As we approach the conclusion of the academic year and anticipate the excitement of Commencement, we recognize that we all still have a lot on our plates to tend to before May 19th. It’s been a busy year but one filled with change and new direction.

While there are always changes occurring at UVM, I would like to address two significant developments since President Sullivan took over the leadership at UVM in July 2012.

The first was the recent announcement in February about a $5M shortfall in the FY14 budget. This news generated some real distress among staff as memories of layoffs in 2009 were still in the minds of many University employees. As the news was disseminated through each college and unit/division, rumors spread as concerns about the future took hold. We have since had several opportunities to share our concerns with the administration about budget cuts as well as engage in productive dialogue with Vice President of Finance and Administration Richard Cate. In addition, we were able to share our frustration with the fragmented manner in which this information was communicated, and we articulated the importance of finding ways to communicate in both good and difficult times so as to promote transparency, trust, and community throughout UVM. Administration has assured us that more direct discussions about communication will occur this summer.

The second significant development was the very recent announcement regarding the reorganization of responsibilities among administrative leaders. With a new President, one expects change, and we understand that there will be staff who are receptive and flexible with these changes, as well as those who will undoubtedly express their dissatisfaction with the direction this reorganization takes us. Regardless of these opinions, our hope is that this reorganization remains cost efficient and that the new structure will help to address some long standing concerns staff in some affected departments have had about leadership, supervision, the lack of performance appraisals, respect for colleagues and most importantly low morale. We have seen and heard positive things from President Sullivan and staff are ready to work with the administration in meeting the challenges ahead.

I look forward to sharing with you in more detail, in my comments to the Committee of the Whole, Staff Council accomplishments for this semester such as participation in the Provost Search process, Staff Council Representative elections, the staff survey, nursing mothers’ stations, and tuition remission clarifying language.
Staff Council President’s Comments to the Board of Trustees Committee of the Whole
Friday, May 17, 2013

Catherine Symans, Staff Council President

Good morning President Sullivan, Interim Provost Low, Chair Cioffi, and Trustees. In my final report for this year, as President of UVM’s Staff Council, I am pleased to share with you a brief summary of the activities of the Staff Council since I last reported at the February meeting.

- The spring semester has been a busy time for Staff Council members. We’ve participated in the Provost’s Search, the recent external review of the President’s Commissions, and we held our April election for Staff Council Representatives.

- At our May Staff Council meeting, two students from the Student Climate Culture on Fossil Fuel Divestment gave a presentation concerning UVM divestment from fossil fuels and the process in place to present a proposal to the Trustees in the future. Following an impressive presentation, the Staff Council voted unanimously to support the continued investigation and appropriate action on divestment from fossil fuels. A letter of support has been sent to the Socially Responsible Investing Advisory Council and to the Student Climate Culture on which senior leaders were copied.

- Also at our May Staff Council meeting, the Representatives voted to approve a recommendation to upgrade the current Nursing Mother Facility in the Waterman Building to provide a cost efficient and private space where lactating mothers are welcome to pump or nurse. Our recommendation includes further outreach and education to our University community and visitors while encouraging the expansion and designation of rooms throughout UVM that can be used for the purpose of pumping or nursing.

- The third action item at our May meeting was the approval of our second Staff Council Annual Update which has been sent to Chair Cioffi, President Sullivan, Interim Provost Bob Low, and several other members of the administration. We view this update as an important opportunity to express our appreciation to senior administration on those initiatives which we acknowledge are positive steps in recognizing the value of staff at UVM, as well as pointing out areas for focus and improvement such as staff morale, workforce capacity issues, and staff and faculty relations. In addition, we reported on areas of concern including standardized performance appraisals for all staff, the expectation of supervisory training, and better management of change through communication.

In a recent Staff Council Leadership meeting with President Sullivan, we discussed these areas of concern, specifically accountability and expectations with regard to Supervisory Training and Performance Appraisals. In that discussion, we talked about all the work Human Resource
Services has done over the years to address the long-standing concerns Staff Council has raised in these areas. Following our discussion with the President, he asked us to create a formal recommendation on these issues. A draft recommendation has been created and is in the process of being finalized by our Personal and Professional & Occupational Environment Committee. We expect to present this in the coming weeks.

