With the arrival of President Tom Sullivan, Staff Council has begun the academic year with a renewed sense of hope and commitment for the future of this institution and the way in which staff are perceived and valued within it. We recently held our annual retreat which focused specifically on the concept of servant leadership where individuals are called to lead based on their willingness to serve others first. We see value in this concept of leadership not only for the role of Staff Council and its Representatives, but also to the roles of all staff and our University leaders. We hope to find ways to build this concept of leadership within our organization and the University.

The recent union election has brought to the forefront that many staff feel that in order to have a “voice at the table,” they need a union to speak for them. This election has been a divisive process which has reinforced the ideas of “us vs. them” between staff and administration, but more significantly within the staff community. This speaks volumes to how the actions or inactions of our leaders over the years have brought many staff to a point where they see unionization as the only way to resolve the issues that they and Staff Council have brought to the attention of the administration.

Staff Council has never taken a position on the rights of UVM staff to organize as we respect the freedom of choice and recognize that our organization is built upon the voice of staff. However, Staff Council’s mission and purpose has always been to seek out and respond to the ideas and concerns of staff while keeping them informed of major University initiatives. In the spirit of this mission, Staff Council has worked tirelessly to educate all non-represented staff, but especially the 777 staff members who were eligible to vote, to learn what it means to have union representation, and regardless of their position, to cast their vote. Since no one choice received a simple majority (50% plus one) of the votes cast in the September election, a runoff election between the two top options (USU/NEA and No Union) will occur. The Vermont Labor Relations Board will determine when this runoff election will take place. In the meantime, we will continue our Education Outreach Campaign so that staff are aware of this election, know about the issues and the importance of making their voices heard once again. For Staff Council, it is business as usual and we will continue to move forward with the great work that we have done and continue to do. Once the runoff election occurs, we will have a better sense of what the next steps for our organization will be. Regardless of what happens, we must remain committed to building community among staff as well as between staff and the greater UVM community.

Each of our four standing committees has a full agenda for this year. The Compensation, Benefits and Budget Committee has begun their work on accessibility to tuition remission, the annual compensation recommendation, collaboration with the University Benefits Advisory Council (UBAC) and improving the quality and accessibility of nursing mother stations. The Outreach, Assessment, & University Engagement Committee has begun preparing for its work on creating a Staff Council Survey for spring 2013. Initiatives which the Personal and Professional Development & Occupation Environment Committee will be working on include collaboration with the UBAC on a tobacco-free campus, support of Comprehensive Diversity Professional Development, and mandatory performance appraisals. The Social Committee continues to plan social and recreational activities for non-represented staff and the University community including September’s Staff Art Exhibit and the annual Holiday Bazaar, as well as arranging for discounts at area ski resorts.

As an organization, Staff Council strives to build relationships and work collaboratively to address and solve issues of concern for staff. We all need to do more to encourage community building among students, staff, faculty, and the administration because at the end of the day, we are all part of UVM and each of our individual actions contribute to the greatness of this institution.
Thank you President Sullivan, Provost Knodell, Chair Cioffi, and Trustees. I am pleased to address you in my first year as President of UVM’s Staff Council.

Over the past few years, Staff Council has reached out to find ways to collaborate and support the work of University leaders, departments, and organizations with events, initiatives, and change. These efforts have helped to build strong working relationships that have enabled staff and Staff Council to play a more active role in important discussions at UVM.

Last February when Chief Diversity Officer Wanda Heading-Grant presented the initial findings of the Campus Climate Survey, of the three recommendations she made, it was the recommendation to establish a Comprehensive diversity professional development program that spoke to a long-standing concern regarding how the larger University community perceives the role of staff at UVM and how those perceptions impact how staff are treated.

At tomorrow’s Educational Policy and Institutional Resources Committee, Chief Diversity Officer Heading-Grant will present an update on this work. We are extremely excited to see the progress that has been made since much of the focus of this initiative includes suggested recommendations that address long standing concerns raised by staff and Staff Council for the past several years.

