Since my last report to the Board, the Staff Council held its annual Holiday Bazaar and Food Drive in early December which was a huge success. This event is the largest put on by Staff Council and recognizes the craftsmanship and artistic talents of our community. The proceeds from a raffle and bake sale at the event helps to support the Staff Council Community Service Award program and defray the costs of Staff Council sponsored social events and activities as well as discounts offered to staff. With a combined donation of non-perishable food and cash contributions, we donated 651 lbs. of food to the Chittenden Emergency Food Shelf. This broke all previous records by over 300 lbs. of food. For their efforts in organizing this event, the Staff Council Social Committee received a Certificate of Recognition from the Chittenden Emergency Food Shelf.

A highlight of the fall semester is the December Commencement, and as Staff Council President, I was honored to represent staff at this year’s ceremony. The event was moving and inspirational and one could not help but feel pride in this institution. Participating in University academic ceremonies serves as a reminder to all of us as to why we’re here, and it is the service which UVM staff provides that contributes the success of our students and the entire UVM community.

Also in early December, the Staff Council Executive Board participated in the Interim Provost Search interviews. Although we were pleased to be included in the interviews, we were disappointed not to have had staff representation on the Interim Provost Advisory Committee. The Staff Council had received numerous inquiries as to why a staff member was not part of that group, particularly since three out of the four governance groups were represented. We consulted the University and University Officers’ Manual and learned that only full search committees are addressed in the manual (202.2.3), not advisory committees. We did inform the Chair of the Advisory Committee that we would have appreciated staff being given consideration to participate. While we have now been asked by President Sullivan to provide a list of staff nominations for membership on the Provost Search Committee, it is our intention going forward to encourage a thorough review and update of this document as it does not reflect changes or developments at the University (e.g., Graduate Student Senate is not even referenced), and uses gender specific language which should be removed to be aligned with UVM’s efforts to be a welcoming institution to all gender identities.

We look forward to an exciting and productive spring semester.
Good morning President Sullivan, Interim Provost Low, Chair Cioffi, and Trustees. I am pleased to present my second report to you as President of UVM’s Staff Council.

Yesterday, Staff Council leadership and members of the Staff Council Compensation, Benefits and Budget Committee met with Vice President Richard Cate concerning the FY14 Budget shortfall. We had been hearing rumors about budget cuts and what impact this would have on staff. Understandably, staff began to express concern about their positions at the University as the Deans started informing their faculty and staff of the news that the FY 14 base expenditure budget must be reduced by $5 million in order to balance the budget. As the Deans were directed to commence the budget process, staff in their units began to share what they heard and knew with other staff outside their units who had yet to receive any notification of the shortfall. Needless to say, this was not the kind of communication process that Staff Council has been continually striving to improve. Our meeting yesterday morning with Vice President Cate was the first opportunity to hear the facts and ask questions. I applaud Vice President Cate for reaching out to staff through Staff Council to include our voices and perspectives. His candor, directness, and professionalism in sharing this news was greatly appreciated and highlights the administration’s efforts to be transparent and the recognition of staff’s significant role at UVM.

Following this meeting, the Staff Council leadership then met with President Sullivan for the first of three quarterly meetings we have scheduled for this semester. Ripe with information from our meeting with Vice President Cate, we naturally began our discussion with the President around the budget situation. One of our main concerns was the lack of university-wide communication when we knew that the academic units were already at work on their budgets. President Sullivan understood our concern and explained the process for communicating the budget information to the rest of the University community was through Deans and Vice Presidents who were being empowered to address these shortfalls through transparent and collaborative efforts among their own staff and faculty.

