UVM Staff Council  
March 1, 2011  
Livak Ballroom, Davis Center  
12:05 p.m. – 1:30 p.m.

MINUTES

PRESENT: Deb Bryan (Designee for Mary Schliecker-Brigham), Jeff Bukowski (Ex-Officio), Michelle Chapman, Naima Dennis, Isis Erb, Anthony Fouche, Mark Hall, Scott Hipko, Eric Hoefel, Molly Hubbell, Allen Josey, Karen Lemire, Rita Lemire, Eileen Kristiansen, Tracey Maurer, Sharon Mone, Joanne Montanye, Mary Parent, Michelle Smith (Vice President), Marie Tiemann, Diane Trono, and Susan Williford.

ABSENT: Marty Burrows, Patricia Forguites, Theresa Goddard, Carol Gross, Shelly Jurkiewicz, Sharnel Martelle, Julia Paradiso, Ida Russin (President), Mary Schliecker-Brigham, Nelson Sears, Todd Stewart, and Beth Walsh (Immediate Past President).

GUESTS: Antoine Aube - Student, Rodman Cory - HRS Constituent Relations Team Lead, Anna Drummond - Chief Compliance Officer, Diane Gaboriault - Asst. Director Diversity & Equity Unit, Erica Heffner - Deputy Compliance Officer, Cindy Lee - Process Coordinator Finance & Admin., and Jennifer Sheridan - Audit Svcs. Sr. Planner.

Council Vice President Michelle Smith called the meeting to order at 12:10 p.m.

CAMPUS SURVEY

Diane Gaboriault, Assistant Director of the Diversity and Equity Unit, announced the roll-out date for UVM’s Campus Survey is April 4, 2011. The Campus Survey will be conducted with two separate surveys; one survey is designed for UVM employees and a separate survey will target students only, for their perspective. As the Office of Institutional Research develops the survey distribution lists to include all faculty, staff and students, they will also make certain to identify those UVM employees who also have student status, to avoid their receiving two surveys. The surveys will be available for a period of three weeks, and a reminder feature within the survey will be utilized to increase the participation rate. A website will be launched shortly to address further questions.

OFFICE OF COMPLIANCE

Anna Drummond explained how the Office of Compliance and Privacy Services was established and detailed its charge of institutional compliance. The Office began its work by conducting a university-wide compliance Risk Assessment and the results were used to develop a Compliance Work Plan. Three focus areas were identified: 1) research compliance, 2) privacy, information security and data retention, and 3) lab safety. The Office has also developed a Communication Plan. This work included a Compliance Awareness Survey (sent to all employees in September 2010), the creation of a Code of Business Conduct Brochure and an Ethics and Compliance Reporting and Help Line Poster. Communication efforts have also included outreach efforts like today’s meeting with the Staff Council, and the establishment of a new Compliance Services webpage providing information about the Office’s program and compliance communications.
In addition to the duties listed above, the Office conducted a Higher Education Opportunity Act (HEOA) compliance assessment (as requested by the Audit Committee) and created a HEOA Disclosure website detailing disclosure requirements.

**CANCELATION OF MASTERING THE MAZE 2011**

Council Administrator Jeff Bukowski presented a letter put forth by the Education and Professional Development Committee for Council review and endorsement. The letter acknowledges University administration’s decision to cancel this year’s Mastering the Maze for 2011 and their commitment to hold Maze again in 2012. The letter requests the future support of administration in communicating to supervisors the importance of this annual professional development opportunity for staff, and the need for supervisors to both support and encourage staff to participate as presenters or attendees by granting release time. It further stressed the need for administration’s continued support, in both resources and philosophically to ensure Maze doesn’t disappear. The Council voted to endorse this letter to administration.

**ACCEPTANCE OF MINUTES**

The February 1, 2011 minutes were approved with one minor change to those present and absent.

**COMMITTEE REPORT**

Ad Hoc Committee on Staff Council Survey – Chair Eric Hoefel reported the preliminary survey (test run) sent to Council members proved helpful in fine-tuning the final survey before it is distributed to all non-represented staff. The timeline for electronic distribution among non-represented staff is the end of March 2011, as reported in the March edition of Staffline.

**ANNOUNCEMENTS**

Jeff Bukowski, Council Administrator, thanked and acknowledged Kit Ardell, Rodman Cory, and Shari Langlois for their years of service on the Board of Trustees Standing Committees. Jeff then congratulated Jesse Bridges - Athletics, and Eric Hoefel – Business Process Reengineering Team on their appointments to serve a one year term as the new staff representatives on the Board of Trustees Budget, Finance and Investment Committee. He congratulated Lesley Boucher – Dana Medical Library on her appointment to serve a one year term as the new staff representative on the Board of Trustees Educational Policy and Institutional Resources Committee, joining Amanda McIntire – Human Resource Services who was reappointed for another term. And Marie Tiemann – University Financial Services was reappointed to serve another one year term on the Board of Trustees Audit Committee. The submissions deadline for the April edition of Staffline is Friday, March 18, 2011. Discounted ski vouchers for Jay Peak and Smugglers’ Notch, and discount coupons for Bolton Valley continue to be available in the Staff Council Office through the month of March. Staff Council will hold elections in April for Representative positions in several Units/Divisions across the University. Election details and announcements will be distributed on April 1st. In the interim, Jeff will reach out to those Representatives whose terms are concluding to discuss their possible interest in serving again.

**PRESIDENT’S UPDATE**

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Michelle Smith reported that Council President Ida Russin had attended the AA/EO Director Search Open Forums that took place February 18th and 24th. The forums provided an opportunity to hear from the two finalists in the search, with each finalist presenting at separate forums.

On Monday, February 28th, Michelle attended a town meeting forum on UVM’s General Education project. The purpose of this forum was to discuss the Interim Report from the Joint Committee on General Education, now posted on the Gen-Ed website. Michelle reported that members of the Joint Committee want to hear comments and concerns from faculty, staff and students. The next forum is scheduled for March 15th at 3 p.m. in the Silver Maple Ballroom.

OTHER BUSINESS

Staff Council received a letter from President Fogel, addressed to the Council president and Salary and Budget chair and vice-chair. He expressed his appreciation for the Staff Council’s thoughtful and thorough analysis and recommendations, and said the Council’s proposal presented some challenges that would need to be fully considered. In addition, he indicated he plans to communicate with the UVM community in mid-March concerning post-retirement medical benefits.

The Council adjourned at 1:15 p.m. The next Staff Council meeting will take place in the Livak Ballroom, 4th Floor Davis Center, Tuesday, April 5, 2011 at 12:05 p.m.