Building Enrollments

With the opening of the fall semester, we welcomed 2,619 first-time first-year undergraduates to the University of Vermont. By many measures, we are extremely proud of this incoming class. They are one of the most academically talented classes in University history and they continue a significant upward trend in our ALANA student population. University-wide, approximately 1,132 ALANA students enrolled this fall, a nearly 18 percent increase over last year. That gain is, in large part, due to a more than 50 percent increase in first-time, first-year ALANA students making the Class of 2013 the most diverse in UVM history.

Our total enrollment numbers also remain strong. Including undergraduate, graduate, medical, and non-degree students, there are 13,391 students enrolled at UVM for the fall semester, marking the fifth consecutive year that we have achieved record-breaking numbers.

Our enrollment gains are hard fought, built on the skill and dedication of our admissions staff and many others across campus. But well before we enrolled this year’s class, we had already set out on the challenge of bringing in the next diverse, high-quality applicant pool. These are highly competitive times in higher education, particularly in the Northeast as high school graduating classes decline in number. Our peer institutions are in the same place—pushing hard to communicate their strength and their value in the annual effort to find those students who are the right fit for an institution.

As prospective students and their families tour campus, we’re reminded that those who apply to UVM often mention that their decision was influenced by the sense of welcome they felt on every visit here. My heartfelt thanks to all who contribute to this strong spirit of community that is among the hallmarks of the University of Vermont.

Daniel Mark Fogel
Staff Council President’s Report - Board of Trustees, October 23, 2009

With the new Academic year comes a sense of renewal. Although the impact of last year's announcements regarding layoffs are still being felt around campus, staff have remained resilient and dedicated to the continued success of UVM. While the last year has been difficult, the efforts of the Administration to be more transparent have set an important precedent which must be continued. Transparency to staff, faculty, and students is essential for the University to move forward. Staff Council encourages further communication and collaboration among the Board of Trustees, Administration, governance bodies, and the campus community as we continue to improve the overall quality of this institution.

Staff Council’s own commitment to fostering collaboration and transparency in decision making processes across our campus can be seen through its efforts to address the needs of staff. Throughout the summer and fall, Staff Council has heard a number of concerns from staff related to transportation and parking at UVM. With the construction of Jeffords Hall, the lease of the Spur lot to Fletcher Allen Health Care (FAHC), and confusion over changes to parking tags and zones, staff members feel that their voices and concerns have not been considered. In response to these issues, Staff Council has worked with Transportation and Parking Services to address some of these issues and promote further transparency and communication. One example is the new shuttle service directly from Gutterson Parking Garage to the Given Building during peak hours in hopes to alleviate the problem of travel time between one's vehicle and work space. In addition, we have been assured that the Transportation and Parking Services Advisory Committee (TAPSAC), composed of staff, faculty, and students, will play a larger role in future transportation and parking decisions.

Our Standing Committees are also reaching out to establish and strengthen working relationships with members of the Administration and various departments across campus. In an effort to make a more informed salary raise pool recommendation, our Salary & Budget Committee has sought the guidance of the VP for Finance and Administration, Assoc. VP for Budget & Resource Management, and the Assoc. VP for Human Resource Services, while our Employee Environment and Facilities Committee is working with UVM Recycling and Waste Management to provide a “Greening Your Workplace” presentation on a quarterly basis to further promote sustainability and green practices among staff.

The Council recently held a retreat to facilitate community building among our representatives and set larger goals for our organization. We also identified several areas of concern for staff which included a need for more transparency and accountability at all levels within the University, a commitment to professional development and annual performance appraisals especially as it relates to compensation, and the continued concerns around parking as well as sustainability. There was also a reaffirmation of our commitment to work collaboratively with the all members of the campus community to find solutions that benefit everyone.

We hope that by establishing these areas of concern we will be able to focus the direction of our initiatives this year as we continue to reach out to staff and address their needs.

Greetings!
As you may know, the Board of Trustees—Committee of the Whole met on Friday, October 23, 2009. Below is a copy of the report I gave at this meeting, which I would like to share with you.

