With the new academic year, we welcomed Provost and Senior Vice President David Rosowsky to the University of Vermont, and we were delighted to have him address the Staff Council at our October meeting. The Staff Council is excited by the new and expanded opportunities to partner with UVM’s strong leadership team that has promised more transparency, access, and a willingness to listen and take appropriate action as recently demonstrated with the announcement of Incentive Based Budgeting (IBB). As Staff Council President, I have had the opportunity to hear the IBB initiative presented to four different groups, including President Sullivan’s presentation at our September Staff Council meeting; and each presentation has ended with a promise of transparency and open communications throughout the process. We are pleased to have Staff Council representation on the IBB Steering Committee and anticipate staff representation on each of the seven IBB Subcommittees. Although change can be a source of uncertainty and stress, it can also be exciting and energizing as we all work together as a community to ensure academic quality and financial sustainability with this new budget model.

The establishment of the Presidential Staff Recognition Awards Program was recently announced by President Sullivan. This new awards program was the result of his “Conversations with the President” conducted with a group of staff members over the summer. Six distinguished awards, in honor of staff, will be awarded annually to those individuals who have achieved extraordinary accomplishments and who have had a positive impact on the University as demonstrated through the values expressed in “Our Common Ground.” I have been asked as Staff Council President to chair a committee to develop the process by which these prestigious awards will be awarded and look forward to finding ways to engage staff in this initiative in the coming months.

In June 2013, Staff Council submitted a recommendation to President Sullivan on Supervisory Training and Performance Appraisals. We were concerned about the continued issues that staff raised regarding supervisors who needed more professional development in order to better succeed in their roles and be held accountable for fulfilling their duties and responsibilities in these positions. We also recognized that an important component of supervision is communication with one’s employees. While some staff receive regular feedback and performance appraisals, others do not or worse, never have at all. We also have felt that until Performance Appraisals are in place for all employees, it is inequitable to provide merit based increases if there is no documentation on which to base those increases. In this way, we saw Supervisory Training as way to build a culture of accountability that encourages supervisors to complete performance appraisals, to provide regular communication on job performance, and to provide a means from which merit based increases could be possible. President Sullivan has agreed and supports our recommendations for an improved process in both areas. He has asked Vice President of Human Resources, Diversity and Multi-Cultural Affairs Wanda Heading-Grant to take the lead in addressing this recommendation and we look forward to working with her on this in the future.
Staff Council President’s Comments to the Board of Trustees Committee of the Whole
Friday, October 25, 2013

Catherine Symans, Staff Council President

Good morning President Sullivan, Provost Rosowsky, Chair Cioffi, and Trustees. I am pleased to present my first report of this academic year on behalf of the Staff Council.

As of the October Staff Council meeting, I am happy to report that our membership now stands at 34 Representatives. This means we have full representation from all units/colleges as well as the large departments at the University. This is the most representative Staff Council has ever been and the largest number of Representatives we’ve had since the inception of Staff Council in 1971. I want to acknowledge Senior Leadership for motivating units to elect or appoint Representatives. This ensures that all non-represented staff have a voice and Staff Council will be working diligently to respond to the concerns and suggestions from UVM staff.

I would now like to give you an update on some of those concerns and suggestions that staff have brought to the attention of the Staff Council.

First and foremost has been the issue of Supervisory Training and Staff Performance Appraisals which we brought to the attention of President Sullivan last June. I’m pleased to report that the President strongly supports our recommendation acknowledging that “successfully implementing a supervisory training program and staff performance appraisal process is tied closely to the University’s strategic plan as it relates to efficiency and effectiveness.” The President has therefore asked Vice President for Human Resources, Diversity and Multicultural Affairs Wanda Heading-Grant to lead the effort in addressing our recommendations. Vice President Heading-Grant and Associate Vice President for Human Resource Services Barbara Johnson will be attending the November meeting of the Staff Council’s Personal and Professional Development & Occupational Environment Committee to discuss this effort.

Staff Council has also been working to address the need for decent and cost efficient lactation spaces for nursing mothers at UVM, as I reported to you last May. Our University is already designated as a breastfeeding friendly institution, but more suitable space for nursing mothers is needed. To this end we’ve worked with Associate Vice President for Human Resource Services, Barbara Johnson, to address the needs of nursing mothers which has resulted in designating the Faculty/Staff lounge in Waterman as having a dual purpose of an employee lounge and a suitable space for nursing mothers. We anticipate a larger communication to the University in the near future and encourage staff, faculty, and students to help identify other spaces across campus that can be designated for this purpose.
I would like to close my report by expressing appreciation for the University leadership in demonstrating their commitment to transparency and inclusiveness by communicating early and often about both the opportunities and challenges facing UVM and for ensuring staff representation on the committees engaged in several new and important initiatives. Staff have long expressed frustration about being informed of University issues from media sources outside the institution which has often led to rumors and mistrust. We genuinely welcome the increased dialogue and collaboration and look forward to this approach becoming the standard practice at UVM.

