UVM Staff Council  
March 4, 2014  
12:05-1:30 p.m.  
Livak Ballroom, Davis Center  
Draft Minutes

Members Present: President Catherine Symans, Vice President Renee Berteau, Brendan Andrews, Johanna Brabham, Sarah Childs, Rodman Cory, Ellen DeOrsey, Jacqueline Drouin, Kate Ford, Mark Hall, Troy Krahl, Anita Lavoie, Joanne Montanye, Jane Nevins, Holly Pedrini, Parvin Pothiawala, Dave Rogers, Susan Skalka, Marie Tiemann, Amy Vile, Floyd Vilmont, Susan Williford

Ex-officio: Jeff Bukowski, Staff Council Administrator

Members Absent: Naima Dennis, Wendy Koenig, Gwen Landis, Noël McCann, Sharon Mone, Judy Riani, Karmen Swim, Lynn Tracy, Bethany Wolfe

Also Participating: Amy Gilman, Staff Council Assistant, Kerry Castano, Alberto Citarella, Patty Eldred, Ginnie Gude, Gordon Sadler.

Call to Order

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

FY15 Budget and Incentive-Based Budgeting (IBB) Transition Presentation

Catherine Symans, President of Staff Council, welcomed David Rosowsky, Provost and Senior Vice President. Provost Rosowsky gave an update on the FY15 Budget and IBB. He reported that we were currently on track in the two year process to transition to an IBB model. The eight IBB subcommittees completed and submitted their reports to the IBB Steering Committee. The Steering Committee sent the complete self-study report to President Sullivan in February. By the end of March real numbers will be able to be plugged into the formulas to allow the units to begin running reports and scenarios. This will help test the algorithms and create the opportunity for business decisions to be made based on the numbers. The Provost also spoke about the expense side of the equation and how during the self-study process 79 cost pools were identified. It is suggested that perhaps those will be further grouped down to four to six “cost pool drivers” or common expenses. Each school, college and department will need to weigh the regular cost of doing business expenses, facilities/space (maintenance and usage) and debt will all be factored in. He encouraged everyone to visit the IBB website to stay current with the progress and encouraged the Council to leave feedback, thoughts and suggestions with him by the end of the week.

Approval of Minutes

A motion was made and seconded to adopt the February 4, 2014 Council minutes. One minor correction was made and the minutes were adopted.
Public Comment Period

No public comments were made.

Officer’s Update

The full Officer’s update is posted online on the President of Staff Council’s webpage.

Staff Council Leadership Meeting with President Sullivan

This quarterly meeting covered issues including FY15 and IBB, the UBAC’s review of cost share benefits, and the tobacco-free initiative. Staff Council leadership shared some of the early feedback received and expressed concern about how the campus-wide communication was handled.

Staff Council Leadership Meeting with Human Resource Services with Barbara Johnson

This quarterly meeting covered the same issues discussed with President Sullivan. The most pressing issue was the UBAC review. Additionally, an inquiry was made about the HRS Survey results. Apparently those results have been delayed due to the Vice President for Human Resources, Diversity and Multicultural Affairs’ leave. Once the info is completed it will be shared with the UVM Community.

Board of Trustees Meeting – February 7, 2014

During the February meeting of the Board of Trustees Committee of the Whole, President Catherine Symans delivered the Staff Council update.

UVM Salary and Equity Report

Staff Council Vice President Renee Berteau and President, Catherine Symans were invited to participate in a presentation of the results of the University of Vermont’s Salary and Equity Study that was recommended by the former President’s Commission on the Status of Women. The results presented were only on faculty equity. A study of salary and equity for staff will be conducted in the future. No date has been determined at this time.

Staff Council President & Vice President Election Nominating Committee

At the February 2014 Staff Council meeting there were three representatives who self-nominated to serve on the Nominating Committee. According to the bylaws the Staff Council is only responsible for forwarding on two names to the Nominating Committee, with an additional two names forwarded by the Staff Council Office. Therefore, there was a vote that Bethany Wolfe and Holly Pedrini shall be the two names forwarded by the Staff Council and Anita Lavoie will be one of the two names forwarded by the Staff Council Office. The nominees were approved.
**Group Discussion**

**Debrief of Provost Rosowsky’s Presentation:** One of the council representatives mentioned how important it would be for real numbers to be run through each of the algorithms put forth by the IBB subcommittees. This representative is on one of the IBB sub-committees and said how real numbers made them go back and make several changes before they made their recommendation to the IBB Steering Committee. Additional feedback from a representative indicated that the Provost’s new communication piece, *Across the Green*, is nicely done but too long in length to keep everyone reading. It was suggested that the Provost communicate more often in smaller written pieces.

**Benefits Cost Share Feedback Process:** Catherine explained the next steps the Council would take now that the Benefit Cost-Share Feedback period has concluded. All feedback (~27 pages) was compiled and a cover page explaining the process and trends we found will accompany the feedback. This report will go to the University Benefits Advisory Committee (UBAC) and then be shared with the President and the Provost.

**Other Business**

No other business to report.

**Adjournment**

Catherine made a motion to adjourn. The motion was seconded and adopted. Meeting adjourned at 1:28 pm.