Sincerely,

Beth R. Walsh

Beth R. Walsh, Staff Council President
Benefits – Rita Lemire, Chair

In September’s Benefits Committee meeting, several contact sheets regarding staff educational benefits were reviewed, followed by a discussion of benefits for staff members, staff spouse and staff dependents. A comparative research from similar educational institutions in the New England region revealed that UVM currently offers a competitive educational plan for staff and dependents. It was also noted that eyeglass and hearing aid insurance issues were on the University Benefits Advisory Council (UBAC) agenda. The Benefits Committee will await their review.

Communications – Joanne Montanye, Chair

At the October 8th, 2009 meeting of the Communications Committee, we continued our work on bookmark handouts, audio spots for radio and podcasts, and updating the contact sheet’s appearance and utility. The experimental Spotlight on Staff segment for the Staffline was well-received. New work was started on developing outreach tools for future elections, and drafting a simpler-to-read mission statement from the language in the by laws.

Education and Professional Development – Todd Stewart, Chair

The Education and Professional Development Committee met on Monday, October 12th. Discussions included finalizing the Staff Mentoring Website recommendation, continuing work on a Roundtable initiative, and improving cooperation between EPDC and HR for mutual benefit. EPDC will test new e-learning tutorials in order to provide feedback, and has put performance appraisals and career planning on the table for 2010.

Employee Environment and Facilities – Michelle Smith, Chair

In the wake of recent changes to the EEF description deemphasizing parking and transportation issues, the EEF committee focused on parking and transportation issues this month. Two contact sheets were addressed - one regarding problems resulting from inadequate accommodations for handicap permit holders during temporary closure of a close-proximity parking lot this summer, and another raising questions about the status of green parking permits as lot configurations continue to change. EEF now has a representative on TAPSAC and will be working to help facilitate communication between Transportation and Parking Services and staff as the University evolves to become a more pedestrian campus.

Our committee will also be ramping up involvement in Greening Your Workplace. We hope to train some EEF committee members to give the Greening Your Workplace presentation, which we will all see together at November’s regular Staff Council meeting, and then have one of us deliver the presentation and provide related support at subsequent events. Look for opportunities to bring the workplace greening project to your unit or a venue close to you soon!
Internal Affairs - Sharone Mone, Chair

The Internal Affairs Committee met in October to further discuss Short Term Disability coverage for UVM employees. The Committee is compiling preliminary research to gain a better understanding of how Short Term Disability coverage functions which will assist in working with Human Resource Services to review specific data pertinent to UVM.

Recreation – Marie Tiemann, Chair

The Recreation Committee met in October and discussed further plans for the Staff Council Holiday Bazaar on Thursday, December 3, 2009. For more information on how you can get involved as a vendor or volunteer, please visit the Holiday Bazaar website: http://www.uvm.edu/~stffcncl/?Page=holidaybazaar.html There are still several tables available for rental, but they will not be around for long.

This year the during the Holiday Bazaar, the Staff Council will collect non-perishable food donations to benefit the Chittenden Emergency Food Shelf. As added incentive, each individual who donates will receive one free ticket toward the Raffle at the Holiday Bazaar.

A summary report regarding a survey given to Boston Bus Trip participants was reviewed to assist with plans for future trips. Some suggestions for future trips included Montreal, Ottawa, Quebec City, New York City.

Committee member Jim Read reported that the annual Casino Trip would take place on February 15, 2010 and that Montreal is the chosen destination. The Committee discussed the logistics for ensuring that each participant is fully aware of the need for having an enhanced driver’s license or a passport to cross the border. Please stay tuned to the next edition of Staffline for more information.

Rules & Election – Rob Rohr, Chair

The Rules & Election Committee did not meet in the month of October.

Salary & Budget – Mary Reilly, Chair

The Salary & Budget Committee met on 10/19/09 with Richard Cate, Vice President for Finance and Administration, and Ted Winfield, Associate Vice President, Financial Analysis and Budgeting to discuss Council input for FY 2010-11. Mr. Cate explained the basic issues that underlying the budget process, including a budget gap of $8.4 million, which he expects can be covered for a second year by one-time funds ($5.1 million in stimulus dollars from the state, and reserves). He assured us that the Council’s recommendations are given serious consideration but there are other factors that must also be considered. Our discussions covered a timetable for staff input, useful types of input, data sources, linking merit to mandatory performance evaluations, and ways to include a meaningful staff voice in a more collaborative budget process.
CALL FOR NOMINATIONS FOR STAFF ADVOCATES

The Staff Council is currently accepting nominations from permanent non-represented staff members to serve two-year terms as Staff Advocates and/or Staff Council Designees on Grievance Review Committees to assist with the University’s “Complaint Resolution and Grievance Policy and Procedures - Non-Represented Staff.”

