Members Present: President Catherine Symans, Vice President Renee Berteau, Brendan Andrews, Johanna Brabham, Sarah Childs, Rodman Cory, Naima Dennis, Kate Ford, Mark Hall, Sara Hearne, Wendy Koenig, Troy Krahl, Gwen Landis, Anita Lavoie, Robin Lockerby, Noel McCann, Joanne Montanye, Jane Nevins, Karen Orr (for Jacqueline Drouin), Holly Pedrini, Parvin Pothiawala, Judy Riani, Susan Skalka, Marie Tiemann, Lynn Tracy, Susan Williford, Bethany Wolfe, Ex-officio: Jeff Bukowski, Staff Council Administrator

Members Absent: Scott Hipko, Isis Erb, Laurie Juskiewicz, Sharon Mone, Karmen Swim, Floyd Vilmont,

Also Participating: David Rosowsky - UVM Provost & Senior Vice President, Amy Gilman, Staff Council Assistant, Keddy Bharathan, Patty Eldred, Kerry Castano, one other guest that did not sign in.

Call to Order

The meeting was called to order at 12:04 p.m.

Welcome and Introductions

Catherine Symans, President of Staff Council, briefly welcomed our new council members. Catherine then introduced our guest speaker, Provost Rosowsky.

Provost Rosowsky’s Address to Staff Council

The Provost spoke of how beginning this new role at UVM begs the question “Where is the opportunity?” and a focus on excellence on almost every level. He talked about how the Incentive-based Budget (IBB) process will require new thinking and new innovation from UVM staff and faculty as well as the potential to transform this campus by linking resources and strategy and come together as one UVM. Staff Council President Catherine Symans and Vice President Renee Berteau presented Provost Rosowsky with a framed print of the UVM campus as a token of welcome on behalf of staff and UVM Staff Council.

Question and Answer Period for Provost Rosowsky

Questions touched on the IBB process, re-classifications of jobs, professional development, IT across campus (institution needs as well as academic needs) and other top priorities at UVM besides IBB/budgets.
Approve Draft Minutes

There was a motion to approve the September 3, 2013 meeting minutes, it was seconded. Spelling edits from representatives were passed along in advance of the meeting and are reflected in the attachment received this morning. Discussion occurred around the current style and length of the minutes, and references to Robert’s Rules of Order were made by the Staff Council Parliamentarian. The motion was adopted to table the September minutes so that they could be pared down with a vote for approval at November’s meeting. The Executive Board will consider minute templates for the various committees and take up the issue of the relationship between the minutes and the mid-month summary to identify where this summary should be posted or distributed.

Debrief of Provost Rosowsky Presentation

Concerns about how Staff Council should respond to anonymous questions and concerns submitted for guest speakers were discussed. A suggestion was made to change the way we state our request for input to better describe our response methods and intentions. Overall the council indicated a desire to respond in some manner to those questions.

Public Comment Period

No public comments.

Officer’s Update

Catherine’s update is posted online on the President of Staff Council webpage.

Highlights from the report include:

- UVM Board of Trustees meeting is October 25th. Staff Council Update will be presented during the Committee of the Whole
- President’s Staff Recognition Awards program is in the development stage and Staff Council will have a role to play with that program
- President Sullivan acknowledged the Staff Council recommendation regarding Supervisory Training and Staff Performance Appraisals. He strongly and broadly supports improving the processes moving forward. Wanda Heading-Grant, VP for Human Resources, Diversity and Multicultural Affairs will be working with Staff Council on bringing the ideas in the recommendation to fruition. The Personal and Professional Development & Occupational Environment Committee (PPDOE) will meet with VP Heading-Grant and Associate VP Barbara Johnson in November to keep moving this forward.
PPDOE – Athletic Facility Questions

Due to time constraints, this discussion was tabled for the next meeting.

Recording of Staff Council Meetings, Exec. Board, and Committee Meetings

Catherine reminded Representatives that the monthly Staff Council and Executive Board meetings are recorded for minute-taking purposes. Decisions can be made at the committee level to record or not.

Other Business

A Social Committee reminder about the Holiday Bazaar on December 4th was given. Reps were encouraged to donate a baked good for the bake sale or volunteer to help with the event the day of the Bazaar. Sign-ups are available at http://www.uvm.edu/~stffcncl/?Page=holidaybazaar.html

Staff Council was informed that the Tobacco-Free Initiative has begun work for this academic year.

Adjourn

With no other business, Catherine made a motion to adjourn, it was seconded and approved. Meeting adjourned at 1:29pm.
STAFF QUESTIONS / CONCERNS / COMMENTS
FOR PROVOST ROSOWSKY

These statements were gathered from staff by Staff Council through an anonymous online survey tool in advance of Provost Rosowsky’s attendance at the October 1, 2013 Staff Council Meeting. The statements have not been edited, but are grouped under appropriate headings that describe the overall content referenced.

**Incentive-Based Budgeting / Budget**

- Will the IBBS be piloted with an academic college(s) prior to implementation?

- I am concerned about the lack of student affairs representation on the steering committee.

- A lot of staff do not seem to understand how is "incentive base budget" model and how it might impact them in the future. I wonder if he can hold a open forum for the subject. He talked about it at Faculty meeting in each unit, but not directly for staff. Thanks.

