Members Present: President Catherine Symans, Vice President Renee Berteau, Brendan Andrews, Johanna Brabham, Rodman Cory, Ellen DeOrsey, Isis Erb, Troy Krah, Gwen Landis, Noël McCann, Sharon Mone, Jane Nevins, Parvin Pothiawala, Judy Riani, Dave Rogers, Susan Skalka, Karmen Swim, Marie Tiemann, Lynn Tracy, Amy Vile, Floyd Vilmont, Susan Williford, Bethany Wolfe

Ex-officio: Jeff Bukowski, Staff Council Administrator

Members Absent: Sarah Childs, Naima Dennis, Jacqueline Drouin, Kate Ford, Mark Hall, Scott Hipko, Wendy Koenig, Anita Lavoie, Robin Lockerby, Joanne Montanye, Holly Pedrini

Also Participating: Doug Lantagne, Dean, UVM Extension, Amy Gilman, Staff Council Assistant, Rich Downing

Call to Order

The meeting was called to order at 12:08 p.m.

Welcome and Introduction for UVM Extension

Catherine Symans, President of Staff Council, welcomed Doug Lantagne, the Dean and Director of UVM Extension. Dean Lantagne gave a brief history of what a land-grant university is, how UVM became a land-grant university and why land-grants came about given the times and circumstances of the country at that time. He shared with the group the broad offerings and education available through staff and faculty located throughout the state.

Approval of Minutes

A motion was made and seconded to adopt the December 3, 2013 Council minutes. With no discussion, the minutes were adopted. Two members abstained.

Public Comment Period

No public comments made.

Officer’s Update

The Officer’s update will be posted online on the President of Staff Council’s webpage.

President Catherine Symans informed the Staff Council that a water pipe broke in Billings over the weekend causing significant water damage in the North Lounge, but that Marsh Lounge and the Apse are still online and open.
In addition, she indicated that she will be giving her report at the February 7th UVM Board of Trustees meeting and invited representatives to attend the UVM Board of Trustees - Committee of the Whole Meeting, where all governing bodies present to the board, Staff Council included.

The work continues for the President’s Staff Recognition Award Planning Committee on which the Staff Council President sits. The group has met twice and will meet again this week. After the next meeting there will be more concrete information about what the process will be and specifics about the compensated awards.

**Bylaw Changes**

Two votes occurred to update the current Staff Council Bylaws. The first three changes were reviewed individually, but voted on together.

1. Exec. Board Charge – change the word ‘approving’ the next meeting agenda to ‘reviewing’ of the next meeting agenda.

2. Ex-officio Status – remove ‘The University’s Vice President for Finance and Administration’ as an *ex-officio* and keep The Staff Council Administrator shall serve as an *ex-officio* member. Add that additional members may be invited to serve as an *ex-officio* member.

3. Small Corrections – Noted by one member that Unit/Division/College on page 3 (Under Section E, #3) should follow the same style as the rest of the document. Another member mentioned that for access purposes, any place that reads ‘click here’ to lead you to a hyperlink, should be changed to just say “here” to be more inclusive. Automated readers do not know how to read or take action on the word ‘click’ in these instances.

A motion was made and seconded to adopt these changes to the Staff Council Bylaws. After discussion reviewing those edits, the changes were voted, approved and adopted.

The second vote was to address updates to the Representative Election Policy Statement. The first change addressed how Council will approach restructuring that occurs at the University; the representation of units may grow or shrink or shift. The second change addressed when a Council Representative vacates a seat prior to the end of their term: either the Unit/Division/College appoints a new representative, holds their own special election within the department, or waits until the regular election cycle during the next spring.

A motion was made and seconded to adopt these changes to the Staff Council Representative Election Policy Statement. With no discussion, the changes were adopted.

**Group Discussion**
Jeff shared with the group that the Staff Council Election process will begin earlier this year. The Staff Council Office will reach out to those members whose terms will be ending this year to seek out if they wish to run again or if we need to do more targeted messaging in their Unit/Division/College.

**OAUE Committee**: Co-Chairs reported that their committee continues to work on the Contact Sheet transition to Staff Connect project. There is some fine tuning left to do and then this project will move to the public phase, which will include communicating to staff about how to access it, how/when to use it, and educating staff about it and what the process is. They also indicated that the Staff Council Survey has been sent out to 1886 non-represented staff.

**Incentive-based Budgeting (IBB)**: – Johanna Brabham shared that her Facilities sub-committee is now meeting two times each week and all of the sub-committees will meet with the IBB Steering Committee next week and the report will go to the President toward the end of January.

**Other Business**

The UVM Tobacco-Free Initiative work continues. UVM will go Tobacco-Free on January 1, 2015. There is much going on behind the scenes and an outreach video is near completion that will introduce the campaign and encourage participation in ongoing discussions about the initiative. The public phase and communications will hopefully begin at the end of the month.

**Social Committee**: The chair reported that they had done a post-event review of Holiday Bazaar and that three new Staff Council Community Service Awards were approved at the December meeting.

**Adjournment**

Catherine made a motion to adjourn. The motion was seconded and adopted. Meeting adjourned at 1:09 p.m.