For more information regarding this policy please refer to the following link:
http://www.uvm.edu/~uvmppg/ppg/hr/complaint.pdf.

- This policy defines a Staff Advocate as “A trained volunteer, non-represented staff member and member of the University, Community, who may not be a spouse, partner in civil union or other relative to the parties involved and may not be an attorney. A Staff Advocate helps the staff member analyze the situation, suggests strategies for addressing disputes, helps identify gaps in information and resources for finding information, supports the employee in meetings, and assists in case preparation in the event that a grievance is filed. A Staff Advocate may offer advice and may attend meetings and hearing (without voice). If a Staff Advocate is involved in supporting a staff member through a grievance process, the respondent may not refuse the Staff Advocate’s presence. A Staff Advocate may attend non-grievance related meetings at the discretion of the grievant and respondent.”

- The Grievance Review Committee is a three-member committee composed of 1) a senior staff member appointed by the dean or vice president for the unit; 2) the Associate Vice President for Human Resources or designee, who also serves as convener of the Grievance Review Committee; and 3) a Staff Council designee appointed by the President of the Staff Council.

- Appointments will be determined by the Staff Council President and announced during the week of November 16, 2009.

- Those individuals appointed will be required to attend a day-long training tentatively scheduled for the first week of December upon our return from the Thanksgiving Holiday.

- Any questions or concerns should be directed to the attention of Jeff Bukowski, Staff Council Office Administrator at Staff.Council@uvm.edu or by phone at 802-656-8767.

Click Here To Fill Out a Nomination Form
http://www.uvm.edu/~stffcncl/pdf/advocatenomination.pdf

Acting as a Staff Advocate and/or Staff Council Designee on Grievance Review Committees is not a significant time commitment, but an important voluntary role that helps to enhance working conditions for all employees and provides a mechanism for effective and efficient resolution of workplace disputes. Staff Advocates meet with Grievants to discuss issues and if requested attend the Grievance Review Committee meeting (Approx. 2 hours). Designees participate on the Grievance Review Committee meeting (Approx. 2 hours) and meet again as a group once or twice for an hour.

Those interested in this unique opportunity are asked to fill out the nomination form and return it no later than Friday, November 13, 2009 to:

Staff Council Office
University of Vermont
313 Waterman Building
Burlington, VT 05405

You may also email your nomination form to Staff.Council@uvm.edu or fax it to 802-656-8790.
Staff Council Holiday Bazaar
Thursday, December 3, 2009
9 a.m. to 3:00 p.m.
Grand Maple Ballroom
Davis Student Center

Attention UVM Staff It is that time of year again to begin planning for our annual Holiday Bazaar. This is a great opportunity to showcase and sell your own beautiful locally handmade products and artwork to the UVM community or to donate a homemade craft or baked good for the Staff Council Recreation Committee Table.

If you would like to rent a table or make a donation, please visit our website for more information at:

www.uvm.edu/~stffcncl/?Page=holidaybazaar.html

All proceeds from table rentals and the committee’s tables help support Staff Council Recreation Events such as bus trips, Champlain Valley Fair Ticket discounts, and much much more.
Staff Council Holiday Bazaar
Sponsored by the Staff Council Recreation Committee
Thursday, December 3, 2009
9:00 am – 3:00 pm
Grand Maple Ballroom
Davis Student Center

Fragrant evergreen wreaths, soft, woolen garments, sparkling jewelry, scrumptious goodies
— all this and more awaits you at the Staff Council Holiday Bazaar.

Staff, Faculty, Students and Retirees can participate by donating handmade crafts or home-baked
goods to the Recreation Committee Table or by renting a table to sell their own crafts. All proceeds
from committee’s table and table rentals go directly towards supporting Staff Council Recreation
Events such as bus trips, Champlain Valley Fair Ticket discounts, and much much more.

