STAFF COUNCIL EXECUTIVE BOARD
Monday, January 23, 2017
427A Waterman Bldg.
12:15pm – 1:30pm
MINUTES

Members Present: Karmen Swim (SC President), Bethany Wolfe (SC Vice President), Brendan Andrews, Jeremy Arenos, Nancy Bercaw, Anita Lavoie, Steve Lunna, Holly Pedrini, Meryl St. John (Ex-Officio)

Members Absent: Bob Bolyard, Mary Dunne, Caleb Gilbert, Jeanna Page

Also Present: Amy Gilman (SC Assistant)

Call to Order

Staff Council President Karmen Swim called the meeting to order at 12:17 p.m.

Approval of Minutes

A motion was made to adopt the November 28, 2016 Executive Board minutes. With no edits or discussion, the minutes were adopted.

Committee Updates

CBB – The FY18 salary recommendations were submitted in early December. The committee just heard back from Greg Paradiso, Assistant Director of Benefits and Employee Operations at HRS on Friday asking Staff Council & CBB to put forth suggestions, language and details in terms of communication for when the time comes to share information with employees regarding pay and merit for FY18. This timeline feels tight but it will be opportunity for this committee and Staff Council to be at the table on this very important topic. It is our hope that we will continue to have further opportunities to fine tune and discuss once there are real numbers to work with. Staff Council Leadership will confirm the necessary due dates for recommendations. Greg will also be the HRDMA rep that will attend the regular scheduled CBB meetings to help facilitate communication and flow of information between the groups.

OUTREACH – The Outreach Committee has reached consensus on moving the next iteration of the Staff Council Survey to Fall 2018. This group has learned that there is a working group being formed in HRDMA re: updating the Staff Handbook. Right now it’s at the stage of getting a timeline drafted, getting a sense of the workload involved, and identifying necessary stakeholders. The hope is still to do forum work this spring once the most pressing topics are identified. Exact timing for the 2018 survey will be determined shortly in order to project timelines for survey development and launch.

PPD – Jim Barr and Mary Provost took the time to respond to the many questions and thoughts shared with them in meetings and emails. Steve shared those answers with this board just before today’s meeting. TAPSAC, is scheduled to meet in January 2017. Following that
meeting, PPD will finalize and vote on the policy recommendations they will put forward regarding parking. Chair Steve Lunna plans to present these recommendations at the March Staff Council meeting to ask for feedback.

SOCIAL – The Staff Council Office provided a quick update on the events scheduled over the next few months. This committee will have at least one offering each month from Jan-June 2017 this year. Currently, they will help promote Blue Cross/Blue Shield’s “Snow Days” events. Also upcoming are Lyric Theatre discount ticket sales, Skate Night (Marsh 24th), the Vermont Corporate Cup, and Lake Monsters UVM Night.

At this point, the Board worked on what would be shared and passed along to Greg Paradiso by the Friday, January 27th deadline as requested. This discussion filled the rest of the allotted meeting time and beyond. The Board based its recommendations on issues identified by the CBB Committee arising out of challenges staff experienced in FY17, and President Karmen Swim arranged these into suggested language for communications to go out to budget managers. Primarily, these recommendations were process-related and centered on developing and communicating a transparent structure for how merit compensation is earned.

An additional executive session was scheduled for two days later, Wednesday, January 25, 2017 to wrap up details, share a draft and make edits on the salary/merit communications guidelines.

Staff Council Representative Training
Tabled due to lack of time.

Bylaw Update Proposal
Tabled due to lack of time.

Review of February Staff Council Meeting Agenda
Tabled due to lack of time.

Other Business
No other business at this time.

Adjournment
A motion was made, and seconded for the meeting to adjourn. The meeting adjourned at 1:53pm.