PRESENT: Deb Bryan (Designee for Mary Schliecker-Brigham), Marty Burrows, Jeff Bukowski (Ex-Officio), Michelle Chapman, Naima Dennis, Isis Erb, Patricia Forguites, Anthony Fouche, Theresa Goddard, Carol Gross, Mark Hall, Scott Hipko, Eric Hoefel, Molly Hubbell, Karen Lemire, Rita Lemire, Eileen Kristiansen, Tracey Maurer, Sharon Mone, Julia Paradiso, Mary Parent, Ida Russin (President), Nelson Sears, Michelle Smith (Vice President), Todd Stewart, Marie Tiemann, Diane Trono, Beth Walsh (Immediate Past President), and Susan Williford.

ABSENT: Allen Josey, Shelly Jurkiewicz, Sharnel Martelle, Joanne Montanye, and Mary Schliecker-Brigham.

GUESTS: Rodman Cory – HRS Constituent Relations Team Lead and Lixia Li – Sr. Auditor, Office of Audit Services.

Council President Ida Russin called the meeting to order at 12:10 p.m.

ACCEPTANCE OF MINUTES

The January 4, 2011 minutes were approved.

COMMITTEE REPORTS

Ad Hoc Committee on Staff Council Survey – Chair Eric Hoefel reported the draft SC Survey has been reviewed by Human Resource Services and Institutional Research. He found their comments very favorable with only a few minor edit suggestions. The Committee is prepared to conduct a preliminary survey (test run) among the Council members in the next few days. Eric explained there is a text box provided for comments and asked that Council members provide both feedback and the amount of time it took them to complete the survey. This information will be helpful to fine-tune the survey before it is distributed to all non-represented staff.

Employee Environment and Facilities Committee – Chair Michelle Smith reported that she and Erica Spiegel with the Recycling and Solid Waste Office met with the Admissions Office. Admissions has an environmental committee within their department that has been tracking their “Greening Your Office Program” efforts. Michelle reported this was a very exciting discovery for her Committee since this idea and effort has been in the making for almost ten years. Admissions will be the first department at UVM to test the program and serve as a case-study for measuring the program’s success.

BY-LAW CHANGES

The Council voted to change the Standing Committee Chairperson’s term in Staff Council’s Bylaws Article VIII. Standing Committees, sections B.1 and B.2. Committees shall now choose their chairperson at their August meeting, subject to approval by a majority of the Council at the September Council meeting. The Chairperson shall serve a one-year term that will commence upon Council approval and end when the next
chair is approved. The Council also voted to adopt a newly created Staff Council Officer Election Policy Statement and Procedures.

**STAFF COUNCIL SALARY & BUDGET COMMITTEE SALARY RAISE POOL INCREASE RECOMMENDATION**

Ida Russin read the FY 2012 Salary Raise Pool Increase Recommendation put forth by Staff Council’s Salary and Budget Committee. After much discussion and a few word changes, the primary concern not addressed in the body of the written Recommendation was, how the Committee came to choose this proposal. It was agreed that it would be the responsibility of Ida Russin, when she presents the Council’s Recommendation to the Board of Trustees on Friday, February 4th, to provide a brief overview of both the research and reasoning that went into this recommendation. Additionally, the Council requested an explanation for staff to accompany the Council’s Salary Raise Pool Recommendation for FY 2012 that will be distributed with the Council Representative’s Update. By a vote of 19 in favor, 0 opposed, and 5 abstentions, the Staff Council recommends that the base salary pool increase for FY 2012 (July 1, 2011 – June 30, 2012) be that each full time (1.0 FTE) unrepresented staff member receive a flat $1,000 increase in pay to be distributed over 24 pay periods. In cases where a staff member works part-time, their increase would be prorated accordingly.

**ANNOUNCEMENTS**

Jeff Bukowski, Council Administrator, announced the submissions deadline for the March edition of *Staffline* is Friday, February 18, 2011. Applications for staff to serve as representatives on UVM’s Board of Trustees’ Budget, Finance and Investment Committee and the Educational Policy and Institutional Resources Committee are available in the February issue of *Staffline*. The Staff Council Office will accept these applications through Friday, February 18th. Discounted ski vouchers for Jay Peak and Smugglers’ Notch, and discount coupons for Bolton Valley continue to be available in the Staff Council Office. The Social Committee has a bus trip to the Montreal Casino on Presidents’ Day, February 21st with only a few seats remaining. There are a number of updated discounts at area businesses that will appear in *Staffline*.

**PRESIDENT’S UPDATE**

Ida Russin reported that Michelle Smith had attended the BOT Executive Committee meeting on Ida’s behalf, and reported that President Fogel provided a summary of enrollment and retention rates for Fall 2010, further explaining that although the news was good and the retention rate has improved, it comes a price, an increase in financial aid. Michelle will also represent Ida at this week’s meeting with Gary Derr, VP for Executive Operations, where she will update him on the work of the Council. Questions that Ida has prepared for this meeting include, who represents UVM’s retired staff, what impact is the Administrative Business Service Center (ABSC) having on existing positions (those whose responsibilities are being shifted to ABSC), and other topics including student success and satisfaction.

**OTHER BUSINESS**

A request was made to include an announcement in the SC Representative’s February update the list of units that will be holding Staff Council Representative Elections in April 2011.

The Council adjourned at 1:30 p.m. The next Staff Council meeting will take place in the Livak Ballroom, 4th Floor Davis Center, Tuesday, March 1, 2011 at 12:05 p.m.