**Members Present:** President Renee Berteau, Vice President Johanna Brabham, Immediate Past President Catherine Symans, Brendan Andrews, Jeremy Arenos, Sarah Childs, Jen Cournoyer, JoAnne Dearborn, Naima Dennis, Christine Farnham, Kate Ford, Nick Gingrow, Gwen Landis, Lyndelle LeBruin, Steve Lunna, Gabriela Mora-Klepis, Jeanna Page, Holly Pedrini, Shirley Pine, Carrie Pratt, Judy Riani, Susan Skalka, Karmen Swim, Marie Tiemann, William Valliere, Amy Vile, Bethany Wolfe

**Ex-officio:** Jeff Bukowski, Staff Council Administrator

**Members Absent:** Dziyana Aydin, Valerie Carzello, Doug Dickey, Jean Evans, Nick Hall, Wendy Koenig, Troy Krahl, Anita Lavoie, Robin Lockerby, Noël McCann,

**Also Present:** Laurel Cameron, Director of ACCESS, Jes Kraus, Exec. Director, HR Operations & Affirmative Action, Caryn Gronvold, HRS Labor Relations, Kunie Renaud on behalf of Jean Evans, Amy Gilman, Staff Council Assistant, Elissa Schuett, Alison Nihart, and one other who did not sign in

**Call to Order**

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

**Presentation and Q&A with Laurel Cameron, Director of ACCESS**

Laurel Cameron spoke about services and how ACCESS (Accommodation, Consultation, Collaboration and Education Support Services) works with the UVM Community. Staff and faculty are a small portion of the clients but students are the primary consumers. This office works with over 1,000 students per semester. This is the number of students that actually use ACCESS. The number of students that are eligible are even higher. Services can begin at any time and all incoming students require documentation by ACCESS. There are 4.5 full-time staff to support all students 1:1 with the active client load. The range of diagnosis can run the gamut and spectrum. Some services include e-books, proctoring, captioning, ASL, note-taking, data management. ACCESS works closely with Residential Life, Physical Plant, Registrar, Admissions as well as individual academic units to meet the needs of the students. One barrier this office tries to shine light on is attitudinal barriers or stereotypes. There is the assumption that an individual cannot do or perform an activity due to limitations and related existing stigmas. Another barrier for students has been the process for getting ACCESS resources lined up each semester. Currently there is a one-stop portal (My Access) for these students that allows them to make requests, send documentation, communication with offices or departments, as well as feedback about ACCESS services.

In response to the question of how employees refer students to use services even if they do not currently have documentation, Laurel informed the Council that she hopes the website will be updated with this information by Spring 2015 which will provide more information. She indicated that there are
assessments that can be done, and then accommodations can be recommended so that the needs of the individual can be met with appropriate opportunities or services. Another question concerned the influx of international students and how ACCESS works with them. Laurel responded that resources are limited but the Office of International Education should be contacted. A Representative asked about volunteer opportunities for staff to help knowing that only 4.5 staff members are dedicated to working with students. Laurel said that technology has really helped. Laurel can be contacted directly, and she could look into opportunities. Laurel encouraged everyone to take the time to educate themselves about the different needs of people with disabilities.

**Presentation and Q&A with Jes Kraus, Exec. Director, HR Operations & Affirmative Action and Caryn Gronvold, HRS Labor Relations**

Jes Kraus and Caryn Gronvold came to answer questions about the Vermont Labor Relations Board Election scheduled December 16 & 17, 2014. In September 2014 the Vermont Labor Board was petitioned by Vermont State Employees’ Association (VSEA) to represent administrative support or clerical employees (C Family), Technical Support (T Family), and Specialized (SP Family). The election will take place over two days, December 16 & 17, 7am-5:30pm each day in Marsh Lounge, Billings Library. All eligible staff are encouraged to vote, so that the voice of staff is heard and the outcome of the election represents the majority of those eligible to vote.

**Q: Why is my co-worker eligible to vote and I can’t; we basically have the same job?**
A: It was determined that their official job title is different and that this individual’s job title was not included in the petition from VSEA. Some exclusions could be made due to confidentiality and supervisory duties in your position. There are other exclusionary reasons as well.

**Q: When you say supervisory, do you mean staff only?**
A: Yes, full-time, and part-time regular employees, not staff temporary employees or student employees.