Working to make these recommendations a reality is a great challenge, but Staff Council sees this as so vitally important to changing the way staff are treated and perceived at UVM.

As President of Staff Council, I am honored to represent staff as a member of President Sullivan’s newly formed President’s Advisory Council and attended the inaugural meeting yesterday afternoon. The discussion was rich with information, goals and ideas, with the focus on the importance of providing access to students, creating a distinctive teaching and learning environment, and investing in educational quality. As we move forward, I want to remind you that staff are an important part of the equation to President Sullivan’s access to success and we want very much to participate in and be a part of those future plans.

As I stated in my written report, “We all need to do more to encourage community building among students, staff, faculty, and the administration because at the end of the day, we are all part of UVM and each of our individual actions contribute to the greatness of this institution.”

I am happy to address any questions you may have at this time.
Auditor Committee

The Audit Committee met on July 9th, September 10th and November 7th. The Committee receives and reviews the reports provided by the Chief Internal Auditor, the Chief Compliance Officer, Chief Information Officer, Information Security Officer and Vice President for Finance & Administration.

The above mentioned positions work independently; however, the functions inter-relate. Each function provides a measure of checks and balances for transparency and accuracy of the financial activities, and compliance with governance regulations and university policies.

Chief Internal Auditor Update

William Harrison, Chief Internal Auditor, provided an update on the internal audit activities in relation to the completed audits and those in progress. He noted the audits which have been completed and the follow up measures on the recommendations for corrective actions pertaining to those audits. Mr. Harrison will be preparing a report for the February Audit Committee meeting that will provide a complete follow up status of the audit recommendations. The report will measure the progress of each recipient in the implementation of audit recommendations. The audit recommendations assist the recipients in applying principles for enhancing procedures that ensure accurate and clean financial reporting.

Chief Compliance And Privacy Officer Update

Chief Compliance Officer Anna Drummond, updated the Committee on the progress of the FY 2013 Compliance Work Plan. She addressed the Office’s work on UVM’s compliance with new Public Health Services (PHS) Conflict of Interest Rules. New federal rules and requirements from the Public Health Service have been established to increase transparency and accountability and promote objectivity in research. Changes have included the creation of: (i) new training, (ii) new disclosure, review and monitoring processes related to significant financial interests and conflicts of interest, (iii) new processes for reporting to PHS, (iv) new records maintenance procedures, (v) new enforcement processes and non-compliance remedies, (vi) new procedures for sub-recipients related to significant financial interests and conflicts, and (vii) public accessibility response processes. Public Health Services funds research at UVM. Ms. Drummond commended Sponsored Project Administration, The AVP Research, and the Vice President for Research for their proactive efforts and diligence in meeting the new compliance requirements. The AVP Research has conducted an outreach program to advise the campus community of the changes.

Other areas being addressed in the FY 2013 Compliance Work Plan include international education/immigration issues, three multi-year projects carried forward from the prior year: (a) Privacy, Information Security and Records Retention, (b) Export Controls, (c) Research Financial Conflict of Interest. Regarding Privacy, Information Security, and Data Retention, the Office has amended the Records Retention Policy to address the new risks and emerging practices that have become increasingly prevalent in the face of advancing technologies, electronic records and communications, and greater privacy concerns. The policy covers over 300 University records. Ms. Drummond noted that much effort has been put into guidance surrounding the issue of ensuring that electronic records cannot be manipulated. Other work in this area included efforts with the Chief Information Officer (CIO) and Information Security Officer (ISO) reviewing
data collected. The group is working with specific departments and Assistant Deans responsible for these documents to provide guidance on document collection storages.