Thank you.
Audit Committee

The Audit Committee Report will be available by December 1, 2013.

Committee on Budget, Finance, and Investment (BFI)

The BFI committee met on October 25, 2013.

Vice President for Finance Richard Cate’s Report:

- External Audit Update: UVM passed, 30 year clean slate of audits
- End of Year General Fund Fiscal Year 2013 Budget to Actuals: The bottom line will be an approximately $200,000 positive result. The revenue side was less than budgeted even with some transfers from fund balances and other sources while there was a greater decrease in expenses.

Deferred maintenance and financial implications:

Vice President Richard Cate and Director of Capital Planning & Management Robert Vaughan reported uneven spending on space over the years. Although 24% has been built during last 10 years, 47% of the buildings are over 50 years old. The annual stewardship including deferred maintenance is not keeping up with rate of the depreciation expense. The total asset reinvestment backlog was decreasing until 2008 then it started to increase at a 13% rate. An option to increase in general fund spending for deferred maintenance was proposed. Board asked and President Sullivan agreed to work with senior leaders to develop a recommendation to address deferred maintenance challenges

Tuition Rates:

Budget Director, Alberto Citarella reported on tuition rates

- Summer session tuition - 30% discount approved with some discussion about the effect on Fall and Spring semesters
- Kaplan Bridge Program and Global Gateways for International Students - approved with little discussion

Bond refunding/Issuance Work Group Update – Debbie McAneny reported that the bond market environment is not good for refunding. This area will be re-evaluated at a later date. The subcommittee will continue.

FY 15 budget process:

Provost Rosowsky presented the budget process. He has given presentations across campus. The presentation is online at provost's office website. This is the earliest where the upcoming year budget has been discussed. There are a number of challenges for FY 15. UVM must close the $6.7M gap (revenue-related) from FY 2014. Possible components in the recovery strategy include making moderate adjustments to the benefits package and reductions in administrative and academic unit budgets. Preliminary budget targets by will be sent in November with leadership review in December.
Recommendation will be provided to the Board of Trustees Budget, Finance and Investment committee for the February meeting.

During the Provost’s presentation, the meeting was interrupted by student demonstrators calling for fossil fuel divesture by UVM.

Investment Subcommittee:

Trustees acknowledged that the endowment had reached $400 million with a 13.7% return in FY13. Trustee Sam Bain put forth Endowment Budget Polices to the Board of Trustees for 4.5% annual spending and .25% administrative costs which was approved. Claire Burlingham indicated that the Socially Responsible Investment Advisory Council met on October 22nd with many new members. They plan to have a recommendation for Richard Cate by February 2014.

Capital projects:

Director of Capital Planning and Management, Robert Vaughan presented three projects

1. Larner Classroom: $1.25 million College of Medicine classroom for engaged, team based learning. 80% of the cost is from donations with additional funding from reserve funds.
2. Miller Research Complex: $1.8 million from gifts, endowment, reallocation and other sources.

Other business included concern regarding IT facilities as 2007 was the last upgrade for the data center. UVM needs an IT plan for this high priority, core facility. Also, there was discussion about graduate student stipends being too low given the cost of living in Burlington.

Respectfully Submitted,

Tobey Clark, Director IMF/TSP
Patty Eldred, Director AFS Auxiliary Services
Staff Representatives to the BFI Committee

Committee on Educational Policy and Institutional Resources (EPIR)

The meeting of the EPIR subcommittee was called to order on Friday, October 25th by Chair Bill Botzow. The meeting began with approval of the minutes from the May meeting, and an introduction of the new Provost and Senior Vice President, David Rosowsky. Provost Rosowsky provided a brief overview of his background and expressed his enthusiasm for being part of the UVM Community. He acknowledged looking forward to working with EPIR on the broad purview the subcommittee encompasses, and shared that his primary objective on EPIR will be academic excellence, which he has outlined in eight strategic goals.

1. Increase the percentage of undergraduate students graduating in four years
2. Improve undergraduate student retention, Years 1-4
3. Improve student advising, both academic and pre-professional/career
4. Increase interdisciplinary teaching, research, and scholarship
5. Expand programmatic offerings to include distance and hybrid modes of instructional delivery
6. Increase research and scholarship in areas that generate high impact, recognition, and visibility
7. Increase domestic diversity and grow international student enrollments across the University
8. Increase enrollments in graduate and professional programs
These goals were created to ‘animate’ President Sullivan’s Strategic Action Plan – and will be major drivers in the Incentive Based Budgeting development process the University has just initiated.

