UVM STAFF COUNCIL
August 3, 2010
Memorial Lounge, Waterman Building
12:05 p.m. - 1:30 p.m.

MINUTES

PRESENT: Mindy Bessette, Jeff Bukowski (Ex-officio), Michelle Chapman, Naima Dennis, Isis Erb, Theresa Goddard, Carol Gross, Mark Hall, Eric Hoefel, Molly Hubbell, Allen Josey, Eileen Kristiansen, Karen Lemire, Rita Lemire, Tracy Maurer, Joanne Montanye, Julia Paradiso, Mary Parent, Ida Russin (President), Nelson Sears, Michelle Smith (Vice President), Marie Tiemann, Diane Trono, and Beth Walsh.

ABSENT: Marty Burrows, Yuliya Cruz, Patricia Forguites, Shelly Jurkiewicz, Sharnel Martelle, Sharon Mone, Mary Reilly, Mary Schliecker-Brigham, Todd Stewart, and Susan Williford.


Council President Ida Russin called the meeting to order at 12:08 p.m. and introduced William Harrison, UVM’s Chief Internal Auditor, who provided a personal introduction and overview of both his responsibilities and those of his office.

William “Bill” Harrison was only at UVM two weeks when he asked for an opportunity to address Staff Council. Bill reported that he previously served on a Staff Council while at Rochester Institute of Technology, prior to coming to UVM. As Internal Auditor, Bill’s role is to report to the Board of Trustees’ Audit Committee on whether the university is in compliance with internal and external financial policies and regulations. He is currently working on hiring a couple of auditors to expand the Office of Audit Services and explained that they will contract or ‘co-source’ internal auditing with outside expertise where suitable on an as-needed basis. The Internal Audit Office investigates reports of Code of Business Conduct violations including those made online at https://secure.ethicspoint.com/domain/media/en/gui/24544/index.html.

ACCEPTANCE OF MINUTES

The June 1, 2010 minutes were approved as presented.

STAFF COUNCIL REPRESENTATIVE ELECTION POLICY STATEMENT

Rob Rohr, Chair of the Rules and Elections Committee, explained the reasons behind his Committee’s changes to the Staff Council Representative Election Policy Statement. This Policy was previously approved by the Executive Board on 6-28-10. The Council voted to approve the changes.
STAFF COUNCIL COMMITTEE CHARGES

Jeff Bukowski, Ex-Officio and Council Administrator, reviewed the current charges and proposed changes to four of the Council’s standing committees. The Executive Board approved the four changes to Committee Charges in May 2010. While the Executive Board will be working to review the charges and the overlap of duties for our Committees this year, there was a need to update the charges for FY 2011 so they better represent what the Committee does. The Council voted to approve the changes.

UVM’s ADMINISTRATIVE HOLIDAYS FOR 2011

Each year the Staff Council is asked to review and give its formal approval on the proposed Administrative holiday schedule. Traditionally the floating holiday is split between the half day off before Christmas and the half day off before New Year’s Day to extend both holidays. For 2011, because Christmas will be on a Sunday and New Year’s Day will be on a Sunday, the schedule splits the floating holiday between Friday December 23rd and Friday December 30th. The Council voted to approve UVM’s Administrative Holidays for 2011, as proposed by UVM’s HRS Office.

STAFF COUNCIL EXECUTIVE BOARD NOMINATIONS

Ida Russin announced that, in accordance with the Council’s bylaws, two additional Staff Council members need to be elected to the Council’s Executive Board. She asked that nominations be sent to the Staff Council Office at staff.council@uvm.edu, and a vote to approve these nominations would take place at the September 7th Council meeting.

ANNOUNCEMENTS & CORRESPONDENCE – Jeff Bukowski, SC Administrator

Jeff Bukowski announced the deadline for submissions for the September Edition of Staffline is Friday, August 13, 2010. He reported that the Staff Council Office continues to sell Great Escape Tickets and registration is now underway for a Bus Trip to Boston on September 18th. The previously schedule August 14th Montreal Bus Trip has been cancelled because of low registration. Information regarding all these announcements can be found in the August edition of Staffline.

PRESIDENT’S UPDATE – Ida Russin, President

Ida Russin, Council President, reported that she attended the recent UBAC and Health Insurance Work Group meetings as well as her first BOT Executive Committee Meeting. She will begin attending the Campus Leadership Forums and meetings as well Staff Council Leadership meetings with the Office of the President later this month. Ida reported plans are underway for a Council Retreat on Tuesday, September 14th with more details to follow. Lastly, Ida explained that due to summer vacation schedules in the Office of the President, she has yet to hear the status of Staff Council’s Staff Mentor Connection Recommendation. She vowed to follow-up on this.
OTHER BUSINESS

UBAC Post-Retirement Medical Benefits - Beth Walsh, Immediate Past President, spoke on her recent article regarding the Post-Retirement Medical Benefits discussion taking place at UVM. She invited members of Staff Council to inform fellow staff members that both the University Benefits Advisory Council (UBAC) and Health Insurance Working Group (subset of UBAC) Meetings are open to anyone wishing to attend. The dates, times and locations of these meetings are available on UBAC’s website as well as Staff Council’s website. She welcomed any and all comments and concerns be addressed to the Council’s email address at Staff.Council@uvm.edu. Individuals can also contact the UBAC directly at ubac@uvm.edu. Beth explained that currently these Committees have been gathering information only and no formal proposals have been presented.

The primary focus of the Council’s discussion stressed the importance of transparency and university-wide communication surrounding the topic of changes to post-retirement medical benefits. It was agreed that the role of Staff Council should be to advocate that the UBAC communicate regularly to employees as well as retirees about their work, to allow all meetings of the UBAC to be open to the UVM community, and to provide at least one Open Forum to allow the UVM community an opportunity to discuss possible options for solutions before the final recommendation is made on September 29, 2010.

Parking Concerns - Michelle Smith, Staff Council Vice President and Chair of the Environment and Facilities Committee, reported that she, along with Ida Russin and Jeff Bukowski recently met with Jim Barr, Operations Manager for the Department of Transportation and Parking Services (TPS) and Ben Burns of Parking Enforcement. The meeting was called to discuss the role of Staff Council in helping promote and improve communications from TPS, where Jim Barr announced his department had updated their website www.uvm.edu/tps/. This site will provide Current Parking Updates and Notices in bold. Because TPS has limited access to campus-wide announcements, they asked that Staff Council help promote awareness of their improved website and to direct all initial inquires to their website. TPS is acutely aware of the importance in communication, but is not always in control of when they have information to release. Hence, Michelle asked staff please promote the TPS website first, but to relay all additional or unanswered concerns around Parking and Transportation to the Staff Council Office (via Contact Sheets). This way, Staff Council’s Environment and Facilities Committee’s liaison to TPS can follow-up with them with documentation.

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The Council adjourned at 1:30 p.m. The next Staff Council meeting will take place in the Livak Ballrooms, 4th Floor Davis Center, Tuesday, September 7, 2010 at 12:05 p.m.