UVM employees may rent 6'- tables for $25. A limited number of tables are available and will be
assigned on a first-come, first-serve basis. Individuals are responsible for selling their own crafts, any
sales tax collected and for any loss or breakage. No mass manufactured goods may be sold. Refunds
will not be issued.

To reserve a table, return this form, along with a check made payable to UVM,
to the Staff Council Office, 313 Waterman, by Friday, November 13, 2009.
For more information, please call 656-4403 or email Staff.Council@uvm.edu

Name: _______________________________ Department: _______________________________

Telephone Number: ________________ E-Mail: ________________________________

Number of Tables to Rent: _______ at _______ Total Amount Enclosed: ______________________

List your top three choices for table number locations: ________________________________

Please refer to the Table Layout PDF found at www.uvm.edu/~stffcncl/?Page=holidaybazaar.html

Describe item(s) to be sold:
_________________________________________________

Do you require an electrical outlet:    Yes  No

I will donate a craft or baked good(s) (Describe): __________________________________________
FIRST NIGHT BURLINGTON 2010!
December 31, 2009
Noon to Midnight – Downtown Burlington

GROUP BUTTON SALES THROUGH 12/18/09

ADULT BUTTONS - $15.00
(10 more - $12.00 each)

KID’S BUTTONS (3-12 yrs): $5.00 all the time

You may purchase buttons at
UVM’s Staff Council Office
313 Waterman Building
or
call 656-4493 for more information.
Hurry, this offer is only available through December 18th!

(We accept cash or checks made payable to First Night Burlington.)

First Night Burlington is Vermont’s largest single-day festival of the arts and a holiday tradition for the whole family! Join us as we celebrate our 27th year bringing the community together for an affordable, substance-free New Year’s Eve celebration. Over 100 performances featuring music, dance, comedy, kids activities, art, a parade, fireworks and more, all for the price of a First Night Button! To find out more, visit…

www.FirstNightBurlington.com
UVM Employee & Retiree Discounts

KAPLAN

Kaplan is the world's leader in test preparation for students seeking to take the SAT, GRE, GMAT, LSAT, MCAT, NCLEX, and USMLE standardized tests. We are offering $150.00 on all courses excluding NCLEX and USMLE to UVM employees, retirees and their families. UVM ID required.

Contact: Kaplan Test Preparation and Admissions
86 Saint Paul Street
Burlington, Vermont 05401
802.651.4088
www.kaplan.com

VERMONT BUSINESS CENTER
THE UNIVERSITY OF VERMONT

UVM staff, alumni and affiliates now receive a 20% discount on the cost of The University of Vermont's Professional Certificate in Leadership and Management program. The Certificate, offered through the Vermont Business Center, includes highlights from UVM's core MBA curriculum, providing participants with key concepts, vocabulary, and analytical tools essential for effective management and strategic decision-making. The program includes eight day-long seminars that meet conveniently over the course of seven months.

To view course information, read testimonials, and view the schedule please visit www.uvm.edu/vbc or for more details call the Vermont Business Center at 656-4033.
UVM Employee and Retiree Discounts

Discounted Ski and Season passes available to UVM Staff and Faculty courtesy of Staff Council

** Only the resorts and passes listed below are available at a discounted rate.**

For more information, please visit www.uvm.edu/~stffcncl/?Page=dis_ski.html

How To Order

For more details and order forms, go to our website www.uvm.edu/~stffcncl and click on Discounts and Events for Staff. Then scroll down to Recreation.

Complete the order forms and deliver them to the Staff Council Office, 313 Waterman Bldg, Burlington, VT 05405 or email StaffCouncil@uvm.edu.

Order EARLY!

MasterCard, Visa, American Express, or Check made payable to the Resort are accepted as forms of payment. No orders will be taken after the deadlines. Passes can be picked up at the appropriate resorts 2 weeks before the season begins at the Resort. Smugglers’ Notch Passes must be purchased online at the link provided on our website.

