STAFF COUNCIL EXECUTIVE BOARD
Monday, December 19, 2016
427A Waterman Bldg.
12:15pm – 1:30pm
MINUTES

Members Present: Karmen Swim (SC President), Bethany Wolfe (SC Vice President), Brendan Andrews, Jeremy Arenos, Bob Bolyard, Mary Dunne, Caleb Gilbert, Anita Lavoie, Jeanna Page, Meryl St. John (Ex-Officio)

Members Absent: Nancy Bercaw, Steve Lunna, Holly Pedrini

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 November 2016 Executive Board minutes. With no edits or discussion, the minutes were adopted.

Committee Updates

CBB – The FY18 salary recommendations were submitted. The communication requesting that Town Meeting Day be designated an administrative closure was also submitted. Gary Derr, Vice President for Executive Operations, attended the most recent Compensation, Benefits and Budget Committee meeting to help share information and answer questions about compensation processes and his attendance was very well-received by the committee. In general, CBB has more information regarding compensation processes, personnel, and roles than they have in the past several years and are better positioned to proactively assist administrative decision-making, rather than simply reacting to decisions that have already been made.

OUTREACH – The Outreach Committee has reached consensus on moving the next iteration of the Staff Council Survey to Fall 2018. Previously, it would have been scheduled for Spring 2018. This decision is not yet finalized at the committee is exploring whether any of Staff Council’s campus partners (such as HRDMA) are targeting surveys for that time period. However, there are numerous benefits of moving the survey back to the fall. First, having data in hand before the conclusion of the fall semester gives the Outreach Committee, and the remainder of the Council, the entirety of the spring semester to navigate that data and form work plans based on it. Currently, in the spring survey cycle data is analyzed just in time for the Council to go on summer recess, and thus survey data is already 6 months old before a new committee begins to go in depth to field its issues. Additionally, the current spring survey cycle is the same cycle as the Staff Council Officer Election cycle, which means that staff members are receiving numerous Council-related communications over a period of a few months when it would probably benefit staff engagement to spread things out a little. From the perspective of
the Staff Council Office, moving the survey back to the fall also gives the office more time in the summer to complete survey programming and work with the Office of Institutional Research to validate the questions.

The Executive Board expressed that they were largely in favor of this plan pending any new information that arises regarding competing surveys or the needs of our campus partners. The sole concern is that there will be a slightly longer period without fresh survey data to drive the work of the Council and the Standing Committees - approximately 30 months instead of 24 months. The Outreach Committee will attempt to fill this gap with other efforts (such as staff forums and focus groups) to ensure that staff concerns are being heard in the interim.

**PPD** – This committee is continuing their work with Parking and Transportation. Chair Steve Lunna recently met with Jim Barr and Mary Provost to clarify some concerns and formulate a plan for proposing Transportation & Parking initiatives that Staff Council will support. Among the information gleaned from this meeting is that there are 13,000 users for 5,150 parking spaces, there is currently no master plan for future additional parking or infrastructure improvements, and there are still 1,200 names on the Green Permit waiting list. The Transportation advisory committee, TAPSAC, is scheduled to meet in January and more concerns may emerge at that point. PPD is shortly to vote on which initiatives they will support for inclusion in a communication to be submitted to administration and will present those initiatives to the full Council later this spring.

**SOCIAL** – The Staff Council Office provided an update on the 2016 Holiday Bazaar, which took place on December 7th. Attendance was down slightly this year when compared to the past two record-breaking years. The Social Committee will discuss potential reasons for this drop. The Holiday Bazaar is scheduled three years in advance, which can make it difficult to avoid conflicts with other campus events. However, despite the drop in attendees, due to the small increase in table prices this year (to $35), the Holiday Bazaar netted almost the same total profits as it did in 2015. While the Holiday Bazaar is an opportunity for UVM-affiliated artisans to sell their handiwork, $35 is still on the inexpensive side for vendor table rentals. As the Bazaar is the major fundraiser for the entire fiscal year of Council activities and subsidizes discounted Champlain Valley Fair and athletic ticket sales, Corporate Cup t-shirts and other social opportunities that benefit staff the Committee will revisit the issue of increasing the table rental price again slightly in FY18.

**Proposal of Bylaw Amendments**

Karmen and Bethany raised their ideas for changes to the Staff Council Bylaws to formalize and professionalize Staff Council committee proceedings. New procedures would include requiring Council presentations in advance of committee communication with university administration.

Several Board members raised concerns about removing autonomy from committees. Karmen and Bethany described the changes as being essentially representative of current proceedings, only represented in the bylaws and adding additional layers of review for certain items only (not every
committee proceeding). They will outline their proposed changes in more detail at the January Executive Board meeting for comment and ask for a vote at the February Staff Council meeting.

**January Staff Council Meeting Agenda**

The Compensation, Benefits and Budget Committee leadership will present about this year’s salary recommendation as well as context from past years and strategic planning for the future.

**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.