Although those of us who attended this meeting are now better informed, we cannot emphasize enough the importance of clear and timely communication to the entire UVM community so that everyone is informed about the challenges, opportunities, and successes of our institution. While the dissemination of information on these budget issues was not perfect and caused some unease among staff, we feel confident that the level of accountability and transparency is at the heart of this communication process. It is our intention to work with the University administration in ensuring that future communication and the process required to address these shortfalls remains transparent.
We can dwell on the bad news, but I find it beneficial to balance the difficult issues with the positive efforts that we on the Staff Council are making. For example, the Compensation, Benefits and Budget Committee has formed three work groups to tackle the issues of parental leave and nursing mothers stations on campus, access to tuition remission for staff, and understanding the University budget. The Outreach, Assessment and University Engagement Committee is working on a comprehensive staff survey which helps Staff Council’s awareness of staff needs and concerns. The Personal and Professional Development & Occupational Environment Committee is continuing its work on a tracking system for performance appraisals in the People Admin software program; and the Social Committee has created many opportunities for the campus community to take advantage of discount ski vouchers and events such as a bus trip to Boston in March. We will also be hosting our first Town meeting at UVMs annual staff professional development day known as edu@uvm in early March and have organized another workshop titled “Taking Classes while Working at UVM” in collaboration with Continuing Education to help staff find out how they can better themselves through educational opportunities available at the University while balancing their personal and professional responsibilities.

In conclusion, the Staff Council will continue its efforts to reach out to find ways to collaborate and support the work of University leaders, departments, and organizations with events, initiatives, and change; and to help build strong working relationships that have enabled staff and Staff Council to play a more active role in important discussions at UVM.

I am happy to address any questions you may have at this time.
Audit Committee
The Audit Committee met on February 7, 2013. The Committee received and reviewed the reports provided by the Chief Internal Auditor, the Chief Compliance Officer, Chief Information Officer, Information Security Officer and Vice President of Finance & Administration. KPMG presented the audit work plan for the upcoming annual audit and reported on the FY2012 audits.

“The Audit Committee is responsible for overseeing the quality and integrity of the University’s financial statements, ensuring institutional compliance with mandatory auditing standards, and evaluating institutional systems of risk assessment and internal controls.” (UVM website)

On November 12, 2012, the Audit Committee unanimously approved the Administration’s proposal to restructure the compliance function to report directly to the Chief Internal Auditor and to have access and present reports and updates through the Chief Internal Auditor to the Board Audit Committee. The Internal Audit (IA) Office is currently addressing the restructuring and design of a working relationship model to present to the Committee at the April meeting.

Chief Internal Auditor Update
William Harrison, Chief Internal Auditor, provided a status report on the completed internal audits which included the follow up recommendations for corrective actions and management’s responses. Mr. Harrison directed the members to the exhibit tables in the report that address the status of the recommendations and the follow up meetings with management. This report is available for viewing on the website. The Committee engaged in discussion surrounding the Departmental Expenses and Travel Expense & Catering Services recommendations. Vice President for Finance & Administration Richard Cate addressed the recommendations relating to travel and PurCard expenses. He noted that there are limitations of travel preapproval and employee-liability travel credit cards. He further noted that the implementation of the new PurCard system would provide the University a better means of observing and controlling travel expenditures. Controller Claire Burlingham commented on the new travel policy in place requiring original itemized receipts for travel reimbursements. This control is in place to prevent duplicate payments of travel expenses. Ms. Burlingham further noted that the new PurCard system would allow certain merchant codes to be turned on and off to prevent misuse. These measures are in place to help reduce risk. Mr. Harrison concluded his report by stating that when management decides not to implement a recommendation, then management accepts the risk involved and the recommendations are removed from the audit follow list.

Staff Representative Marie Tiemann addressed the committee on behalf of staff concerns regarding the Audit Quality Survey sent to a group/division/office following an internal audit. The surveys are sent from the IA Office and address topics surrounding the quality of service of
the internal audit. Ms. Tiemann explained that staff members are concerned about the process of the surveys being returned directly to the Internal Audit Office in regards to transparency and suggested that the survey be processed in a similar manner as the faculty evaluations. Mr. Harrison mentioned that he will consider an independent way of gathering the information on performance and assess processes. Chair Mark Young expressed his consideration and his willingness to accept anonymous evaluations because of the value this type of feedback brings to the University.