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Bolton Valley Resort

DEADLINE FOR ORDERING

Extended to Tuesday December 15

Alpine Adult Pass - $449 plus tax
Alpine Youth (7-17) - $249 plus tax
Alpine Senior (70+) - $249 plus tax
Family 4 Alpine Pass - $1199 plus tax
Single Parent (1 kid) - $599 plus tax (Add’l youth = $200 plus tax)
Nordic Adult Pass - $110 plus tax
Nordic Youth (7-17) - $70 plus tax

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Ski & Ride Day Vouchers

Staff Council Office
313 Waterman
Burlington, VT 05405

Day Vouchers - Available Now
Jay Peak Resort
Youth Alpine $33
Adult Alpine $38

** Available Tuesday, December 1, 2009 **
Smuggler’s Notch Resort, Sugarbush Resort

More information will be available at www.uvm.edu/~stffcncl/?Page=dis_ski.html
Vermont Adaptive Ski and Sports, the only organization in the state to offer daily, year-round programming for people with disabilities, is seeking new volunteer ski and ride instructors for its winter programs at Sugarbush Resort in Warren, Bolton Valley in Bolton and Pico Mountain in Killington. This rewarding opportunity allows members of the Vermont community to make a difference in the lives of people with disabilities seven days a week. Vermont Adaptive relies heavily on its more than 400 volunteers to provide and support more than 2,000 lessons to people with physical, cognitive and emotional or behavioral disabilities on an annual basis.

Skiing and Snowboarding Instructors

Off-snow training begins mid-November;
On-snow training to be held in December

The driving force behind VASS programs are the energetic volunteers. New volunteers attend training clinics to learn about adaptive skiing techniques, teaching individuals with disabilities and personal skiing skills.

Benefits include free skiing at Bolton Valley, Pico, Sugarbush and Killington; discounts, specialized training, PSIA certification/training opportunities and more.

For those who don’t ski or ride, other volunteer opportunities are available.
Campus News & Announcements

WWW.UVMTHEATRE.ORG

It made people laugh during the Great Depression…and it will make you laugh today.

You Can't Take It With You, the Pulitzer Prize-winning creation of George S.Kaufman and Moss Hart, will be presented by the UVM Department of Theatre running November 12th through the 22nd at the Royall Tyler Theatre. You Can't Take It With You relates the encounters between the Kirby’s conservative family, the crazy household of Grandpa Martin Vanderhof and…the IRS? Grandpa’s eccentric family amuses with physical antics and inspires with a wholehearted pursuit of happiness that fills the stage with chaotic activity and fireworks.

Directed by Professor Sarah Carleton the cast represents a combination of students from the UVM Department of Theatre and local talent including Aline Nocera, Brittany Flynn, Mian O'Dowd, Alex Koch, Spencer Leopold-Cohen, Tommy Grasse, Orion Lay-Sleeper, Kathy Briand, Mark Leach, Andy Friedland, Samuel Durant Hunter, Kayla Marchek, Stephen Kent, Alyssa Prendergast, Julia DiFeridinando, Ryan Howland, Colby Morgan, Grace Trapnel and presenting Chuck Tobin in the role of Grandpa Martin Vanderhof. Mr. Tobin is known throughout the area as the Artistic Director for St. Mikes Playhouse Summer Theatre. Scenic design is by Professor Jeff Modereger, costume design by Professor Martin Thaler and lighting by Professor John B. Forbes.

Performances are November 12 – 14 and 19 – 21 at 7:30pm and November 12 & 22 at 2pm.

Tickets are $18 for Adults and $15 for UVM Faculty/Staff/Alumni and Seniors 55+. UVM students are $7 with a UVM ID and must be purchased at the Box Office. Group rates for 10+ are available. The ASL interpreted and Audio descriptive performance is available on Sunday, November 22 at 2pm.

THE TOYS TAKE OVER CHRISTMAS

On sale October 19th is UVM Theatre's presentation of The Toys Take Over Christmas by Patricia Clapp and now in its 19th Season at the Royall Tyler. Performances run December 5 & 6 at 10am, 2pm and 6pm. The seasonal favorite follows the adventures of Sunny, a cheerful, inquisitive rag doll brought to life by the Toymaker, whose toyshop is filled with living toys. Sunny makes an astonishing discovery that divides the loyalties of her newfound friends and jeopardizes the Toymaker's claim to be the "Greatest Toymaker in the World!"

