UVM Staff Council
December 3, 2013
12:05-1:30 p.m.
Livak Ballroom, Davis Center
Minutes

**Members Present:** President Catherine Symans, Vice President Renee Berteau, Johanna Brabham, Sarah Childs, Rodman Cory, Ellen DeOrsey, Jacqueline Drouin, Kate Ford, Mark Hall, Gwen Landis, Anita Lavoie, Noël McCann, Sharon Mone, Joanne Montanye, Jane Nevins, Holly Pedrini, Parvin Pothiawala, Judy Riani, Dave Rogers, Susan Skalka, Marie Tiemann, Amy Vile, Floyd Vilmont, Susan Williford

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

**Members Absent:** Brendan Andrews, Naima Dennis, Isis Erb, Scott Hipko, Wendy Koenig, Troy Krahl, Robin Lockerby, Karmen Swim, Lynn Tracy, Bethany Wolfe

**Also Participating:** Cynthia Belliveau, Dean, Continuing and Distance Education, Jennifer Pidgeon, Project Coordinator, Continuing and Distance Education, Amy Gilman, Staff Council Assistant

**Call to Order**

The meeting was called to order at 12:08 p.m.

**Welcome and Introduction for Continuing and Distance Education**

Catherine Symans, President of Staff Council, welcomed Cynthia Belliveau, Dean of Continuing and Distance Education (CDE). Dean Belliveau gave a brief overview of CDE’s work and role at the University and how it relates to the larger context of Continuing and Distance Education within the field of Higher Education. Dean Belliveau also discussed how CDE identifies, develops, and manages educational courses in a strategic manner to meet the needs of UVM, but also further support the niche markets our university is developing and further promoting in Vermont and across the world. She also gave the group many examples of how distance education is changing the four-year on campus college experience, as well as the way faculty are being impacted and adapting to this trend.

**Approval of Minutes**

A motion was made and seconded to adopt the November 5, 2013 Council minutes. With no discussion, the minutes were adopted.

**Public Comment Period**

No public comments made.

**Officer’s Update**

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

Ex-Officio Role and Staff Council: Due to the restructuring that occurred July 1, 2013, several updates needed to be made to the Staff Council bylaws. One of these was the title of the current senior administrator who serves in an ex-officio position. This need to update the title led to a larger discussion on whether or not the ex-officio role is helpful or unnecessary. The discussion led to the idea of putting forward a bylaw change that would retire the ex-officio slot at the VP leadership level, but keep wording in the bylaws that enables an individual to be appointed to an ex-officio role at a later date or time if determined necessary. Furthermore the Council agreed in keeping the Staff Council Administrator role an ex-officio and consider making the Staff Council Assistant ex-officio as well. Language will be drafted and the bylaws reviewed with UVM Legal Counsel and they should be ready for a vote at the January 7, 2014 meeting.

Staff Emergency Loan Procedures: Jeff Bukowski reported on updates to the current Staff Emergency Loan Procedures that resulted from changes in business processes at the University. Questions that came up from the Council included increasing the maximum loan amount to an amount higher than $350 but no more than $500 and increasing the pay back schedule from 10 pay periods to 12 pay periods so as to not present anyone paying back the loan with an additional financial hardship.

Staff Connect: Susan Williford reported that the Outreach, Assessment and University Engagement committee had been working on Staff Connect, a new version of the current Staff Council Contact Sheet and working on ideas of how to rebrand it.

Incentive-based Budgeting (IBB): – Johanna Brabham shared that the IBB Steering Committee had almost completed meetings at UVM with representatives from other schools that have already implemented an IBB like model as well as visits of UVM representatives to these other locations. Johanna said that the Facilities sub-committee group meets weekly for about 1½ hours. She reported that offices on campus were very responsive to requests for research or information needed quickly to move ahead with their committee work. The Interim Reports with suggested implementation plans are due to President Sullivan in January 2014.

Other Business

There was no other business.

Adjournment

Catherine made a motion to adjourn. The motion was seconded and adopted. Meeting adjourned at 1:29 p.m.