The fall semester seemed to fly by and the Staff Council’s momentum on several initiatives has kept up with that pace. Since our last report to the Board we focused on some significant projects which will allow us to better meet the goal in our mission statement of “seeking out and responding to (staff) ideas and concerns.” An Ad Hoc Committee was formed to create a survey that will go out to staff in 2011. The group met weekly and produced great results in a short period of time. They consulted with the full Staff Council, Human Resource Services, and the Institutional Research Office. We hope to have a good solid survey that can be used long term to provide metrics for Staff Council and its future leaders.

The second large project undertaken has been to examine the efficacy of the current eight Standing Committees of Staff Council. The Staff Council Executive Board’s recommendation of restructuring down to four or five committees was met with enthusiastic support from the full Council. This spring we will finalize these changes and bring them back to the full Council for approval. We hope the restructure will better define each group’s focus, spread the work out a bit more evenly and eliminate overlapping areas.

Other fall activities included:

- Continued discussions with administration on the impact, timing and decision making in the Post-Retirement Medical Benefits issue
- Supported major efforts from the Salary & Budget Committee to gain a better understanding UVM’s budget planning in order to provide an educated and budget-sensitive salary raise pool increase recommendation
- Organized another wonderful and successful Holiday Bazaar by the Social Committee, which showcased the many artisans from our university community, and raised some funds for future Staff Council sponsored events
- Hosted President Fogel at a full Council meeting to discuss various items, including the meaning of The Foundation and what the Foundation means to the University
- Hosted members of the General Education committee at a full Council meeting to help staff understand the principles behind general education and the work by administration to establish that framework
- Concluded, with advice from administration, that we currently do not have the resources for a staff mentorship program at this point in time
- Established a quarterly meeting with Human Resource Services Leadership to streamline requests made to Human Resource Services, as we work so closely together in many efforts
- Completed training of new Staff Advocates who play an important role in the Staff Grievance Procedure administered by HRS

We look forward to a productive spring semester and appreciate the continued support of the Board of Trustees and UVM Administrators in our efforts to continue to make UVM a great place to work. I will plan to present information and answer questions on our salary raise pool increase recommendation.
Staff Council Reports  
Board of Trustees February 4, 2011  
Staff Representative Comments and Committee Summaries

Audit Committee

The Audit Committee met on Thursday, February 3, 2011.

Chief Internal Auditor William Harrison provided an update on the internal audit activity. He reported great progress is being made on all of the current audits taking place in three departments. Mr. Harrison noted that each of the audit reports for the Print & Mail Center, the CATcard Office and Athletic Ticket Sales will be presented separately as each are completed.

Chief Compliance Officer Anna Drummond reported on the work detail in the Office of Compliance Services. She noted the Office has continued its work with both the Effort Management and Reporting Subcommittee and with the Implementation Team for the new software associated with effort management and reporting. The Office has worked to collect an inventory of existing data on campus and then conducted workshops as part of the inventorying process. The purpose of the workshops was to provide attendees from the 40 different departments with a background of privacy regulatory issues, define key privacy concepts and provide a framework for record retention. The exercise in the workshop included identifying what data exists, where and how this data resides in each department, who is responsible for safeguarding it, and how it is accessed. A more defined process is being implemented to work through privacy incidents on campus. The Compliance Office is also addressing laboratory safety in relation to safety issues and is engaging faculty, staff and the administration in the process.

Ms. Drummond explained that the Office is continuing to provide outreach services to the University community by speaking to various groups on campus. She discussed the communication avenues in place to promote the Code of Business Conduct and Ethics and Compliance Reporting and Helpline. This year, the communication also provided a link to the Office of Compliance Services website and the electronic flip brochure on the Code of Business Conduct on the Ethics and Compliance Reporting and Helpline. Ms. Drummond also reported that the Office is also reviewing the University’s policies and assessing ways that policies can be more effective and useful to the community.

Renee Bourget-Place, of KPMG, then reported on the Audit Reports for the National Collegiate Athletic Association and the Student Financial Aid Cluster. Unqualified (or clean) opinions have been issued for both areas. She further noted that it is likely for the University to be classified as a low risk auditee in the future.

Conflict of Interest and Temporary Employee Internal Audits

Chief Internal Auditor William Harrison explained that internal audit generally follow up with management on the status of its proposed corrective action approximately six months after a final report is issued. He provided a summary of each audit. Associate Vice President for Human Resource Services Barbara Johnson provided an update on the status of their corrective actions in respect to temporary employees. A new policy and revised Temporary Hiring form have been drafted.

