Members Present: President Renee Berteau, Vice President Johanna Brabham, Immediate Past President Catherine Symans, Brendan Andrews, Jeremy Arenos, Dziyanna Aydin, Valerie Carzello, Sarah Childs, JoAnne Dearborn, Doug Dickey, Jean Evans, Christine Farnham, Kate Ford, Nick Gingrow, Nick Hall, Gwen Landis, Anita Lavoie, Steve Lunna, Holly Pedrini, Shirley Pine, Carrie Pratt, Dave Rogers, Susan Skalka, Karmen Swim, Marie Tiemann, Bill Valliere, Amy Vile, Bethany Wolfe

Ex-officio: Jeff Bukowski, Staff Council Administrator

Members Absent: Naima Dennis, Wendy Koenig, Troy Krahl, Lyndelle LeBruin, Robin Lockerby, Noël McCann, Gabriela Mora-Klepis, Jeanna Page, Judy Riani, Carrie Wicks, Susan Williford

Also Participating: Amy Gilman, Staff Council Assistant

Call to Order

The meeting was called to order at 12:06 p.m.

Welcome / Meet & Greet

Renee Berteau, President of Staff Council, welcomed the newly elected/appointed reps and returning Staff Council Representatives. A brief ‘Meet & Greet’ activity in smaller groups took place for about 15 minutes.

Approval of Minutes

A motion was made and seconded to adopt the May 6, 2014 Council minutes. With no further discussion, the minutes were adopted.

Public Comment Period

No public comments were made.

Staff Council Representative Responsibilities

Jeff Bukowski, Staff Council Administrator, gave a quick reminder of Staff Council representative responsibilities.

Staff Council and Union Organizing

As a Staff Council Representative and a non-represented staff employee, you are free to speak with union representatives about organizing if you wish, but it must be on your own time. However, as a Staff
Council Representative, we ask that you separate your personal opinions on this or any other issues from those of the Council. For the record, the Staff Council has no position or opinion on any efforts to organize a union at UVM. This is the appropriate language/response to use if you are asked specifically about Staff Council’s stance. This is not to be confused with having a neutral position, as claiming a neutral position is actually taking a position. Staff Council simply does not have a position or opinion and respects the decisions of individuals on this issues. If you have any other questions or don’t know how to respond to an inquiry regarding unionization, please contact the Staff Council Office. You can also review or direct a fellow staff member to Informed Choice website (http://www.uvm.edu/informed/).

Working Relationship Policy Statement (printable .pdf):

As an employee, you should feel free to bring up your own opinions and raise concerns to supervisors and senior leaders. However, as an elected Representative on Staff Council, please be clear when discussing UVM topics or issues to separate out your personal opinions from what the Staff Council’s opinion or position might be. This is especially important if you wish to contact or arrange a meeting with a senior leader regarding your work on the Staff Council. If you wish to meet with Standing Committees or another organizational entity, please work with the Staff Council office so that the office can help facilitate the organizing of that meeting.

Absenteeism and Removal Policy Statement (printable .pdf):

If you know you won’t be able to make a Council Meeting or Committee Meeting we ask that you let us know by email: staff.council@uvm.edu or call us at 656-4493 so we can mark you as an excused absence. If you accrue more than 3 absences we will check in with you to be sure everything is okay, and that you feel you are able to still participate and contribute to Staff Council in your role as representative.

Creation of DropBox:

We will be setting up a virtual DropBox, much like SharePoint, for Staff Council Representatives to access documents, updated files or archived files for their convenience.