Note: Following the Audit Committee Meeting, Mr. Harrison met with Ms. Tiemann and Staff Council Administrator Jeff Bukowski to get a better understanding of the concern. He explained that the survey/evaluation is sent to a particular office at a given time following the audit and he mentioned that this process is a common practice in the internal audit field. Mr. Harrison wants to create a culture in which people can provide constructive criticism, so that the Internal Audit Office can continue to make enhancements to their procedures. He also noted that he is most willing to meet with people who do have concerns surrounding the audit or the survey, but because the survey only goes to a small number of people after each process, the concerns about anonymity are unavoidable.

**Chief Compliance Officer and Privacy Officer Updates**

Chief Compliance Officer Anna Drummond reported to the Committee on recent activities conducted by the Office of Compliance. Ms. Drummond reported that Kim Howard, director of the Office of International Education (OIE), engaged the office’s services to assist the OIE in meeting its compliance responsibilities with respect to immigration issues. Immigration compliance has become very important as a consequence of increased governmental interest in foreign students/visitors after September 11, 2001. Governmental oversight and enforcement in this area has also increased. The University has approximately 500 foreign individuals on campus through various programs, and the ramification for noncompliance could be suspension or cessation of these programs with resulting logistical and reputational risk, as well as potential enforcement against University officials.

The assessment centered primarily on J-1 classification of visitors that include students (undergraduate, graduate and non-degree), short- and long-term scholars, professors, researchers and specialists. The work consisted of reviewing the J-1 program activities for the sponsor level general requirements (UVM is the program sponsor), as well as the individual requirements specific to the visitors UVM is approved to sponsor and that are currently active. The Compliance Office reviewed the OIE general practices, including its software, I-Office, and its use of the government’s Student and Exchange Visitor Program (SEVIS) system. The compliance work entails reviewing the specific regulatory requirements and OIE’s related internal controls to meet compliance. Through this process and working together with OIE staff, the Office jointly identified a number of compliance enhancements that would provide greater compliance assurance for several requirements.
Ms. Drummond then reported on the response to the compliance awareness survey emailed to 3,684 permanent employees on October 10, 2012. The survey achieved a response rate of 38%. The purpose of the survey is to gauge the awareness of the Office of Compliant Services, the Code of Business Conduct, University policies, and the Ethics and Compliance Reporting and Help Line. Ms. Drummond commented on what is meant by a “culture of compliance” and its importance. She quoted an expert as saying a culture of compliance is an environment in which people strive to “do the right things whether somebody is looking or not.” She further explained that a culture of compliance is important because: (i) an organization with a strong culture of compliance is a better, more effective and efficient work place; (ii) the federal sentencing guidelines take into account whether an organization has an effective compliance program, including its culture of compliance; and (iii) the University is audited for its compliance culture. Ms. Drummond reported on the most recent survey results demonstrated in exhibits provided in the report. The results indicate that awareness has improved, although faculty, when measured separately, demonstrated less awareness than management and staff. She noted some of the comments that were received which revealed that: employees in different groups are held to different standards, concern about retaliation, and the lack of a single compliance culture at the University. She also noted that a link was provided to the participants to President Sullivan’s message on the role of the Office of Compliance and compliance and ethics, generally. Ms. Drummond concluded her report by noting her work and availability in providing consultations on compliance issues and conducting exit interviews.

**Information Security Officer and Chief Information Officer Updates**

Information Security Officer (ISO) Dean Williams provided a summary of the work in his Office since the last meeting. He reported that the Information Security Operations Team continues to contribute to the security assessment and penetration testing of the PeopleSoft system. The ISO Team is working in collaboration with David Todd on this project. Mr. Todd has been authorized to obtain a Request for Quotation to solicit bids for a vendor to perform external penetration testing. He provided a work plan to the Committee surrounding the testing.

Mr. Williams noted the educational opportunities that have been provided through seminars to promote information security awareness at the University. He then noted the team’s work with the Controller’s Office and helping merchants comply with Payment Card Industry Data Security Standard Requirements (PCI DSS).

