Members Present: President Renee Berteau, Vice President Johanna Brabham, Brendan Andrews, Jeremy Arenos, Bob Bolyard, Valerie Carzello, JoAnne Dearborn, Mary Dunne, Jean Evans, Christine Farnham, Kate Ford, Gwen Landis, Anita Lavoie, Lyndelle LeBruin, Gabriela Mora-Klepeis, Holly Pedrini, Shirley Pine, Parvin Pothiawala, Katrina Preiss, Susan Skalka, Karmen Swim, Bill Valliere, Amy Vile

Ex-officio: Meryl St. John, Staff Council Administrator

Members Absent: Amy Coffey, Jen Cournoyer, Jessica Deaette, Nick Gingrow, Nick Hall, Wendy Koenig, Steve Lunna, Noël McCann, Jeanna Page, Judy Riani, Bethany Wolfe

Also Participating: Tara Messier, HRDMA Prof. Development & Training Team, Staff Council Assistant Amy Gilman and Michele Patenaude, UVM Libraries

Call to Order

The meeting was called to order at 12:05 p.m.

Staff Council Vision Statement

Staff Council Representatives continued our second session with Tara Messier, HRDMA Professional Development & Training Team Lead, who has facilitated the work and organized the council’s words, thoughts and ideas. More fine-tuning was done in this session. All Representatives present and SC Leadership participated in voting on potential statements. Six statements developed by group work were then voted on by all representatives present, and have been narrowed to three. The three statements will be shared electronically with the council to vote and voice any last thoughts or concerns around the Vision Statement.

Approval of Minutes

A motion was made and seconded to adopt the December 1, 2015 Council minutes. One person abstained. The minutes were adopted.

Public Comment Period

No public comments were made.

Standing Committee Reports

CBB – At CBB’s January meeting Harold Pierce, HRDMA, Exec. Director, Benefits & Employee Operations will be attending. Last meeting this committee reviewed if they had questions to submit to
the Outreach Committee for inclusion on the Staff Council Survey. Continued work on future work plans.

OUTREACH – This committee continues to review the survey questions and is still accepting new questions for consideration from the other Staff Council Committees.

PPD – no update

SOCIAL – A brief Holiday Bazaar & Food Drive recap was provided to the council. The Casino Bus Trip will take place on February 15, 2016 and a few new Spring event ideas are being vetted.

**Discussion of Upcoming Council Election and Formation of Nominating Committee**

Meryl reminded the group that both Officer and Representative elections will take place Spring 2016. A nominating committee will be formed over the next month, it will consist of the current Parliamentarian, two Staff Council Representatives, two Executive Board members and two general staff selected by Staff Council Office. If you are interested in serving on the committee, please let the Staff Council Office know and the nomination forms will be ready shortly. If any representatives are interested in running for Staff Council President or Vice President you cannot serve on this committee. The committee will meet periodically from mid-February through mid-April. Elections will take place the first week of May.

**Officer’s Update**

The full [Officer’s Report](#) is posted online on the President of Staff Council’s webpage.

Renee met with Wanda Heading-Grant, Vice President for HRDMA, Harold Pierce, Executive Director, Benefits & Employee Operations, HRDMA and Jes Kraus, Executive Director, HRS & Affirmative Action, HRDMA in December. Renee asked about the status of the Staff Pay Equity Study. HRDMA responded that the study is still ongoing, currently in deep analysis of several classifications, and will be completed in Spring of 2016. Discussed was the late communication of the 2016 Healthcare Cost changes just before Open Enrollment; factors for the delay included obtaining data and approvals. Renee asked for an update on the implementation of Employee Appraisals and electronic rollout and training for supervisors and staff and was told the projected rollout timeframe was Spring.

Staff Council leadership also met with President Sullivan on December 16. Discussed was the FY17 Non-Represented Staff Pay increase announcement and the timeline. The President confirmed the number will include inflation and merit factors. An announcement will be made early in the Spring Semester. Staff Council let the President know we hope to speak before Council of Deans to enlist faculty who are staff supervisors to be knowledgeable and competent in supervising their staff. The President expressed his support for communicating the need for excellence in supervisory skills for faculty and staff supervisors, and expressed that UVM is a learning institution and supervisors should be open to honing their skills and providing leadership and professional development guidance. Staff Council mentioned to the President that notice of required Direct Deposit was sent very late considering
the implementation was to go into effect January 1, 2016, and as of December 16, notice had not been distributed to staff.

**Other Business**

A representative asked if results of the Staff Council Internal Survey had been shared yet from June 2015. Themes were identified over the summer but SC leadership needs to review the information and share back with Staff Council. With the vacancy of the Staff Council Administrator and focus on the Vision Statement work since October, this work has been delayed. Another representative commented about the Vision Statement, and wanted to be sure it mentions that we aspire to be “at the table” with UVM Leadership.

**Adjournment**

Renee made a motion to adjourn. The motion was seconded and adopted. Meeting adjourned at 1:25pm.