This time last year, Staff Council was preparing to engage staff in the Clerical, Technical and Specialist job classifications and ask them, “What concerns do you have as a staff member at the University of Vermont?”

This year, our Staff Council committees were charged to focus their work on objectives that emerged through that outreach effort, considering the directions identified from our work with Gary Derr and Wanda Heading Grant over the summer. Our committees have each identified the one or two most pressing objectives to engage this year and are being welcomed by our collaborative partners across campus in meeting, outlining the issues, and identifying actions for improvement and resolution. Much of this work will be continuing into the Spring semester and is in beginning stages at this time.

As I write this report to our Board of Trustees in this first week of January, Staff Council is in a place of transition following the vacancy of the Staff Council Administrator position in November and December. We have successfully completed the time and effort commitment of our Annual Holiday Bazaar and Food Drive in December, our largest fundraiser and community service effort of the year.

Staff Council leadership is developing a strategic plan for the upcoming year to conclude current initiatives and engage new objectives identified in the FY2015 staff outreach assessment. In the immediate term, work with our Human Resources, Diversity and Multi-Cultural Affairs (HRDMA) partners will be focused on the rollout of the electronic Staff Performance Appraisal forms and comprehensive training on their use, projected for this semester. We have communicated to the President and HRDMA Staff Council’s hope for linking the improved appraisal process with merit increases. With our partners in the Council of Deans, we will be hoping to discuss Supervisory training and development for staff supervisors. Staff Council’s most important initiatives for supporting staff require a collaborative and iterative process for success, so we are grateful for the continual energy and enthusiasm of our campus partners in making those initiatives a reality.
Staff Council President’s Comments to the Board of Trustees Committee of the Whole  
Friday, February 5, 2016  

Renee Berteau, Staff Council President  

Good morning!  

This will be my next to last report to you as Staff Council President, and for our Board of  
Trustees Chair, Deb McAneny, this will be my final report to you. I want to express my deep  
appreciation for your service to the University of Vermont as Chair, and recognize the strong and  
graceful leadership you have provided. It has been a privilege to have worked with you.  
Staff Council has just approved a Vision Statement for our Council. We’d like to particularly  
applaud the facilitation skills of Tara Messier of Professional Development and Training, who  
worked with the Council through two meetings to help Council members envision our  
involvement with and impact on staff and the UVM community. The Staff Council Vision  
Statement is:  

Staff Council is a representative resource and advocate for positive change for staff at  
UVM through engagement, communication and collaboration with university leadership.  
We strive to build an empowered community and a positive and equitable work  
environment.  

As an update to my January written report on the progress of Staff Performance Appraisals, Staff  
Council has recently learned that the electronic Performance Appraisal system, slated to be  
implemented this Spring, has experienced technical difficulties, and the fixes that are being  
investigated, if they work, won’t be available until perhaps the next academic year. We  
appreciate the continued dedicated effort of the Human Resources, Diversity and Multi-Cultural  
Affairs unit toward the electronic system. They also continue to work long and hard on updating  
the paper form and developing supervisory training on use of the form. But there is currently no  
means of institutional tracking or assurance that all staff receive annual performance appraisals.  
It is difficult to determine if supervisors of staff are meeting President Sullivan’s expectation that  
all staff receive routine, thoughtful and skillful performance appraisals if there is no means to  
assess who is receiving them and who is not.  

Finally, in March, Staff Council will recognize and commemorate our 45th anniversary at the  
University of Vermont. Our Council began in 1971 by then President Edward C. Andrews, the  
20th President of UVM. During this milestone year we primarily wish to celebrate the hundreds  
of representatives who have tirelessly served on the Council and its committees since 1971. Staff  
Council is a volunteer organization, which means that all of the Council members have worked  
in addition to their regular duties to bring about changes that benefit all staff at UVM. Among  
the Council’s many historical accomplishments, I would highlight just a few: the addition of  
dental insurance, the increase in sick leave from 10 days per year to 12 days per year, and the  
foundation of the Staff Emergency Loan Fund to assist staff with interest-free loans in  
emergency situations. These achievements, and others, would not be possible without the  
Council members who give their own time to advocate, strategize, and work on behalf of the
whole staff. We look forward to continuing our collaborative efforts at UVM in this 45th year and in the future.

Thank you, and I would welcome any questions.
Staff Council Reports
Staff Representative Comments and Committee Summaries
Board of Trustees February 5, 2016

The approved consent agenda from this meeting can be located online at http://www.uvm.edu/trustees/resolutions/2016.pdf.

Committee on Budget, Finance and Investment (BFI)

The BFI Committee met on Friday, February 5th, 2016.

Debt service is proportionately lower because of increase in other expenses. When STEM was approved, the debt ratio was approved at 5.4%, but we expect to come in at less than that. It will depend on expenses (most of which comprises salary and benefits). What increases GASB45? 1. Inflation cost (increasing health care costs) 2. Growth in the number of people projected to retire, which increases until we get to 2032, then decreases.