Come celebrate the start of the holiday season with your family and ours along with everyone's favorite North Pole native! Tickets are $13 for ALL Adults and $8 for Children under 14.
Closing out the 2009-2010 Season one of the most popular of all musicals *GODSPELL* will run February 18 – 28. Tickets are on sale now for *GODSPELL* and it is expected to sell out so order your tickets early! Originally conceived by John Michael Trebelak with new music and lyrics by Stephen Schwartz *GODSPELL* will be directed and choreographed by Professor Gregory Ramos.

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Tickets can be ordered online at [www.uvmtheatre.org](http://www.uvmtheatre.org) by walk up or phone at the Box Office at 656-2094. The Box Office is open Monday – Friday from 12 – 5pm.

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**Flexible Spending Account Enrollment 2010**

In order to save money through a Flexible Spending Account (FSA) for health care and/or dependent care expenses in calendar year 2010, you must **enroll now, during the month of November, 2009**. (Those who are currently enrolled for this year, please note that YOU MUST SUBMIT new enrollment form[s] each year.)

The FSA is designed to shelter a portion of your earnings in order to pay for certain health care and/or dependent care expenses tax free. A dependent care account may be used for child care, elder care, or the care of a disabled spouse, while a health care account may be used for medical and dental co-pays, insurance deductibles, hearing and vision expenses, approved over-the-counter medications and more.

Many people realize significant savings on their income tax through the wise use of an FSA. For more information, check out the following resources:

- [FSA Brochure - Overview](#)
- [FSA Eligible Expenses](#)
- [FSA Eligible Over-the-Counter Medications](#)
- [FSA Estimating Worksheet](#)
- [Frequently Asked Questions](#)

**Enrollment form(s) must be received by Human Resource Services by Monday, November 30.** If you have any questions related to Flexible Spending Account enrollment, e-mail [HRSInfo@uvm.edu](mailto:HRSInfo@uvm.edu) or call 656-3150.

As a reminder to those currently participating in an FSA, all claims for 2009 must be submitted to EBPA, the Plan Administrator (not to UVM) by March 31, 2010. Claims can now be conveniently submitted through an online portal, as well as by mail or fax. See the [FSA Reimbursement](#) page for more information.
Human Resource Services
Successful Aging Eldercare Forum
You must register for each workshop separately at  http://www.uvm.edu/hrs/worklifeQuestions?
Feedback? e-Mail worklife@uvm.edu

Caring for Elder Parents at Home or at a Distance
Thursday, November 5
12:00 noon to 1:00 PM in Memorial Lounge, Waterman
Naomi Galimidi, PACE Vermont
This presentation will provide an overview of services for seniors, including long-term care, housing options and government programs in Vermont. It will also offer general information regarding senior care that can be applied throughout the United States, as well as how to find information about services, along with suggested reading.

Long-Term Care Planning
Thursday, November 12
12:00 noon to 1:00 PM in Memorial Lounge, Waterman
Glenn Jarrett Esq., CFP, Jarrett Law Office - Estate and Elder Law
As they age, many people begin thinking about how to plan for the expense of long-term care. There are very few sources of payment available for the costs of long-term care. We will explore what Medicare and other possible sources of assistance will and won’t pay for. For some people, long-term care insurance or reverse mortgages may be helpful. Medicaid is the payer of last resort, but there are many myths and misconceptions about how Medicaid works and how to qualify for it. We will discuss Medicaid and different ways to plan for long-term care expenses at different stages of life.

Age-Related Changes in Memory
Dementia and Alzheimer’s Disease
Thursday, December 3
12:00 noon to 1:00 PM in Memorial Lounge, Waterman
William W. Pendlebury, M.D., Director of the Center on Aging at the University of Vermont
As we age, changes take place in memory that are generally considered benign and normal and they don’t interfere with day-to-day functioning. When memory loss goes beyond the changes expected for normal aging, people begin to have difficulty with cognitive abilities such as language, decision making, reasoning and problem solving. Dr. Pendlebury will describe normal memory function and contrast this with the syndrome of dementia. Participants will attain a basic, working knowledge of age-related changes in memory, the concept of dementia, and the most common causes of dementia in people over the age of 65, which includes Alzheimer’s disease. Finally, the emerging concept of mild cognitive impairment, considered by many as prodromal Alzheimer’s disease, will be introduced.
Mastering the Maze 2010 is scheduled for Thursday, March 11. This annual event provides practical training for UVM staff, focused on professional development and increased effectiveness. We are currently inviting all members of the campus community to submit ideas for workshops, panel discussions and plenary sessions. If you have great suggestions and/or fresh ideas, please share them at http://www.uvm.edu/~maze/.