**Information Security Officer Update**

Information Security Officer Dean Williams updated the Committee in the areas of Payment Card Industry Data Security Standards (PCI DSS). The ISO team continues to assist the UVM merchants in becoming compliant with PCI DSS, as well as helping them document their compliance through the Self-Assessment Questionnaire (SAQ) process. The SAQ addresses compliance with PCI DSS with a system within the University’s Actively Secured Private Network (ASPN). Mr. Williams commended Transportation and Parking Services Business Manager, Anne Martin as the first merchant to be fully compliant. He also thanked CatCard Director, Mark McKenna, the ISO team and Patty Eldred for their efforts in moving the CatCard system into ASPN in October. Mr. Williams noted that at least half of the University’s merchants are fully in compliance with the move to the ASPN, while the remaining merchants are close to compliance.

Mr. Williams next updated the Committee on the planning for an upcoming project for an independent assessment of the security of the University’s key information collections. The assessment would include penetration testing exercises. The goal is to identify ways that University information systems might be compromised. Mr. Williams also notified the Committee about the various educational sessions made available to the UVM Community during National Cyber Security Awareness Month in October. He has also emphasized the importance of IT security awareness education noting one of the biggest threats is users giving up their credentials.

**Presentation by Vice President for Finance and Administration & Enterprise Risk Management (ERM) Update**

Mr. Cate provided a brief summary of the Enterprise Risk Management activities over that last several months. It was noted that the ERM website is up and running and can be viewed at [http://www.uvm.edu/~erm/](http://www.uvm.edu/~erm/) and that the ERM staff is finalizing a complete draft of the “ERM Program Guide” to present for review.

Next, Vice President for Finance and Administration Richard Cate, presented a report on the status of the laboratory safety issues. Mr. Cate is pleased with the improvements in the areas of laboratory safety. He noted a position being filled dedicated to maintaining laboratory equipment and working with laboratory owners. He further noted many of the issues are related to the chemistry laboratories in the Cook Physical Science building as they are out dated and need to be replaced. President Thomas Sullivan spoke to the topic of laboratory safety and noted that the Education Policy and Institutional Resources (EPIR) committee would be addressing this topic as part of the strategic capital plans.

**Controller Update**

Controller Claire Burlingham presented the FY 2012 Annual Financial Report to the Committee issued by KPMG. Mr. Cate expressed his gratitude and congratulated Ms. Burlingham and her team for another clean audit.

Respectfully submitted,

Marie Tiemann, University Financial Services

Staff Representative on the Audit Committee
Committee on Budget, Finance, and Investment (BFI)

The BFI committee met on November 7 and 8, 2012. The meeting agenda included:

- A discussion of the FY14 budgeting process
- A resolution approving the use of FY12 fund balance dollars
- Resolutions approving three renovation projects

The FY14 budget process:

- The anticipated tuition increase is small enough that it will not net significant additional new revenues
- The budget will be balanced through a combination of new revenue and expense reductions
- The plan is to not cut any occupied positions but to use attrition and open positions to find cost reductions
- The expectation is that the FY14 budget process will be a difficult one

Use of FY12 fund balance dollars:

So that the University can elevate its level of selectivity in accepting undergraduate applicants the President asked for $2,500,000 from the FY12 general fund operating year-end balance. $500,000 of these funds will be used in FY13 to fund recruiting efforts; the remaining $2,000,000 will be placed in a reserve account to fund additional financial aid needs in FY14. Funding for these efforts in future fiscal years will be built into the general fund operating budget.

Renovation project resolutions:

Three renovation projects were approved:

1. Living and Learning Building C
2. Stafford research labs
3. Given Atrium dining area

All three projects will be funded within the current budget; no new debt will be issued.

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)

At the President's suggestion, in consultation with Committee Chair Sweaney, a tour of Votey Hall and Cook Physical Sciences was arranged for Committee members just before the meeting. The intent was for members to see first-hand some of the deferred maintenance issues in the engineering and science buildings prior to a broader discussion that will occur at the February Committee meeting regarding deferred maintenance.