In closing, the Staff Council appreciates the opportunities we have had this academic year to address areas of concern with the University administration and we look forward to future discussions as the University faces increased financial challenges and tackles new initiatives.

I am happy to address any questions you may have at this time.
Staff Council Reports
Board of Trustees  May 17, 2013
Staff Representative Comments and Committee Summaries

Audit Committee

The Audit committee met on Monday, April 29, 2013.

Chief Internal Auditor Update

William Harrison, Chief Internal Auditor, gave the first report. The Audit office finished its audit of Senior Management Travel and Business Meal expenses. They found that out of the expenses reviewed, they were generally compliant. The Audit office has an Audit plan for FY13 and out of the 11 planned reviews, four are completed, three are in process and four have not started. They have had a vacancy in their office and a number of unplanned EthicsPoint reviews so they will carry forward several planned audits into FY14. The results of several of the major audits will be presented at the July meeting.

Chief Compliance Officer and Privacy Officer Updates

Chief Compliance Officer Anna Drummond, reported that The Office of Compliance and Privacy Services completed its research on the compliance program structures. UVM is generally consistent with the essential compliance programs in other schools. The Ethics program stood out as an element that UVM does not have and other schools do. Dale Rocheleau questioned as to why we don’t have one here. It is currently being reviewed. The Compliance Office also completed its review of the Research Protections Office Operating procedures. Some issues were found but many were already being addressed by the office. The office will continue to collaborate with RPO to finish this work. The Office reported on the issues reported to the ethics reporting help line. To date, forty-one issues have been reported. Twenty-five have been closed, twelve were reported to Audit Services and the remainder were reported to management or the other responsible offices.

The Compliance Office continues to work with the Information Security Office on privacy issues. The Information Security Office recently requested quotations from outside vendors for a security assessment and penetration test of nonproduction instance of the Peoplesoft system. The engagement of the vendor will happen in May and a report will presented to the Audit Committee in July. The Information continues to work on different ways to educate the campus on Information Security. Other information security projects underway are the monitoring of portable devices, continuing the collaboration with other departments to reduce and/or eliminate the use of Social Security numbers in their forms databases and business processes, working with SAA to evaluate the whole disk encryption system currently being used.

Risk Management Update

A report was given on the ongoing work being done on Risk Assessment here at the University. The final steps of the risk assessment process and risk response planning over the summer and will present that work at the October Board of Trustees meeting. An update on the status of the activities will be given at the July Audit Committee meeting.

Mary Dewey, Director of Risk Management, gave an overview of Risk Management Operations and UVM’s “Cost of Risk.” The report gave a comparison of on the Most Costly cause for on the Job Injuries of UVM vs. National trends. She also highlighted the other issues that are on the risk manager’s mind in a very interesting report.

The Audit Committee will meet again in July. The meeting was extended due to the amount of information to be presented to the Committee.
Committee on Budget, Finance, and Investment (BFI)

The BFI committee met on May 17, 2013. The meeting agenda included:

FY 2014 Tuition and Fees

- Approved: Tuition increase 2.9%
  - 2.4% instate/3.5% out-of-state
  - New state appropriations $1.2 million additional directly to financial aid for Vermont students which will have a special scholarship designation
  - Lowest increase in the last 36 years
- Approved: Room and board
  - Room rates up 2.9% & meals up 4.2%

FY 2014 Budget

- On Hold: The General Fund FY 14 budget setting has been delayed until June 11, 2013 to more accurately assess incoming data on student enrollments and other factors
  - As an update to the April 8th BFI meeting, net tuition revenue for the current (FY 2013) year is likely to be about $800,000 less than was anticipated in April. There will be less than originally anticipated for unbudgeted one-time investments in academic initiatives and facilities maintenance.
  - Other minor changes to Unrestricted Annual Giving and expense saving were presented

Debt Policy

- The Yuba Group updated their April 8th report to show current data and address needs requested at the meeting
- Approved: University Debt Policy was amended to adjust the debt burden limit to 5.75% until June 30, 2023, after which time the limit will be 5%