New GASB requirements are in play, but not affecting us this year, which positions UVM well vs. other public institutions. Question about debt ratio vis a vis viability policy, and because UVM has been out of compliance for an extended period, wonders whether ratio should be adjusted.

Amending cash management policy to include liquidity target.

Alumni House – 11.2M total goal, of which 2.1M remains to raise.

Discussion on performance of investments:

In 2015 “no place to hide.” Bad year for all asset classes. 2016 sees worst start of a year in investments and markets. Proportion of bonds and cash has increased, because of concerns about reality of the market. Looking ahead to getting more involved with some of the “undervalued” and “very undervalued” assets as there’s been an element of “throwing baby out with the bathwater.” Perception of fund manager is that UVM is performing well vs. peers. This is thought to be because of a well-diversified hedge fund portfolio. Significant work in putting together management of hedge funds means that these are performing better at balancing investments. References the discipline of regular rebalancing and reinvestments.

SRIAC – met with Gioia (sustainability) on supporting STARS certification effort. SRIAC does not keep formal minutes.

Discussion about clarity and intent of reworded resolution regarding the social lens for investment decisions. Environmental and social considerations are not precluded by the new wording.
Friendly amendment proposed by Trustee Jeff Wilson (see 2/4 email). Jeff speaks to the amendment: what this does will only affect 19% of endowment funds. “I would like to know where the commingled holdings are. It would be helpful to know where that endowment is invested, and give us knowledge about where our money is and we can take action or not.”

Trustee (and member of Investment Subcommittee) Don McCree: “We don’t routinely look at underlying investments and look instead at management style and returns. Wonder how accurate the information would be and how hard this information is to produce.” Chair Daigle: all of us support transparency. What’s the cost, but what’s the benefit of this amendment? Cites “slippery slope” of divesting in anything that anyone could potentially find offensive. Cambridge Partners’ LaRoy Brantley: transparency is at the top of the order to understand how managers make their money. To a certain extent, this information is available. Some managers buy and hold, some turn over frequently, so there may not be most current information available. How much do these companies make up in the investable world? What’s the actionability of this information that might be pertinent to perhaps 1.4% – 2.1% of the holdings?

Chair proposes trying for the ISC meeting that follows the February meeting, and then with that information make a decision about how to proceed.

Don McCree asks people coming across new funds with a focus on socially responsible investing to refer them to BFI/Cambridge.

Library funds: Questions about request for support for capital projects: clarifying that library funds are not monies that would otherwise have been given to other projects. They’re not, and are not counted among cash counted towards liquidity. Votey deferred maintenance to be paid for through the general funds, work to be completed alongside STEM construction, with upgrades of life safety systems, roof, and will support things being done with STEM project. Chair summarizes: earmarking part of P&L for next four years to this project? Yes. Is it true that at Bailey-Howe the addl. sf cost is $732/sf? Only if you’re only calculating it as new construction but extensive renovations of existing footprint are included in cost projections and plans. Students were invited to participate in planning, and their input is driving and will improve student experience here.

IBB: Questions about IBB and unit funding. If units can show that they’re within a short time of programs/units coming together in a balanced budget, Provost might on a one-time basis provide bridge funding.
Committee on Educational Policy and Institutional Resources (EPIR)

On February 5, 2016, the Educational Policies and Institutional Resources (EPIR) subcommittee of the UVM Board of Trustees met for the winter meeting with an ambitious agenda. It is specifically worth noting that during the morning session of the Committee of the Whole, Chair McAneney was recognized for her work on the board and acknowledged it was her final meeting. Vice Chair David Daigle will be her successor as Chair. Cathy Paris was introduced as the new Chair of the Faculty Senate. The morning session of the Committee of the Whole concluded with a lively discussion about divestitures, an issue close to the hearts of many UVM students. The discussion (which reached no conclusion) resulted in the meeting extending an hour over schedule and was to be revisited in the BFI (Budget, Finance and Investment) subcommittee.

The EPIR subcommittee followed the Executive Session. The minutes from the October meeting were approved, and the Provost’s report was taken directly from his Across the Green communication that went out to all faculty, staff and students earlier in the week.

Performance Management Process: Vice-President for Human Resources and Multicultural Affairs (HRDMA) Dr. Wanda Heading-Grant presented the Annual Vice President for Human Resource Services and Multicultural Affairs Report. VP Heading-Grant highlighted the enhanced efforts in the Professional Development and Training unit which recently rebranded and expanded its offerings for both faculty and staff. Dr. Heading-Grant provided an update on the retooling of performance management on campus. Work is almost completed on a new tool and trainings are in the process of being rolled out to engage UVM supervisors in a conversation about best practices in maximizing employee performance. Wanda shared that once again, UVM received the Higher Education Excellent in Diversity (HEED) aware from INSIGHT Into Diversity magazine. She also shared that the President’s leadership team has taken the time to explore climate on campus in the wake of Mizzou. Dr. Heading-Grant shared with the board that while there is still work to do, in many regards we are ahead of our peers since in the early 80s/90s, UVM was Mizzou.

