UVM Staff Council  
August 6, 2013  
12:05-1:30 p.m.  
Memorial Lounge  
Draft Minutes

**Members Present:** Vice President Renee Berteau, Brendan Andrews, Rodman Cory, Jacqueline Drouin, Isis Erb, Mark Hall, Sara Hearne, Laurie Juskiewicz, Troy Krah, Anita Lavoie, Robin Lockerby, Noel McCann, Holly Pedrini, Parvin Pothiawala, Judy Riani, Marie Tiemann, Floyd Vilmont, Susan Williford Ex-officio: Jeff Bukowski, Staff Council Administrator

**Members Absent:** Johanna Brabham, Naima Dennis, Kate Ford, Scott Hipko, Gwen Landis, Sharon Mone, Joanne Montanye, Karmen Swim, President Catherine Symans, Lynn Tracy, Bethany Wolfe

**Also Participating:** Amy Gilman, Staff Council Office Assistant

**Call to Order**

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

**Welcome and Introductions**

Renee Berteau, VP of Staff Council, introduced herself, welcomed new Staff Council representatives to the first meeting of the year and welcomed back returning representatives.

**Approve Draft Minutes**

There was a motion to approve the May 7, 2013 meeting minutes, it was seconded with spelling edits turned in from Rodman and Susan and one clarification point from Marie Tiemann, The May 7, 2013 minutes were approved with one representative abstaining.

**Officer’s Update from Renee Berteau**

**Speaker Ideas**

Renee shared with the group that SC Leadership would like to try a new format of having a featured speaker each month at the Staff Council Meetings and incorporating more discussion and participation from the representatives. With that new concept in mind, we have President Sullivan as our guest in September, and Provost Rosowsky in October. At that point, Renee encouraged the group to forward other possible names. Renee started off the discussion with her suggestion. Judy Riani offered up that she was encouraged by this change so the council meetings are not just a review of what happened but looking ahead and it’s an engagement opportunity to ask questions of the speakers, and learn more about the work they do in their area.
Renee reiterated that was exactly the direction that Staff Council leadership wanted to move in. And offer the new opportunity of two committees per month being able to bring forward an issue to the council as they work and move forward on an issue, allowing committees to solicit feedback or thoughts as they go, rather than developing an entire proposal or recommendation and then getting the feedback.

Speaker suggestions were:

- Chris Lucier, VP for Enrollment Management
- Wanda Heading-Grant, VP for Human Resources, Diversity & Multicultural Affairs
- New deans as they are hired (Two UVM Dean searches underway currently)
- Lucretia Flash, Diversity and Spiritual issues
- Cynthia Belliveau, Dean of Continuing Education and Director of Vtrim™
- Richard Cate or Claire Burlingham to speak re: Budget
- SGA officers - what are their topics and challenges for the year?
- UVM Board of Trustees
- Post-docs – what their challenges are

Staff Council Elections

The restructuring has created the need for an off-cycle election. An announcement was made in the August Staffline. The following departments have been directly impacted by the restructure that caused shifts in size and/or reporting lines and therefore require representation:

- Athletics
- Enterprise Technology Services (ETS)
- Diversity and Equity
- President’s and Provost’s Office
- University Relations & University Communications

The deadline for nominations is **Thursday, August 29, 2013 at 12 noon**. There are still some openings for other units left over from last year, but these areas have representation, just not full representation. More detailed information is available on the Staff Council website.

University Wide Committee Nominations

Staff Council seeks Nominations to the Board of Trustees Budget, Finance and Investment Committee & Traffic Board of Appeals. Both were announced in the August Staffline. The **BOT BFI committee** nominations are due **August 30, 2013**. The **Traffic Board of Appeals** nominations are due **September 9, 2013**.
Retreat

A short Staff Council retreat has been scheduled for October 1st prior to the regularly scheduled Staff Council meeting. Details are still being determined, but lunch will be provided and the total retreat will be about 1.5-2 hours.

Executive Board Nominations

According to the Bylaws, the Executive Board shall consist of the Staff Council President, Vice President, Immediate Past President, the Standing Committee chairpersons and vice-chairpersons. We are seeking two additional members elected annually by the Staff Council from among its regular membership to serve on the Executive Board. A nomination form was distributed to Representatives for further consideration. Nominations are due Monday, August 26th. A vote will take place at the September 3rd Staff Council meeting. Nomination forms were circulated at the meeting.