**Presentation by KPMG**

Ms. Renee Bourget-Place, from KPMG, provided reports on the annual Circular A-133 Audit Report, which covers Sponsored Project and Grants. The auditors issued a clean audit report with no material weaknesses. Ms. Bourget-Place then presented the National Collegiate Athletic Association Agreed-Upon Procedures (NCAA AUP) Report. She noted that NCAA regulations contain specific minimum agreed-upon procedures for revenues, expenses, and internal controls. KPMG reported that they did not find any areas requiring any adjustments. Ms. Bourget-Place
then moved on to present the annual external audit plan for FY 2013. The Audit Committee approved the retention of KPMG as the audit firm for FY 2013.

**Chief Financial Officer and Controller Update**

Vice President Cate provided an update on the status of laboratory safety. Mr. Cate directed the members to the exhibits provided, which indicated the areas of improvement, including tracking training in PeopleSoft, awareness of required training, chemical storage, and fume hood maintenance. He explained that issues are resolved as they arise; however, some issues will not be completely resolved without renovations. He commented on the need to renovate the Cook Physical Building and how renovations would align what the University needs academically to be proactive in safety. Mr. Cate confirmed for Chair Young that laboratory safety was part of deferred maintenance and will be addressed at upcoming Board meetings. Ms. Drummond noted that the Cook Building has been moved from number seven to number one on the Capital Projects list.

Controller Claire Burlingham reported to the Committee on the PurCard Program review performed by Grant Thornton. Ms. Burlingham noted that her team will be reviewing and prioritizing the recommendations in the PurCard Program Review. Currently, a new banking card vendor will be employed to implement the PurCard Program. She noted the new program will offer more robust reporting tools, easier access to data, and better integration between PeopleSoft and the PurCard system. New cards will be issued in April or May of this year. Additionally, individual card holders’ limits will be lowered when the new cards are issued.

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 February 8, 2013. The meeting agenda included:

- A discussion of FY 2014 tuition and fees
- A discussion of the FY 2014 budget including key assumptions

**FY 2014 Tuition and Fees:**

- Overall, the cost of attendance for both in-state and out-of-state students will increase no more than 3%
- FY 2014 tuition will not grow more than 2.9%
FY 2014 Budget:

- The FY 2014 budget originally had a $13.5 million shortfall
- As of February 8, an additional $5 million must be cut from the base budget to balance the FY 2014 budget
- The budget decision-making process will be in alignment with strategic priorities and provide for transparently engaging members of affected units in the process, including a written plan for communication
- Academic units will be required to cut 1.1%, administrative units will cut 4.7%
- Faculty Representative to the Budget, Finance and Investment Committee, Albert Joy noted that staff support enables faculty success

More information about the FY 2014 budget process may be found at the President’s Office web site

Respectfully Submitted,

Tobey Clark, Director IMF/TSP
Eric J. Hoefel, Business Process Reengineering Team
Staff Representatives to the BFI Committee

Committee on Educational Policy and Institutional Resources (EPIR)

On February 8, 2013, the Educational Policies and Institutional Resources (EPIR) Committee was called to order by Chair Donna Sweaney. This was Chair Sweaney’s final meeting as Chair and on the Board of Trustees. The meeting convened with approval of minutes from the November 7-8 meeting. The report from Interim Provost Robert Low followed.

Provost Report

This was Interim Provost Low’s first EPIR meeting in this role and he outlined his intentions for the duration of his tenure as Interim Provost. This included ‘setting the table’ for the new Provost (the search committee has had its first meeting), and continuing the work started by former Provost Jane Knodell - most notably, creating an evaluative process for academic programs, the general education initiative, distance education, internationalization and envisioning environment. Interim Provost Low shared that a leadership team is being developed to help move distance education forward. He acknowledged UVM’s tight budget situation and affirmed the goal to strive for institutional sustainability, protecting the academy through evolution – ultimately inevitable change. He touched briefly on the creation of a summer semester which would look more like the fall and winter/spring semesters to which we are currently accustomed, and less like the current summer session through Continuing Education.
Dean of the Honors College Abu Rizvi spoke briefly about an undertaking that will work toward creating a career plan for all UVM students in an effort to make them more marketable. EPIR requested he return in May to discuss this further.