Immediately following his introduction, Provost Rosowsky gave his Provost’s report, and invited each responsible leader to present a synopsis of their portions of the report.

Vice President for Enrollment Management Chris Lucier shared data on the new first year class for this academic year. Stats included that it is the 3rd largest applicant pool from within the state of Vermont. The incoming class has the 2nd highest in test scores in UVM history, including the largest Honors College enrollment. ALANA students represent 13.6% on the incoming class – the most diverse ever, and also has the largest number of incoming veterans. Enrollment Management has hired a Veteran support person to meet the needs of this growing group of students.

Interim Vice President of Research, John Evans reported that the NIH budget is back to where it was in 2007 - less grants, less money in the grants, which means UVM research must remain competitive. Dr. Evans cited two major awards won - Steve Higgins received $34 million over next 5 years for behavior and health-related research projects. Additionally, Dr. Mann secured a grant for $24 million in support of his coagulation research. The biggest obstacles for research on campus include, need for physical space and infrastructure – specifically IT. Despite tough competition when it comes to funding, UVM is on the right track.

Interim Dean of Graduate College Cindy Forehand shared that graduate student enrollment has declined, however enrollment is on par with the national average which is trending the same. The Graduate College is working hard to reverse this through the following steps:

1. developing contemporary interdisciplinary programs
2. developing science-based Masters in professional areas to draw out-of-state students
3. increase international enrollment

President and CEO of the UVM Foundation Rich Bundy announced that FY13 set a new record in receipts - $44.5 million. Bundy stated that the Foundation has managed to stem a 10 year decline in alumni donations, and is currently significantly ahead of pace - including setting an all-time record at the end of the first quarter. August new commitments exceed the previous eight Augusts combined. Chair acknowledged good work of Rich and his team.

Wanda Heading-Grant, Vice President of Human Resources, Diversity and Multicultural Affairs provided an update on the status of many undertakings in the Division of Human Resources, Diversity and Multicultural Affairs, including the Gender and Race Equity Study, the Human Resource Services Satisfaction survey, Women’s Summit, President’s Senior Leadership Professional Development, exit interview initiative, and the University-wide Diversity Plan. Heading-Grant’s role of Chief Diversity Officer expanded to encompass VP for Human Resource Services in July. Since that time, she has worked on a 360 degree evaluation of HRS services to set a course for continuing to support of the changing needs of faculty and staff. During her Diversity and Multicultural Affairs update, Dr. Heading-Grant emphasized the focus of her newly expanded division is to promote access and equity, and support leadership in recognizing inequities and addressing them. Professional development, in the areas of cultural competencies and career learning, will be an important focus.

Several capital projects were presented at this session of EPIR. The Larner Classroom located in Given Courtyard will create an engaged environment, moving away from traditional lecture halls to a flat layout with round, moveable tables. Miller Research Phase I is set to revitalize old buildings at the research farm. Finally, Residential Life had several projects on the table, including renovations of Slade Hall, replacement of furniture in Harris Millis, and renovations on the Trinity Back 5. All projects were approved.

Associate Provost Gayle Nunely and Vice President for Enrollment Management Chris Lucier reported that the first Global Gateway cohort will be joining UVM in early in January. UVM is working with a third party vendor, Study Group,
to provide recruiting and marketing for the Global Gateway. Also of note, Kaplan is expanding the Sino Pathway program to Nigeria. UVM going to Nigeria to do a site visit.

Trustee Frank Cioffi, Director of Career Services Pam Gardener, and Vice Provost for Student Affairs Annie Stevens updated the committee on the Career Center (formerly Career Services) Career and Experience Hub” which opened in early October. Three staff were hired to advise on career and experiential learning opportunities such as internships, service learning, study abroad etc. The Career Center is now working with students on four year action plans to support comprehensive career advising.

Associate Provost Brian Reed and Director of Institutional Research John Ryan reported that the NESAC mid-year report is currently underway. They also provided updates on the results of the Critical Thinking and Collegiate Learning Assessments. The CLA results found students performed at a level that was ‘near predicted’ and the CTAT scores are not in, they are being scored by hand.

The meeting concluded with a review of EPIR workplan. Chair Botzow suggested that it might be advisable to think about reworking the plan or adding to it. Provost Rosowsky emphasized the need to infuse his academic excellence strategic action goals:

After brief agreement among the committee members, the meeting adjourned.

Respectfully Submitted,

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

Staff Representatives to the EPIR Committee