The EPIR Committee was called to order by Chair Donna Sweeney on November 7, 2012

Provost Report

Provost Jane Knodell’s report included the following:

Strategic Enrollment

Provost Knodell stated that the University would be focusing on growing the applicant pool and being selective in choosing from this pool of applicants, with the idea of yielding a more knowledgeable group of students. The University has a goal of retaining 87.5% of first year students; up from the current 85% and grow the 4 year graduation rate from 65%-70%. To reach this goal the University will focus its efforts on personal contact with the student and to identify financial holds. Can UVM assist the families?

International Enrollment Strategy

The primary purpose of increasing international enrollment is to increase the quality of our educational programs by bringing a broader range of perspectives and experiences into UVM classrooms and residences. In late Fall 2011, a working group of the Board and senior administrators considered a variety of international enrollment scenarios including (1) slow international enrollment growth, relying on direct admission and UVM recruitment travel; (2) establishing a UVMVM Pathway Program with multiple external partners; (3) establishing a Pathway Program as a long-term joint venture with an exclusive services vendor. The approach is to build international enrollment incrementally, to have the maximum control over the students who are admitted to UVM, and to develop our own Pathway Program for preparing international students for success. The goal is for international undergraduate student enrollment to reach 5% of the total UVM undergraduate enrollment by FY 17. UVM has issued a Request for Proposals to identify an external company that can support international student recruitment, the Pathway Program, and direct recruitment and admission of international students by UVM faculty and staff. The goal is to welcome the first cohort of UVM Pathway students in January, 2014.

Envisioning Environment at UVM

There is a growing sentiment that we have the potential to achieve far greater excellence, visibility, and impact in the study of the environment. The Fall 2012 semester presented UVM with an opportunity to engage in creative and bold thinking about how to capture and build a national and international reputation through a clear intellectual vision, better coordination and building on existing strengths.

Working in partnership, the Offices of the President, Provost and the Faculty Senate have developed a twelve-member Envisioning Environment at UVM faculty work group. This cross-college faculty group has been charged with conducting an inventory of the strengths of environmental education and research at UVM; identifying comparative advantage in this realm; evaluating current organizational structure related to environmental education and research; assessing “best practices” nationally and internationally; and developing several alternative models for how UVM might organize, support and maximize this work at the University of Vermont.

The work of the group will be advisory, highly consultative and will include conversations with faculty members, staff members and Deans across the University. The group will report its findings to President Sullivan, Senate President
Roberts and Jane Knodell by December 20, 2012. This work will help position UVM to attract faculty, graduate and undergraduate students of the highest quality who are interested in addressing the environmental challenges facing the planet.

Chie Diversity Officer Wanda Heading-Grant reported on the Campus Climate Survey. The purpose of the survey was to assess the University’s effectiveness in creating an environment that fully upholds the values and the principles embodied in Our Common Ground Statement: respect, integrity, innovation, openness, justice, and responsibility.

Wanda Heading-Grant stated, “We must use what we have learned from the survey to create an action plan for moving forward.” The survey results have been discussed with the Educational Policy and Institutional Resources Committee of the Board of Trustees, by the Presidential Commissions charged with addressing diversity, inclusion, and campus safety, and with senior leaders.

Three recommendations have come out of those discussions, and progress is being made on each one. First, focus groups were conducted over the summer with the goal of getting a deeper understanding of some of the survey results. Second, a diversity data inventory is being conducted with support from the Office of Institutional Research. This data will be the basis of a comprehensive diversity assessment plan. Third, a work group is developing a proposal for a comprehensive professional development program for our University community.

The Board’s Consent agenda included:

- Approval of Proposal to Terminate the Graduate Programs in Anatomy and Neurobiology
- Approval of the James F. Jeffords Center for Research and Policy Studies
- Living & Learning Building “C” Renovation Resolution
- Stafford Research Lab Renovation Resolution
- Given Atrium Dining Renovation Resolution
- Resolution Authorizing One-Year Renewal of U.S. Sino Pathways Program at the University of Vermont

Respectfully Submitted,

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

Staff Representatives to the EPIR Committee