Student Affairs Report: Vice Provost of Student Affairs Annie Stevens and Patience Whitworth presented the Annual Student Affairs Report. In their strategic planning, the Division of Student Affairs is using a results based accountability model. Overarching goals include student health, success and engagement. One highlight is the TREK program is celebrating its 35th year. The program continues to grow in participation and there is a 90% retention rate among first years who complete the program – meaning 90% of first years return to UVM for their sophomore year. Other Divisional highlights included the creation of the Wellness Environment, the Career Hub, comprehensive first year program and more. Vice Provost Stevens also reported that UVM has turned the corner on high risk drinking and we are now closer to the national average after years of being above the national average.

Bob Vaughn, Director of Capital Planning and Management presented the capital projects progress report with a brief overview of the resolutions to be voted on by EPIR (detailed below). Particular focus was given to the need for a new UVM Rescue Facility.
The following resolutions were approved during this session of EPIR:

**Resolution Approving Taft School Renovation (Phase I) Project** – UVM has an 80-year lease with Burlington School District on the building. UVM Art Department will be relocated here.

**Resolution Approving the Bailey/Howe Library Additional Project** – An enclosed bridge connecting the library and the new first-year housing will be added once the residence hall is completed.

**Resolution Approving Votey Hall Infrastructure Deferred Maintenance Project** – Electrical and fire alarm systems will be addressed.

**Resolution Approving UVM Rescue Facility** – A new building will be erected that will replace the existing, inadequate facilities on East Ave. The project will be self-funded by UVM Rescue.

**New degrees and minor:** Following lunch, Cathy Paris, provided her final report as Chair of the Faculty Senate Curricular Affairs committee. The new Chair of the Faculty Senate presented proposals to create a Bachelor of Science Degree in Biomedical Engineering, Bachelor of Science Degree in Data Science, and a Minor in International Politics. All three resolutions will capitalize on current faculty and can draw from existing courses. All were approved.

**Change in College of Medicine Job Titles:** Dean of the College of Medicine Rick Moran and Associate Dean for Faculty Affairs Charlie Irvin presented the resolution to adopt a ‘Faculty Scientist Pathway’ which will ultimately replace the Research Associate title. The Research Associate title has proved problematic in that it is confusing even to those internal to UVM and has proved to be a barrier for faculty in that title when seeking grant funding. Resolution was approved and the College of Medicine Faculty Handbook will be revised to reflect the new title of Faculty Scientist.

**Edit to the University Officer’s Manual:** Provost Rosowsky and Associate Provost for Curricular Affairs Brian Reed presented a resolution to amend the University Officer’s Manual to reflect the terms ‘center’ and ‘institute’ as being interchangeable. Reference to ‘matrix centers’ has been eliminated as there are no longer matrix centers on campus. The resolution was approved.

**Equal Opportunity:** Dr. Wanda Heading-Grant presented federally mandated changes to the Equal Opportunity statement. The amendments include the protection for employees who inquire about or discuss salary. This change has little practical value for UVM since we are a public institution and salary information is available to everyone.

**Distance Learning:** Provost Rosowsky, Dean of Continuing and Distance Education Cynthia Belliveau, Interim Dean of Arts and Sciences Bill Falls and Associate Dean of Public Health Jan Carney presented on Academic Excellence Goal #5, Expand Programmatic Offerings to Include Distance and Hybrid Mode of Instructional Delivery. Dean Belliveau provided a snapshot of
where UVM stands on distance learning. Interim Dean Falls described his experience creating and delivering PSYCH 001 in an online modality (including labs). Dr. Jan Carney highlighted online College of Medicine offerings including the Masters in Public Health, Certificate of Graduate Study in Public Health and Environmental Public Health and the Accelerated Masters of Public Health. All presenters acknowledged that online and hybridized learning is no better or worse than face-to-face learning, just different – creating more capacity in classes, revenue for the University and flexibility for students.

Career Advisory Board: Trustee Carolyn Dwyer provided a brief update on the Career Advisory Board, which included an update on job shadowing (up 90% since last year), trends in participation in Career Advising Services (up 40% from 2013) and the creation of Career Center Data sheets for each college to be used for recruiting purposes.

The meeting concluded with a brief discussion on the Enterprise Risk Management Opportunity Assessment for Summer Session.

Respectfully Submitted,

Amanda McIntire, Human Resource Services
Cathleen Rahill, Athletics