Vice President for Executive Operations and Chief of Staff Gary Derr discussed the conflicts of interest findings and noted continuing work to identify all Officers of the Administration. Work is being done to revise wording in the Conflict of Interest Policy so that the Policy clearly identifies who should be completing the Conflict of Interest form.

Financial Operations Manual

University Controller Claire Burlingham reported on the status of the Financial Operations Manual. She began by thanking Tara Messier from Learning Services for her work on the training strategy for the Financial Operations Manual. The Manual has been completed with the Business Service Center, Grant and Contract Accounting, Enterprise Risk Management sections under development. Online and classroom training began the week of February 7th. Ms.
Burlingham concluded by providing a brief overview of the online version of the Manual submitted to the Committee and available through the Division of Finance and Enterprise Services website.

Vice President Richard Cate informed the committee that the search for the Information Security Officer is ongoing. He also reported that work continues to commence on the External Risk Management Program and a more complete update will be forthcoming at the April Audit Committee meeting.

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

Committee on Budget, Finance, and Investment (BFI)

While the spirit of February's Budget, Finance and Investment Committee meeting was much less somber and much more confident than recent meetings (we met following wonderful faculty presentations, set before the backdrop of a rebounded endowment, strongly buoyed by the market's 2010 turnaround), still there are many tough questions before the Committee—and the Board—questions that will not easily be answered. If there were easy cuts to the budget, they have been made . . . yet revenue is still too low and expenses are still too high. How much more can we cut? Where are the untapped revenue sources? Who will make the difficult decisions? When? . . . And the high cost of tuition —how much more will the market bear? Where is the ceiling and what do we do if we reach it? How much more money will the State rescind? What of the new foundation—how much will it help? . . . how soon? How do we find the resources to focus and excel? What of our growing problem with deferred maintenance? How much longer can we put band-aids on buildings? And the question that wasn't really discussed openly: what of post-retirement medical benefits? These are exciting days, filled with plenty of challenge . . . difficult questions—no easy answers . . . but overall, I thought, the Committee meeting was characterized by a quiet sense of confidence that we are on the right road and we can handle this.

Respectfully Submitted,
Rodman W. Cory, Human Resource Services
Christine D. Ardell, Student Financial Services
Staff Representatives to the BFI Committee

Committee on Educational Policy and Institutional Resources (EPIR)

On February 4th, 2011, EPIR (Educational Policies and Institutional Resources) convened to discuss a variety of topics in its purview. Provost Knodell presented her report, continuing the conversation on internationalization on campus, and touching upon topics of particular concern to SGA; Priority Registration and Publishable Course Evaluations, implementation of the TRI and Academic Quality review. While some accommodations have been made based on discussions with SGA (such as enhanced course descriptions, and the posting of syllabi prior to registration) conversations continue particularly regarding Publishable Evaluations and Academic Quality review.

EPIR was introduced to the new VP for Development and Alumni Relations, O. Richard Bundy who comes to UVM from Iowa State University where he was an integral part of their successful $800 million campaign. VP Bundy notes an enormous capacity for increasing fund-raising over the next several years. His vision includes reintegrating major gift officers and sees the new Alumni house as a “living room” for graduates where they can always “come home” to UVM & a place where UVM can permanently display some of its rich history. He will prepare a report for the Board’s next meeting.

EPIR voted to approve a Certificate of Graduate Study in Sustainable Transportation and Mobility.
Associate Provost Brian Reed provided an update on General Education. He and the Joint Committee on General Education have been working hard to engage various stakeholders on campus. The focus continues to be on learning outcomes rather than credits and with the goal of having Gen Ed embraced by the faculty through participations including an interactive curriculum development process. Associate Provost Reed and the Committee learned that academic units didn’t know what other areas were doing, and faculty were questioning the value of Gen Ed. Currently, he is seeking input and is targeting for approval of proposal by the end of the semester. The intent is to present it as such to the BOT in May.

Vice President Dominico Grasso presented a report on the Quality of the Graduate Student Experience per the request of EPIR. VP Grasso outlined a breakdown of our Graduate students, and noted that UVM has had marked improvement in many areas that the National Research Council uses to measure graduate programs, such as number of faculty receiving awards, research grants and faculty publications. It was noted that a rich graduate community has a positive impact on the quality of the undergraduate experience.

Several EPIR Trustees retired this term, including Chair Claire Ayer, Adam Roof, Frank Cioffi and Johannah Leddy Donovan. All were honored at the Retiring Trustees dinner. Shari Langlois, Staff Representative will also be leaving EPIR. Replacements have yet to be announced. Thank you for your service Shari!

Respectfully Submitted,

Amanda McIntire, Human Resource Services
Shari Langlois, Risk Management

Staff Representatives to the EPIR Committee