STAFF COUNCIL EXECUTIVE BOARD  
Monday, November 28, 2016  
427A Waterman Bldg.  
12:15pm – 1:30pm  
MINUTES

Members Present: Karmen Swim (SC President), Bethany Wolfe (SC Vice President), Jeremy Arenos, Bob Bolyard, Anita Lavoie, Stephen Lunna, Jeanna Page, Holly Pedrini, Meryl St. John (Ex-Officio)

Members Absent: Brendan Andrews, Nancy Bercaw, Mary Dunne, Caleb Gilbert,

Also Present: Amy Gilman, Staff Council Office

Call to Order

Staff Council President Karmen Swim called the meeting to order at 12:16 p.m.

Approval of Minutes

A motion was made to adopt the October 24, 2016 Executive Board minutes. With no edits or discussion, the minutes were adopted.

Committee Updates

CBB – This committee met with Richard Cate, VP for Finance & Treasurer mid-November to talk about merit raises and to get a better understanding around budgeting and/or policy of how supervisors would build in for that in terms of budgeting or justification. Since the meeting with Richard the committee has come up with a few options for consideration early in the FY18 budgeting timeline. These options will be sent to university leadership following CBB committee review. This group also has the Town Meeting Day proposal in a final draft and expects to submit that in mid-December.

OUTREACH – This group continues to determine which topics to focus on for the feedback sessions which are due to occur in late winter. At the December meeting they will hear about similar sessions that were held last time by Staff Council Office in Spring 2015. The STARS survey piece was submitted and the office will follow up on future engagement with the STARS office regarding whether they plan to continue utilizing our survey to fill this role.

PPD – The committee has drafted a process and structure for the concept of the Centralized Professional Development Fund proposals and is in the editing stage. Meryl shared that she has spoken with several campus partners to vet the plan. The letter regarding Parking Communications is still in the fact-finding phase and waiting for some data and feedback to come from Transportation & Parking Services. Anita will follow-up w/ Mary Provost in TPS as TPS’ working group on this issue, TAPSAC, has not met recently.
SOCIAL – The final push is on for the Staff Council Holiday Bazaar & Food Drive happening December 7, 2016, 9am-3pm. The call for volunteers and bake sale donors has gone out from Staff Council, advertising and promotion continues. The last of the raffle prizes are being collected.

**Town Meeting Day Letter**

Jeremy shared the letter prior to this meeting for edits or suggestions. Discussion around a few of those edits. We hope to share this in order to have a decision and outcome for Town Meeting 2017.

**FY18 Salary Recommendation**

CBB Chair, Jeremy Arenos and Vice Chair, Anita Lavoie met with Richard Cate, VP for Finance & Treasurer and said that he provided clarity and helpful information. When speaking of raises and merit raises, it was confirmed the directive comes from the President, Finance tries to make the numbers work, and HRDMA does the communication and implementation. They discussed merit and how the intention behind it last year was not received as intended since the most an employee could earn was 1.5% merit. The committee leaders expressed the prevailing staff feedback, which was that this didn’t feel like true merit and a motivator or much of a reward/recognition for meritorious work. (The Staff Council Office and representatives also fielded many contacts from supervisors who were confused on the merit allocation process, and CBB plans to work on communicating these process issues following the submission of the compensation suggestions.) Richard mentioned if the merit is perceived as too low and isn’t representing in the spirit of how it was meant to, he suggested perhaps not using the merit piece. He reminded CBB leadership that it’s not a negotiation and communications should reflect what they are truly asking for. In addition, because UVM finances are generally projected out several years, CBB will work on looking ahead to future years instead of dealing with only the year ahead. The committee has met since the meeting with Richard and has developed both a tier structure with merit and one without merit both to be considered. Karmen shared workload concerns with the tiered across-the-board structure on behalf of budget administrators and will share these with CBB leadership.

**December Staff Council Meeting Agenda**

There will be two guests at the December 2016 meeting. There were no edits or changes to the agenda.

**Other Business**

No other business at this time.

**Adjournment**

A motion was made, and seconded for the meeting to adjourn. The meeting adjourned at 1:38pm.