Socially Responsible Investing Advisory Council

- Reviewing recommendations for divestment in fossil fuels companies and applying funds to other energy sector funds
  - Changes should not affect projected returns in this sector
- Report to Vice President Cate in Fall 2013
- Approved: Resolution reaffirming divestiture from Sudan

Third Quarter General Fund Budget to Actuals

- The 3rd quarter report was presented
Staff Council Reports on Board of Trustees Meeting Page 3 of 4

- The best estimate for the end of the FY 13 is that the general fund will be balanced, with a potential margin of $0 - 2 million

Vice President for Finance and Administration Report

- Unencumbered (liquid) net assets are approximately $40 million
  - Approximately one month operating expense for disasters and severe disruptions
  - No national benchmark; varies between 2-8% expenses for peers
- UVM Insurance review
  - UVM not completely self-insured as there are a portfolio of insurers

New Business

- Deferred maintenance concern due to scope – need to define
- Affordable care act and healthcare reform – what are the effects on finances?

More information about the FY 2014 budget process maybe be found here.

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 May 17, 2013 the Educational Policies and Institutional Resources (EPIR) Committee was called to order by new Chair Bill Botzow. Chair Botzow welcomed new members and acknowledged the commitment and dedication of the student representatives who are attending their final meeting.

Cathy Paris, the Faculty Senate Curricular Affairs Committee Chair reviewed and took questions to approve an online Post-Baccalaureate Pre-Master’s Certificate of Study for Speech-Language Pathology. The financial costs will be minimal as the classes and faculty for this program are already in place.

Annie Stevens stated that the Hazing Policy was last reviewed in 2008. She noted two significant changes to the policy. The first is that the definition of hazing is broadened, and the addition of the benefits to those who report an incident. The University has had only 3 reports over the past 12 years; however Annie feels that many hazing incidents go unreported.

Chair Botzow asked if the committee had any questions for Annie Stevens regarding the University Hazing Policy. Hearing none, the Committee approved the Hazing Policy and the Post-Baccalaureate Pre-Master’s Certificate of Study for Speech-Language Pathology.

The committee was given an update by Julie Roberts, Faculty Senate President on General Education. Most notable is the approval of a Foundational Writing and Information Literacy requirement for all first year students beginning in the Fall of 2014. The committee is continuing to work on the development and assessment of writing and information literacy skills for 2nd and 3rd year students. There are two additional General Education Committees focused on Sustainability and the other on Diversity who will be reporting to the senate in May.

Chris Lucier and Gayle Nunley gave an update on the progress of the Global Gateway Program, formerly known as the Internationalization Pathway Program. Currently, 1.8% of UVM students are international, with the goal of increasing that
percentage three-fold. The program will be ready to begin accepting applications this spring, with the first class enrolled in January 2014. The first 6 months of the program will be classes in the philosophy of the US education system, writing and language and assistance in to a degree program. Chris noted his pleasure with the collaboration across campus, from the resident halls to the faculty committing themselves to the students.

The Career Success Action Plan is in the implementation stage. Abu Rizvi Chair of the committee and Dean of the Honors College and Thomas Gustafson Vice President for Student and Campus Life made it clear that this is an action oriented plan that will take an integrative approach, involving faculty, students, staff and parents rather than sole responsibility falling on Career Services. The committee is working with the Center for Teaching and Learning to prepare faculty and staff to integrate the program in to their work. This program will work out of a space in the Davis Center. The plan will focus on internships and experiential learning, engaging external stakeholders, engaging students from day one, providing a central location to engage and learn, and accountability through tracking progress.

Interim Provost Low reviewed his report with no additional comments. The committee reviewed the Capital Projects Progress report as well as their work plan with no additional comments.

Chair Botzow thanked Bob Low for his dedication and service to this committee and the University as Interim Provost as this was his last meeting. Chair Botzow also thanked and congratulated Domenico Grasso on his retirement from the University.

Respectfully Submitted,

Lesley Boucher, Dana Medical Library
Amanda McIntire, Human Resources

Staff Representatives to the EPIR Committee