**Q: What wins or defeats the vote?**
A: 50% +1 vote wins the vote. There was some clarification around dues which are set by the union and have nothing to do with the University. Some unions charge flat fees, some charge member rates / non-member rates (still pay a portion, typically 85% of the full dues). There is now a Vermont State law that if you are represented, you still pay either way. If you are curious about dues, you should contact a union representative.

**Q: How soon after the vote does this go into action?**
A: The union immediately becomes the exclusive bargaining unit for everyone in that unit. The process is that everything is status quo leading up until the first contract.

**Q: When can union reps approach non-represented employees?**
A: Non-represented staff and supervisors can ask union reps to leave during work hours. Acceptable times are employee break times, lunch time, before or after work.

**Q: Can department email or listservs be used to announce or discuss the upcoming vote?**
A: If the listserv is only used for business purposes, then no. If it’s an open listserv and it is used to sell items or tell staff about non-work items, then it can be allowed, but you should mark it “personal” or “not business purposes”. It’s always best to check with your Director or Dean’s office before doing this.

**Q: How many employees are included in this vote?**
A: There are 759 eligible on the official list as of November 14\(^\text{th}\). If you have left the University or if you changed positions to one that is not included in this vote since November 15\(^\text{th}\), you will not be able to vote. You can contact Human Resource Services if you have questions about the eligibility and/or process or the election.

**Approval of Minutes**

A motion was made and seconded to adopt the November 4, 2014 Council minutes. There was a request to check to be sure the link is working for the Officers Report from the last set of minutes. A request was made that a sentence regarding the PCAOD presentation be clarified to the following:

> How can the academic calendar be re-examined to eliminate spike or high-use blocks of time? Students must take personal responsibility for their own success and realize that if they are impaired on a regular basis, their choice prevents them from being their best self. It isn’t okay for impairment or misuse of alcohol and drugs to be the norm.

The minutes were adopted.

**Debrief/Discussion on the Presentations**

A Representative provided feedback that more time needs to be built in to the meetings for question/answer period with guest speakers.

**VLRB Election**- How will Staff Council change if VSEA is chosen as the collective bargaining unit for some staff? In recent past experience unions do not allow employees in their bargaining units to participate on staff council. We will have to determine the impact once we know the outcome of the election. We do know that if the vote is in favor of union representation, the non-represented staff remaining would be slightly over 1,000 and this would impact the number of Representatives from each Unit/College and the type of positions eligible.

**ACCESS**- Staff Council President Renee Berteau stated this presentation reminded her that there are preconceived ideas or attitudinal issues over disabilities, gender, and racial differences. She polled the
Council to see how many people in attendance have attended a course or workshop to develop self-awareness or awareness of others.

**Standing Committee Reports**

No committee reports were turned in. Floor was opened up – no reports given.

**Officer’s Update**

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

Renee attended the President’s Advisory Council meeting on December 1, 2014. The discussion was around academic excellence and creating a culture of excellence. Renee handed out the results of the Staff Council’s summary about Staff Impact on Student Success. Members of the Advisory Council include representatives from UVM faculty, alumni, students, grad students and staff. The survey was received well. In other news, Staff Council can forward five Grievance Committee member names. This information was shared in Staffline and News You Should Know. Renee encouraged Reps to consider serving on this committee, and to share this information with others that might be interested. Peer Advisors are also being sought to work on a more individual basis with employees going through the process. The commitment is for three-year terms. Any Reps who may be interested should fill out the form on the website and turn it in by December 8, 2014 for the Grievance Committee nominations or December 15, 2014 for Peer Advisor nominees. The nominations for the committee are selected by President Sullivan.

**Other Business**

The Staff Council Holiday Bazaar & Food Drive is tomorrow, December 3, 2014. Reps were reminded to bring a non-perishable good for the food drive and receive a free raffle ticket.

**Knowledge Share**

This Knowledge Share was a collaboration between Renee Berteau and Susan Skalka who are both serving on IBB Implementation Work Groups and are both trained in Prosci™ Change Management methodologies. For those unfamiliar, this is the “people side” of change. Based on research, the reasons for implementing a Change Management team are to: increase the probability of project success, manage employee resistance to change, and build change competency. The consequences of not managing change include: lower productivity, active resistance, turnover of valued employees, lack of interest in change, or arguing about the change which can result in halting or abandoning the shift. There are many phases and steps to this process. If you wish to have a positive outcome and company/employee buy in to the success of the change this will allow for the forward movement of the business culture shift.

**Adjournment**
Renee made a motion to adjourn. The motion was seconded and adopted. The meeting adjourned at 1:29pm.