UVM Staff Council
October 4, 2016
12:05-1:30 p.m.
Livak Ballroom, Davis Center
Draft Minutes

Members Present: President Karmen Swim, Vice President Bethany Wolfe, Brendan Andrews, Jeremy Arenos, Valerie Carzello, Kristen Cell, Laura Clayton, Jen Cournoyer, Jessica Deaette, JoAnne Dearborn, Mary Dunne, Jean Evans, Caleb Gilbert, Gwen Landis, Lyndelle LeBruin, Cindy Lee, Stephanie Loscalzo, Steve Lunna, Noël McCann, Gabriela Mora-Klepeis, Michael O’Sullivan, Jeanna Page, Holly Pedrini, Shirley Pine, Parvin Pothiawala, Bill Valliere, Amy Vile

Ex-officio: Meryl St. John, Staff Council Administrator

Members Absent: Nancy Bercaw, Bob Bolyard, Monica Devino, Nick Hall, Anita Lavoie, Katrina Preiss, Judy Riani

Also Participating: Vice President for Executive Operations Gary Derr, Staff Council Assistant Amy Gilman

Call to Order

Karmen Swim called the meeting to order at 12:08 p.m.

Approve Draft Minutes from September 6, 2016

A motion was made and seconded to adopt the September 6, 2016 Council minutes. With no edits and no discussion, the minutes were adopted.

Public Comment Period

No comments were made.

Officer’s Update

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

Karmen and Bethany attended a standing meeting with President Sullivan. They also met with Gary Derr regarding how merit raises might work going forward and raising concerns from the process last spring.

Another meeting included Wanda Heading-Grant, VP for Human Resources, Diversity and Multicultural Affairs, and Harold Pierce, Exec. Director, Benefit and Employee Relations. Karmen shared it was a highly collaborative meeting and the Staff Council Leadership hopes to have more of these short, timely update meetings with HRDMA. Benefit rate numbers are currently being calculated for the upcoming year, and although Karmen is not able to disclose exact numbers at this time, she was able to share that the new percentage will be comparable or lower than national numbers. Informational meetings will be
held October 11th, 12th, and 13th. Blue Cross/Blue Shield will present and the meeting will be open to the public. Additionally, there will be a UBAC meeting on October 19th in the Memorial Lounge. BC/BS will explain how medical claims from UVM’s own population and how that contributes to determining costs will be discussed. Members are encouraged to attend.

A representative asked how UVM did with participation in the wellness survey signups. Meryl shared that UVM did not reach the number needed for the wellness bonus. We believe we’re currently at 50% of what we needed for participation levels but it is believed there will be another effort to reach that number.

**Committee Updates**

**CBB** – The committee met last month with a priority of making a recommendation for salary adjustments within the merit structure. The committee talked about extending town meeting day as an administrative closure. New voluntary benefits such as short-term disability were also discussed. Harold Pierce from HRDMA was invited to the next committee meeting, but his availability has yet to be determined.

**Outreach** – This committee discussed the best way to focus on getting tangible work done prior to the next survey. The committee suggested creating focus groups for specific questions that staff have. They also want to bring in guest speakers from Community Relations and HRDMA to discuss university initiatives. Another goal this of the Outreach Committee this year is to promote lesser-known opportunities and benefits available to UVM employees that often go unused.

**PPD** – This committee met on September 20th with Jim Barr and Mary Provost present, and the current status of green parking passes was discussed. Three representatives from Staff Council agreed to serve on the committee within Parking and Transportation that looks at current parking issues. PPD will work closely with Mary and Jim to develop a communication to administration that highlights staff concerns about this issue and proposes solutions for the future.

**Social** – The Social committee is organizing a shopping bus trip on November 12, 2016 to the Darn Tough Sock Sale. Organization is also underway for the Holiday Bazaar & Food Drive on Wednesday, December 7, 2016.

**Ideas for Upcoming Guests to Staff Council Meetings**

Karmen opened the floor to suggestions for upcoming guests to the Council after sharing that the new UVM Interfaith Coordinator Laura Engelken will be attending soon and will meet with us to explain what services she has to offer. Many suggestions were offered and Staff Council and SC leadership will follow up on some of these ideas and extend invitations to meetings throughout this year.

**Feedback on Staff Appreciation Week**

Meryl requested discussion on how Staff Appreciation week went. Karmen noted that the food was fantastic and that the birthday cake and music were well received. Henna was a great and popular
addition. A comment was made that the trash barrels needed to be separated rather than all in a row, as several attendees reported wandering around searching for trash receptacles. A representative noted that the Staff Art Show was enjoyable and that there was great turnout at the reception. One request was that lunch run from 11:30 to 1:30 so that if offices need to split coverage that each employee would get an hour at the Social on the Green. Meryl and Karmen will pass this feedback on to the Staff Appreciation Committee.

**Other Business**

Meryl put out a call for volunteers for the UVM Benefits Fair on October 26, 2016. Staff Council will have a table at this event. Shifts will run from 7:30am until 4pm.

Karmen will have her first presentation to the Board of Trustees Committee on October 21st, and her first written report to them has been submitted. It represents the larger items of committee work that Staff Council is working on this year. Comprehensive year-round evaluations, improvements to the performance review process, and supervisory trainings are among the items included in the report. Karmen mentioned some items that she liked from the report, is why staff work and stay here. They include work-life balance, diversity of jobs and people, rich history of the University, and being part of a larger community.

**Adjournment**

Karmen asked for a motion to adjourn. The motion was seconded. Meeting adjourned at 12:46pm.