UVM STAFF COUNCIL  
December 2, 2008  
Livak Ballroom #417-419  
Davis Center  
12:05 p.m. – 1:30 p.m.

DRAFT MINUTES

PRESENT: Marilyn Baker, Ernie Buford, Marty Burrows, Jeff Bukowski (Ex-officio), Erica Caloiero, Rodman Cory, David Ebenstein, Patricia Forguites, Mark Hall, Eileen Hanerfeld (Past President), Eric Hoefel, Eileen Kristiansen, Shari Langlois, Rita Lemire, Aliza Mansolino, Joanne Montanye, Thi Nguyen, Mary Parent, Morgan Phillips, Diane Pontecorvo, Jon Reidel (Vice-President), Anne-Marie Resnik, Rob Rohr, Todd Stewart, Catherine Symans, Diane Trono, Beth Walsh (President), Cat Woodward.

ABSENT: Jennifer Larsen, Sharnel Martelle, Sharon Mone, Michelle Smith-Mullarkey, Mary Reilly, Ida Russin, Mary Schliecker-Brigham.

GUESTS: Professor Frank Bryan

President Beth Walsh called the meeting to order at 12:05 p.m.

ACCEPTANCE OF MINUTES – November 4, 2008

The November 4th Minutes were approved with three corrections to the list of reported attendees. It was suggested by a Council member that future corrections to approved Minutes be recorded and noted. Jeff Bukowski, Council Administrator, agreed to this request when corrections are substantive.

INTRODUCTIONS AND APPROVAL OF COMMITTEE CHAIRS – Beth Walsh

Beth announced the Education and Professional Development Committee has voted to recommend Todd Stewart as their new chair and Sharnel Martelle as vice-chair. The Council unanimously approved this recommendation.

ANNOUNCEMENTS & CORRESPONDENCE – Jeff Bukowski

The deadline for submissions to the January edition of Staffline is December 12th. Today is the Holiday Bazaar and it’s open until 3:00 p.m. in the Grand Maple Ballroom. An announcement for Church Street Marketplace discounts called “UVM and Fletcher Allen Days” (Dec. 1st – 7th) was sent to all UVM employees. Also, a sign-up sheet in this month’s Staffline for the Montreal Casino Trip on President’s Day in February, sponsored by the Recreation Committee.

PerksCards were distributed to all staff; however, we’re aware that not all staff have received them. Feel free to contact the Staff Council Office if you did not receive one.

Entertainment Books, First Night Buttons ($12 for adults and $5 for children) are available through Friday December 19th in the Staff Council Office.
PROFESSOR FRANK BRYAN

Beth Walsh welcomed and introduced our guest speaker, Professor Frank Bryan. Professor Bryan shared the following suggestions and tips for successful public speaking:

- Always dress and be professional.
  - The more serious about your work you are, the more you demonstrate respect for your audience.
  - More formality is better than less.
  - Wear a tie even when one isn’t called for.
  - Let your audience know they’re important.
- Know your audience.
  - When addressing an “older” audience, always use a microphone.
- Always speak loudly and clearly.
- Speak grammatically and politically correct and never use foul language.
- Don’t be afraid.
  - Public Speaking rates among the top 10 human fears.
- You can’t have an ego
  - Don’t fear a bad reaction from your audience.
- Never speak down to your audience.
  - Humanize yourself with a little humor. Use a little self-deprecation to accomplish this.
  - Use humor sparingly and only when appropriate. You want to keep people engaged, but you don’t want to detract from your subject.
  - Don’t preface your material with half-truths such as, “I’m not here to criticize…..”, and then make your case by being critical of someone or something.
- Always be prepared.
  - Regardless of whether you have spoken about the same topic 10 times before, be prepared with an outline of what you want to cover. It’s a crutch, but it also lets the audience think you have something to say.
  - Preparation will help you overcome most of your fear of public speaking.
  - Know your material cold. Only use overheads and PowerPoint to outline your material and (do not read from your technical aids).
  - Technical presentations (graphs and charts) are the exception to the last statement.
  - Technology cannot replace the need to be prepared. It will not save you.
  - Do not speak extemporaneously. You’ll make a fool out of yourself.
- Be careful not to overburden your audience with material (handouts).
  - Do not read handouts of material you are covering. Your audience can do this on their own time.
- Be enthusiastic about your subject.
  - Don’t try and be “cool” by acting as though this is just another meeting or lecture
  - Be passionate, be excited. If you’re not interested in your topic, why should your audience be interested?
  - Engage your audience by saying, “We have a lot of material to cover and we only have a certain amount of time to do this and address your questions… so let’s get down to work.” This will get audience on board and excited. Check your watch to let everyone know you’re serious about sticking to your schedule. (Tip: This is a good way to begin a boring topic.)
FY10 SALARY POOL INCREASE RECOMMENDATION:

Prior to discussion, a copy of the Salary and Budget Committee’s final recommendation for FY10 Salary Pool Increase was distributed to Council members at the meeting for review. Beth explained to the Council that this recommendation had been reviewed by the Executive Board and several requests regarding layout and minor grammatical changes were made. Mary Reilly, Chair for the Salary and Budget Committee, made the Board’s suggested revisions to her committee’s letter of recommendation, and asked her committee to review the final version of this document before submitting it for approval of the full Council today. None of the changes requested by the Board were substantive and did not affect the primary recommendations regarding percentage increase, graduated increases, merit, and performance evaluations.

A motion was made and seconded, to accept the Salary and Budget Committee’s recommendations for FY 2010. Discussion included the following three requested amendments:

Amendment 1: Under Performance feedback - Change the word "of" to "to" in the first paragraph, second line.

Amendment 2: Under Performance feedback - Replace "we would like to suggest the possibility of having " in the second paragraph, first line to "we strongly encourage Human Resource Services to consider having"

Amendment 3: Empower Beth Walsh, Mary Reilly, and Jeff Bukowski to add a Action summary section following the Performance feedback section and leaving the final document no longer than one typed page.

The Council approved the FY10 Salary Pool Increase Letter of Recommendation with the three amendments listed above.

PRESIDENT’S UPDATE– Beth Walsh

Beth collected over eleven pages of budget reduction recommendations and concerns from Staff that she in turn provided to President Fogel. Provost Hughes is scheduled address the Council at our January meeting. Beth will not host an outreach table on December 19th. She would like to continue our outreach efforts in 2009 but she’s yet to confirm the dates and locations.

Beth thanked Jon Reidel, Jeff Bukowski and Diane Trono for their efforts on the December Staffline.

COMMITTEE REPORTS

Jeff explained that the Internal Affairs’ committee report was forwarded to an incorrect e-mail address and hence, was not shared in advance of today’s meeting. Marilyn Baker reported that the Internal Affairs Committee last met on November 19, 2008 and continues to work on the Shared Leave for Sick Pool and UVM’s Short Term Disability plan; they are investigating issues brought forth in contact sheets; they are continuing their work on a campus-wide customer service award and the employee evaluation process.

The meeting was adjourned at 1:15 p.m.

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