**Executive Board – Call for Staff Representatives to Serve**

Jeff quickly reviewed the composition and purpose of the Executive Board as well as time commitment it requires of a representative. The Executive Board consists of Staff Council President, Staff Council Vice President, Immediate Past President, the Standing Committee Chairpersons and Vice Chairpersons and two additional individuals who come from among the regular Staff Council membership. The two additional members from among the regular Staff Council membership are voted on at the first meeting of the new Council year. There were two volunteers who came forward. A motion was made and seconded to accept the nominations of Dziyanna Aydin and Karmen Swim and a vote for them to serve on the Executive Board. Both were appointed to serve by a vote of the Council.
Parliamentarian – Call for Parliamentarian to Serve

Renee reviewed the role of Parliamentarian to the Council. The Parliamentarian role as mentioned in the Staff Council bylaws is one that focuses on maintaining order for monthly meetings and serving as the Chair of the bi-annual Nominating Committee to identify candidates for Staff Council President and Vice President. Renee inquired whether anyone had a working knowledge of Robert’s Rules of Order and/or had an interest in serving in this role for Staff Council. A few people had limited knowledge of Robert’s Rules of Order or had served as a Parliamentarian before. It was determined that Renee would meet with those interested after the full council meeting to discuss the role in greater depth.

Officer’s Update

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

Meeting with Student Government Association (SGA) President

I met with Aya Al-Namee, President of SGA. We talked about ways that staff can work with students this year and specifically support the student experience at UVM. Aya spoke highly of how students feel toward staff at our university and had some great ideas about how to collaborate in the coming year.

Meeting with Graduate Student Senate (GSS) President

I met with Lane Manning, President of GSS. We spoke of issues for graduate students this past year that included housing, health insurance and the Health Center fee, where can graduate students go to get all information relevant to them and the expanded focus of the Career Center at UVM for graduate students. I hope to support efforts for students’ access to the expertise and knowledge of staff around employment opportunities and pursuing career choices.

Staff Council Leadership Meeting with Vice President for HR, Diversity & Multicultural Affairs

Johanna Brabham, Jeff and I met with Wanda Heading-Grant, Vice President for HR, Diversity & Multicultural Affairs (HRDMA). Wanda briefed us on the reorganization taking place in her division, and described the comprehensive research that went into the plan. Wanda intends to provide a general announcement to the University community about the reorganization in the fall.

Staff Council Leadership Meeting with Vice President for Executive Operations

Johanna, Jeff, and I met with Gary Derr, Vice President of Executive Operations for our regularly scheduled monthly meeting. We discussed reviewing and revising the Staff Grievance and Mediation Policy – Staff (Non-Represented) this year and brought up several concerns that need to be addressed as well as the upcoming Staff Salary Equity Review study announced by President Sullivan and Provost Rosowsky in late April 2014. Action items from this meeting are brought by Gary to the President and Provost.

Knowledge Share

Renee introduced the new concept of Knowledge Share. These brief presentations (10 minutes or less) will be incorporated into the monthly Staff Council meetings for Representatives to discuss the work you do at UVM or out in the community. A handout was provided with some idea generators. If you are
a representative and are interested in presenting, please contact the Staff Council office to discuss your ideas and work with you to prepare your presentation and handouts.

**Vision, Focus, Issues for the Year**

Renee and Johanna shared with the group two large overarching goals or vision for the Staff Council in the 2014-2015 academic year. These are for Staff Council representatives to keep in mind as they approach the body of work ahead and are not meant to detract from specific issues, assignments, or tasks already being investigated and discussed by Standing Committees.

Goal 1: To help UVM staff better understand how they as individuals through their professional role at the University and as individuals contribute to student success. Reasoning: To help align the staff community with President Sullivan’s *Strategic Action Plan* goal of academic excellence.

Goal 2: To build a more inclusive University community through personal and professional development for UVM staff around issues of social justice, diversity and inclusion. Reasoning: To help align the staff community with the values of UVM’s *Our Common Ground* and to better work with and serve the increasingly more diverse student, employee and Vermont community.

When discussion opened up about the goals or vision, several Representatives welcomed this focus and attention and suggested ways that they could help share more information. This lead to a larger conversation about issues or concerns representatives had been hearing from colleagues. Some concerns were; what about FY15 raises? What does IBB really mean now that we’re in the new fiscal year? How will the Units/Colleges/Divisions re-adjust or re-align with all of the retirements from June 2014? These were all recognized as important questions and concerns and the business of the council will continue to work towards answers and resolution to staff concerns.

**Adjournment**

Renee made a motion to adjourn. The motion was seconded and adopted. The meeting adjourned at 1:07pm.