- Provost Rosowsky: Curious to know your thoughts on how you will work to get the academic side of the house to become less more efficient? There are several academic areas that generate few to zero graduates in any given year... is this a reasonable expense given all the financial pressures we are facing? Could we partner with our neighbor colleges on some class offerings that draw little enrollment? The past 5-6 years have been filled with lots of talk about "strategic" efforts "strategic initiatives" etc. but it seems as if little has really changed on the academic side with becoming more streamlined and that the bulk of the cutting has been made to the non academic sides of the house. Reasons given for the slowness have been due to multiple changes in leadership over the years and wanting to wait for a new President the Spires of Excellence SIP a new Provost etc. Now that you and President Sullivan are up and running what can we expect to see that will actually get the academic side to become more streamlined and efficient? If the IBB plan is the primary answer please indicate how well you feel the non-academic side of the equation is being represented on the developing committees right now to ensure that both sides of our university are appropriately being represented. Currently what has been shared about who is working on this effort feels VERY academically heavy.

Another concern I and others had from what the President discussed at the last Staff Council meeting is what is reasonable to expect of various deans and department chairs regarding managing budgets if they have had no real training or experience with fiscal management? Some of these professionals have this experience but many rise through the ranks as a result of their teaching/research and advising experience not managing budgets so will there be training support to ensure they are going to be successful as financial managers too?

Lastly if there have been successful efforts made over the years to reduce costs and increase revenue from the academic side it would be helpful for upper admin to convey this information more aggressively. So far it feels as if the greatest impact has been placed upon
the admin side to absorb and that faculty programs and tenured faculty are being held harmless to the need for us all to tighten our collective belts. Your interest in discussing any/all of these related issues would be appreciated. President Sullivan was asked essentially the same thing and only addressed one question set forward by the Staff Council and spent the rest of the time telling us how IBB would work and be implemented. I agree that academics is the key to our collective success but really hoping you will step up to the plate and make some tough calls to get the academic side in better shape.

Salary

- Regular, at least, cost of living increases in pay.

- UVM classification and compensation website is inaccurate in terms of the conditions under which staff may receive a raise. This leads staff to believe that their supervisor is unsupportive of a raise when in reality UVM HR is saying no. An example of an inaccuracy is that it is said that an off-cycle increase can be given for retention purposes when the market or equity indicates it is necessary. In reality off-cycle increase can only be given if there is a triggering event - which is only defined as a person in the same job classification is hired in the same department and that person creates inequity.

- UVM HR creates unfair compensation practices by not allowing departments to hire at certain wages because it would supposedly create equity issues in other departments; while at the same time not allowing hires in other departments to be "triggering events" for off cycle increases due to equity.

Efficiency

- What do you expect your staff to investigate regarding updating and possible consolidation of University systems e.g. mail calendaring student information?

Conditions of Employment

- What are we doing to increase retention among good to excellent long term (a couple of categories: >3 >5 >10) employees? We lose many seasoned staff to other jobs such as Green Mountain Coffee [Roasters], Dealer.com, etc. I also FEEL like there is a lot of investment into new employees.

- Administrative staff in departments dealing with hr budget issues and/or grants should not be supervised by faculty unless those faculty will also be trained in new policies as they are released. There is too much pressure on department staff to bend UVM rules from their supervisors. My supervisor has a direct influence on my career opportunities salary evaluation
etc. and often accuses me of not having my priorities straight because I am enforcing new UVM policies.

**Professional Development**

- Given that staff also play a role in student retention would it be feasible at some point to offer customer service training for all front line staff? Maybe have a certificate program available? Could be a tool for the student retention toolbox!

**Academics**

- Many students eligible under the Americans with Disabilities Act are afforded additional time for taking exams. The Exam Proctoring Center has limited space (14 seats) so must use classrooms to seat this population over the 7-day period when Finals are given. During Finals this means that up to 900 students need to be accommodated with 4-hour time blocks for testing. These blocks overlap the 2:45 periods the University schedules meaning essentially that classrooms must be available to the EPC all day to be usable. Since all classes are allocated a block for Finals (usually in the room they use all semester) it is rare that a room is available all day even though something as simple as moving a class across the hall sometimes solves the availability issue. Even using Reading Days to proctor Finals we struggle to find space. Only the Instructor knows whether or not a Final will be given in a particular class leaving rooms that will not be used blocked on the schedule preventing their use by the EPC. There is no notification to the Registrar if a room will not be used so it could be made available (The Registrar controls classroom space during Finals). Additionally we are not allowed to use space in the Davis Center to administer tests although large rooms remain empty. Without formal assignment of sufficient space by the University the possibility exists that eligible students would not be seated exposing the University to parental complaints or lawsuits for failure to accommodate these students. We would appreciate any influence you could bring to bear to help us solve this problem.

**Facilities**

- Re:outside smoking areas and who picks up the butts from the grounds. Some people having been trashing their butts into inside trash receptacles causing an unpleasant odor for the rest of the day. Is there a policy?

**Other**

- Why was the Staff Recognition dinner changed from a Friday night to a Thursday night? I find the change to be unfair for people going back to work on Friday morning.