Parliamentarian Nominations

According to the Bylaws, the Staff Council President will appoint a Parliamentarian. The responsibility of this role is to be sure our council follows parliamentary procedure, and that the council maintains bylaws, develops and updates Staff Council policies and procedures, monitors Staff Council presidential, vice-presidential and representative elections, monitors and reviews the staff emergency loan fund procedure, and makes emergency loan application exceptions. No additional meetings or extra time commitment is needed for this role. This year we are holding a nomination period. Nominations are due Monday, August 26th. A vote will take place at the September 3rd Staff Council meeting to appoint the Parliamentarian. Nomination forms were circulated at the meeting.

President Sullivan at September Meeting

President Sullivan will attend our September 3, 2013 Staff Council meeting. A photo will be taken with him just before the meeting. Staff Council leadership will be meeting with him at 11am that same morning.

Quarterly Meeting with HRS Leadership

Staff Council leadership will meet with Barbara Johnson on Aug. 15th. Questions/concerns will be solicited at today’s meeting.

Staff Council Video Project

The new Staff Council video was played for the group. Feedback was voiced regarding the choice of a white backdrop. Discussion ensued, there was feedback for and against using it, some
of the rationale was provided. Further details were provided about the distribution and use of the video. Distribution of the video includes the following outlets: Staff Council website, September Issue of Staffline, Twitter, Facebook, NewsTool – NYSK. Judy Riani suggested that the video be used to help with off-cycle Staff Council elections occurring due to the restructure. Jeff also suggested that a video could be embedded into a NewsTool story for this specific purpose. Isis offered GUND as a resource for expertise or help if we were going to do basic types of video work.

**Public Comment Period**

There were no Public Comments.

**Staff Council Issue Discussion**

Brainstorming questions for President Sullivan at the next council meeting:

Due to the formal schedule and time allotted, one person voiced that they thought it best to stick with less questions and topics. This might allow for more depth for a conversation back and forth.

**Re-organization** - One representative said they wanted to know the thought process behind the re-organization that took place July 1, 2013. It’s not clear to this person, and likely other staff members, why the re-organization happened. Another person asked, what are the future plans or future changes with the re-organization?

**Budget** - Many felt that more information around the FY15 budget shortfall is important. Another comment was in regards to the Responsibility Centered Management (RCM) budget model. How will they provide info to the UVM community re: RCM? How will they inform and do their information sharing? Is there going to be staff on the advisory council on the RCM? What are the qualifications and/or level of employee that will be on this advisory council?

**Internal Campus Communication** - A representative encouraged us to speak to the President and not just hear his thoughts. In particular questions that are ongoing issues: e.g. Univ. Communications. As an aside comment, Renee shared with the group that this issue of University Communication was discussed at their last President/Leadership meeting. Also in attendance were Tom Gustafson, VP for Univ. Relations and Enrique Correda, Director of University Communication. They suggested and encouraged Staff Council to continue to be a conduit for questions and issues. They heard our request and agree there is room for continued work. Staff Council encouraged University Communications to close the loop with campus members.
Questions and Topics for Barbara Johnson for Quarterly HRS Meeting

Tobacco-Free Initiative

Nursing Mothers Stations Status

Donation of Sick Leave Time Pool

Grievance/Mediation Policy

Volunteer work – Who will oversee this? Joe Speidel’s area? HR? What are the costs and logistics? Management, Expense, What about Grant Employees? Would this be part of a Performance Appraisal? How to track or organize in Peoplesoft?

Exempt vs Non-Exempt – gender and classification concerns

Email to President Sullivan re: President’s Annual Report 2012-2013

Renee updated the group that she’d sent an email to President Sullivan re: lack of presence of UVM Staff in the recently distributed President’s Annual Report, a new publication that just began this year. She pointed out that there was no specific highlight of UVM Staff even though there was both a Faculty page and Student page in the report. Renee encouraged him to consider adding more about staff accomplishments in next year’s report. President Sullivan responded back to Renee on August 7, 2013 thanking her for her feedback and taking her point into consideration. He also let her know that staff references were made throughout the piece or could be surmised from some of the text.

Renee wrapped up her report with an around the table conversation. The topic was: at this point in August what work are you doing and preparing for in your unit of campus? What tasks are unique to your department?

Other Business

Renee explained that the thumb drives being handled around the table are the new 2013-2014 binders, in an electronic form. Amy added all the resources that were in the binder are on the thumb drive and any work that the reps do for their committee work can and should go on those as well.

Jeff shared that the website has a new look, has the same information but is now responsive for use on tablets and smartphones making it more accessible.

With no other business, Renee made a motion to adjourn, it was seconded and approved. Meeting adjourned at 1:23pm.