**Minutes**

**Members Present:** President Catherine Symans, Vice President Renee Berteau, Johanna Brabham, Rodman Cory, Naima Dennis, Isis Erb, Kate Ford, Mark Hall, Sara Hearne, Wendy Koenig, Troy Krahl, Gwen Landis, Anita Lavoie, Robin Lockerby, Noël McCann, Sharon Mone, Joanne Montanye, Jane Nevins, Karen Orr (for Jacqueline Drouin), Holly Pedrini, Parvin Pothiawala, Judy Riani, Susan Skalka, Karmen Swim, Marie Tiemann, Floyd Vilmont, Susan Williford, Bethany Wolfe, Ex-officio: Jeff Bukowski, Staff Council Administrator

**Members Absent:** Brendan Andrews, Sarah Childs, Scott Hipko, Lynn Tracy

**Also Participating:** Officer Sue Roberts, UVM Police Services, Scott Edelstein, Amy Gilman, Staff Council Assistant

**Call to Order**

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

**Welcome and Introduction for Police Services Presentation**

Catherine Symans, President of Staff Council, welcomed Officer Sue Roberts from UVM Police Services. Sue presented a video, “Shots Fired in the Workplace,” and led a discussion afterwards. More resources as well as opportunities to schedule this kind of workshop can be found on the UVM Police Services webpage, [http://www.uvm.edu/~police/](http://www.uvm.edu/~police/)

**Approval of Minutes**

A motion was made and seconded to adopt the revised September 3, 2013 Council minutes. With no discussion, the minutes were adopted.

A motion was made and seconded for the adoption of the October 1, 2013 Council minutes. Three typographical edits were forwarded. With no further discussion, the minutes were adopted.

**Public Comment Period**

A comment was emailed in by a UVM employee who has been having conversations with a Staff Council Representative regarding Parental Leave and improved communication about family/parenting resources and information at UVM. The comments were read aloud by Jeff Bukowski, Staff Council Administrator to the Staff Council.
Officer’s Update

The Officer’s update will be posted online on the President of Staff Council’s webpage.

Two points were presented:

- President’s Advisory Council recently discussed the UVM Housing Master Plan Report from earlier in 2013 at its October 23, 2013 meeting.
- Recognition of staff who have passed away: How will the Staff Council respectfully acknowledge these staff in the future and what protocol should be established?

Group Discussion

This is a follow up from the last Council meeting where a discussion was held on the topic of how the Council should respond to the questions and concerns gathered for President Sullivan and Provost Rosowsky in advance of their respective visits at the September and October meetings. The main concerns were how responses should be given when questions and concerns were submitted anonymously, and how the Council would improve this process in the future through the establishment of new protocols. To address the previously submitted questions and concerns, Staff Council Administrator, Jeff Bukowski drafted responses to each question or concern. This information has been vetted through appropriate offices and departments, and where appropriate, information was forwarded on to other University leaders and departments for their further awareness. Those vetted responses along with the original questions and concerns will be presented in the Representative Update communication for mid-November or mid-December as well as the December 2013 Staffline e-newsletter as timing allows. Additionally, the Outreach, Assessment and University Engagement Committee created a draft Staff Feedback Compilation Form that will be used for presenting gathered questions or concerns from staff for future guests or other requests made by the Administration. When a quick survey or feedback request is made by Staff Council to staff in the future, we will provide more information about how the gathered feedback will be presented anonymously and unedited. We will also indicate to what extent specific or direct follow-up will occur.

Catherine raised the issue of how the Council could respectfully recognize staff who have passed away. A main focus of the discussion was finding ways to present this recognition that did not duplicate efforts the University already has in place. A potential protocol was presented that included a Staff Council resolution acknowledging the staff member’s service to UVM, followed by a personal letter sent to the family and department of the individual who had passed. This would only be applicable to staff employees. Questions to be resolved include the following: Could the Staff Council send this type of letter to staff represented by a collective bargaining unit without the union seeking legal action? Should UVM affiliate or temporary staff employees be recognized? How wide should communication go – Staffline? Overall the Council members indicated that work should continue to write a protocol. Staff Council leadership will draft some
language for review and further discussion. Once instituted, all staff who have passed this year will be recognized.

**Other Business**

A Representative received an email from an international high school student who has been studying locally in the So. Burlington area. Their housing situation has fallen through and they are looking for housing for a second semester in the So. Burlington area or around the area where a ride could be given to and from school each day. Reps were asked to contact Rodman Cory if they know of anyone who could be of help.

A Social Committee reminder was given about the Holiday Bazaar and Food Drive scheduled for December 4, 2013 from 9:00 a.m.-3:00 p.m. in the Davis Center Grand Maple Ballroom. Reps were asked to sign up for volunteer slots.

**Adjournment**

With no other business, Catherine made a motion to adjourn. The motion was seconded and adopted. Meeting adjourned at 1:29 p.m.