UVM Staff Council  
December 1, 2015  
12:05-1:30 p.m.  
Livak Ballroom, Davis Center  
Minutes

**Members Present:** President Renee Berteau, Brendan Andrews, Jeremy Arenos, Bob Bolyard, Valerie Carzello, Jessica Deaette, JoAnne Dearborn, Jean Evans, Kate Ford, Lyndelle LeBruin, Steve Lunna, Gabriela Mora-Klepeis, Holly Pedrini, Shirley Pine, Parvin Pothiawala, Katrina Preiss, Karmen Swim, Bill Valliere, Amy Vile,

**Ex-officio:** Hiring in Progress

**Members Absent:** Vice President Johanna Brabham, Amy Coffey, Jen Cournoyer, Mary Dunne, Christine Farnham, Nick Gingrow, Nick Hall, Wendy Koenig, Gwen Landis, Anita Lavoie, Noël McCann, Jeanna Page, Susan Skalka, Judy Riani, Bethany Wolfe

**Also Participating:** Catherine Symans, Provost’s Office, Immediate Past President, Tara Messier, HRDMA Prof. Development & Training Team Lead and Staff Council Assistant Amy Gilman, Meryl St. John (new Staff Council Administrator on December 14).

**Call to Order**

The meeting was called to order at 12:05p.m.

**Staff Council Vision Statement**

Staff Council representatives picked up where we left off from the October meeting when we began work on the Staff Council Vision Statement with Jeff Bukowski, former Staff Council Administrator. This meeting Tara Messier, HRDMA Professional Development & Training Team Lead, facilitated the work and the group got clarity around defining specifically what the Council’s aspirations were versus for the entire UVM Community. Work will continue at the January 2016 meeting.

**Approval of Minutes**

A motion was made and seconded to adopt the November 3, 2015 Council minutes. One edit was passed along regarding attendance. The change was noted and the minutes were adopted.

**Public Comment Period**

No public comments were made.

**Debrief & Discussion of the Vision Statement facilitated work session**

Renee summed up that today’s work brought the focus back to the Staff Council. A representative felt like much progress was made in this one session.
**Officer’s Update**

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

Renee attended one of the 2016 Heath Benefits Rate Increase information sessions by Harold Pierce, Exec. Director, Benefit & Employee Operations just prior to November Open Enrollment period. This session outlined factors for the increase and industry standards. The information was well represented however Staff Council leadership felt it would have been helpful to have attached Harold’s info session PowerPoint to the notice that was sent out on November 12, 2015.

SC leadership met with Wanda prior to today’s Staff Council meeting. Wanda has been asked to communicate some messages about benefits and compensation directly to academic units via deans, directors and vice presidents. The concept is that staff would be getting the “word” from their unit’s senior administration. During discussion at the Staff Council meeting, the question was asked “Is there any benefit that way?” “If there were no changes to the message why would it not come from the top?” (i.e. President, Provost, VP of HRDMA, etc... ). Another comment was that often times the HRDMA/HRS messaging goes out very late/ 11th hour – distributing information through unit leadership would slow down the process and have units and departments receiving the information at all different times/days. SC leadership will continue to talk with Wanda. Discussion was that while Staff Council’s role is to inform staff, we should not be the first and only means to communicate or deliver the message. When an HRDMA message goes out perhaps including at the bottom “if you need more information or clarification contact your Dean’s office”, or something like that would allow communication within each unit. There was another comment regarding timing of notices sent out. No two departments will handle this the same or send out at the same time so one group of staff/faculty get the message 3 hours before the next group or 2 days before another group and there will be frustration and issues about consistency. General sense of the feedback was Staff Council representatives recommend that the communication/messaging should still always go out from the appropriate office (Wanda, Harold, President’s Office, etc..) to staff at the same time as the Deans, Directors and Vice Presidents. Then, if staff need further clarification they should contact their Dean, Director or VP’s office.

**Standing Committee Reports**

Standing Committee Reports went out as an attachment for this meeting. No new edits or updates.

**Other Business**

Renee shared that Joel Shapiro, HRDMA, Director of Professional Development & Training is leading the Interfaith Coordinator Search and is looking for a staff representative on this search committee. If interested, please complete a nomination form on the Staff Council Website. Renee will send out the announcement with the nomination form to Staff Council representatives who might be interested.

**Adjournment**

Renee made a motion to adjourn. The motion was seconded and adopted. Meeting adjourned at 1:10pm.