Bob Vaughan availed himself to questions (of which there were none) regarding capital planning (the ‘tour’ of the residence halls was held later in the afternoon). Aiken is in the final phase of its renovation.

Cathy Paris, Faculty Senate Curricular Affairs Committee Chair presented three resolutions for approval: creation of Doctor of Nursing Practice Degree, creation of Master of Science Degree in Clinical Leadership and termination of the Canadian Studies major. Questions were raised about the value of the nursing degrees, as well as what would happen to those students currently enrolled in the Canadian Studies program. The Board was assured that the change in the nursing degrees mirrored nationwide trends in nursing education where the bar is being raised on educational requirements for nurses. The Canadian Studies minor will remain, allowing any students pursuing the major to complete their degree. As a result of this discussion, it came to light that there are reciprocity agreements which allow out of state students to pursue degrees at UVM which are not offered at their local state Universities at in-state tuition rates. Some students have learned how to take advantage of the discounted tuition by enrolling in a program (such as Canadian Studies) and then switching majors prior to graduation to maximize the tuition discount. This meant few students actually ever graduated from the Canadian Studies program. EPIR requested data tracking students’ movement between majors to see if trends emerge.

Chief Diversity Officer Wanda Heading Grant presented the Resolution to Reaffirm the EEO/AAEO in Educational Programs and Activities and Non-Harassment Policies. Dean of Extension Doug Lantange was available for questions arising from the Resolution to Approve 4-H Foundations as Affiliated Organizations. Finally, Chair Sweaney opened the floor to questions or comments on the Resolution to Re-Constitute the UVM/FAHS Affiliation Agreement Work Group as the Work Group on Medical, Nursing and Health Sciences Education and Research. EPIR had no questions on any of the aforementioned and all resolutions were approved. The subcommittee then moved into Executive Session.

EPIR reconvened after lunch and Administrative Counsel Jennifer Papillo answered questions regarding the Proposed Revisions to the Gift Policy. VP for Enrollment Management Chris Lucier and Associate Provost Nunley provided an update on the International Pathways Program. A vendor has been found to help in the recruitment process and the timeline for the first cohort is still on track. EPIR was assured that a plan was being developed to provide training opportunities for staff and faculty to help best support these students and help ensure their success.

Associate Provost Reed, Director of Institutional Research John Ryan and Prof. Jackie Weinstock resumed the discussion on evaluating student learning outcomes. EPIR had heard in previous meetings about last year’s unsuccessful attempt at administering a CLA (Collegiate Learning Assessment) which is designed to measure student outcomes by testing students in certain areas as first years and then again as they graduate. The CLA has since been re-administered with a large enough sampling of students to validate the data. Additionally, a study has been conducted evaluating the Critical Thinking Assessment Test (CTAT) which is a similar kind of testing specifically focused on critical thinking skills. The team is hopeful that this testing method will eventually be implemented at UVM.

EPIR then went into Executive Session.
Noteworthy: This was the final meeting for four EPIR Trustees whom were honored at the retiring Trustee dinner held following the end of the meetings. Chair Sweeney, Vice Chair Jeff Davis, Rep. Jeanette White and Dr. Harry Chen were all honored at the dinner – and all four included mentioning their appreciation for the role of staff in their retirement speeches. Their contribution to UVM, the Board of Trustees and EPIR is immeasurable and they will be sorely missed.

Also: a virtual tour of UVM’s residence halls was presented prior to the final Meeting of the Whole. It was meant to be an actual tour, but was changed due to the inclement weather. Several proposals for the direction of student housing were covered. Funding from private sources would need to be generated in order for any of the projects to be further considered.

Respectfully Submitted,

Amanda McIntire, Human Resources
Lesley Boucher, Dana Medical Library
Staff Representatives to the EPIR Committee