) is campus readiness for an increase in international enrollment – specifically in the area of training. There have been a number of requests for the creation and funding of professional development and training opportunities so staff and faculty may better serve these students. Both Provost Knodell and VP Lucier have acknowledged this need, but have made no commitments.

Reports to the Committee:

Wanda Heading-Grant, Chief Diversity Officer, presented the results of the 2011 Campus Climate Survey. She notes that this is the first step towards achieving a diverse and globally aware university community. The report indicates a high level of overall satisfaction with UVM and inclusivity on campus among staff, students and faculty. Most people surveyed felt that they are treated with respect, and few reported having been sexually harassed during the past year. Experiences of bias, discrimination and disparaging comments vary by category. Although reported incidents are low, survey findings show that the prevalence of these occurrences is twice as high for those staff, faculty and students identifying as part of an under-represented group (ie non-white, LGBT). Dr. Heading-Grant makes the following recommendations as next steps: conduct focus groups, provide professional development and training, and develop benchmarking.

Mara Saule, Dean of Libraries and Learning Resources gave an overview of UVM’s academic technology planning process. She notes three objectives: Research Collaboration Infrastructure; Instructional Technology Infrastructure; and Technology Support and Innovation. Next Steps: Analyze implementation approaches and required resources for priorities in each of the above mentioned categories so the process may move forward.

Domenico Grasso, Vice President for Research and Dean of the Graduate College, announced the consolidation of five PhD programs within the College of Medicine into a single doctorate program that will span multiple colleges to be called Cellular, Molecular and Biomedical Sciences. The name change request will go before the Board in the Spring.

The Committee approved the creation of a cross-college Master of Science Program in Food Systems, and the naming of the outdoor track and field faculty to “The Frank H. Livak ‘41 Track and Field Facility”

Respectfully Submitted,

Amanda McIntire, Human Resource Services
Lesley Boucher, Dana Medical Library

Staff Representatives to the EPIR Committee