"Composting your food scraps" update: UVM Recycling & Waste Management and the Staff Council Employee Environment and Facilities Committee would like to congratulate Animal Sciences Department, English Department, Honor's College and Plant and Soil Sciences for successfully implementing a program to collect their lunchtime food scraps to be composted. Contact Staff Council at Staff.Council@uvm.edu if you are interested in how to start a "composting your food scraps" in your unit/department.

"Greening your workplace" update: Contact Staff Council at Staff.Council@uvm.edu if you want to be put on the waiting list for the EEF "Green Team" to visit your department/unit for an informative discussion on "greening your workplace."

Green-living tip of the month: Save electricity and get an upper body workout at the same time! Avoid using the automatic doors as you enter or exit buildings on campus unless it is necessary.

As we move towards a more pedestrian friendly campus, the campus community is being asked to park further away from where they work, learn and live. People with general health and mobility concerns can contact Staff Council to learn about campus resources that are available to ease this transition, especially as we enter the winter season.

UVM Veteran's Day Celebration—November 11, 2009, 9-11am, Waterman Memorial Lounge

The University of Vermont student Government Association (SGA) will be holding a Veteran’s Day Celebration on Wednesday, November 11th from 9am-11am in the Waterman Memorial Lounge. The event is open to the public.

The celebration will include student and Veteran speakers, letters from local, state, and federal representatives, a message of gratitude from the undergraduate student body, in addition to a token of appreciation for the Veterans that have served our country.

All students, staff, faculty, and members of the community are encouraged to attend this event, and support the individuals who have made the life we live possible.
"Connecting You With Transportation Choices"

In mid-November, all employees will receive a bright orange flyer from CATMA with instructions and a random password to take CATMA's annual Fall Employee Transportation Survey. This is an opportunity for you to provide us with your transportation, parking and commuting experiences to the "Hill". PLUS, when you complete the survey, you'll have a chance to enter your name to win one of many gift cards. Your input is important and very valuable as CATMA works to improve and provide commuting services and programs for its members: University of Vermont, Fletcher Allen, Champlain College and the American Red Cross.

Check out CATMA's website at [www.catmavt.org](http://www.catmavt.org) for:

- The new "Walking Routes Map", which has suggested routes with various distances and level of difficulty in and around UVM and Fletcher Allen;
- Information on CATMA's Bike-Walk Reward program, confidential carpool matching service, emergency ride home, monthly drawings and a link to the Car Share Vermont service;
- Transportation Events and Workshops
- Carbon Footprint Calculator
- Construction and Snow Ban Alerts
- Registration and Sign Up with CATMA if you use an alternate mode to work, including the Unlimited Access FREE BUS RIDE program.

Questions: Contact CATMA at 656-RIDE or email [catma@uvm.edu](mailto:catma@uvm.edu)

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**Call For Donations**

With winter and snow fast approaching we have been distributing coats, hats, etc... and find that we are short of winter footwear. We would greatly appreciate donations of boots of all styles and sizes.

Also, we have begun to refurbish computers and distribute them to our clients with the goal of having at least one computer for every family. We wipe the hard drives and install a new operating system and software. We need donations of cpu's, monitors (larger than 12"), keyboards, mice and internet hook-up devices. The cpu's do not have to be in working order as we can make use of parts. The monitors must work properly. We ask for a voluntary donation of $10 per cpu and monitor to defray the cost we incur to dispose of those items that we find are not usable. We do not have funding for this program and need it to be cost neutral to be sustainable.

And finally, our students need backpacks (can be gently used), notebooks, pens, pencils, pencil cases, calculators, scissors and rulers.

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**For more information:**

_VRRP_

462 Hegeman Avenue
Colchester, VT 05446
802-338-4627
[www.vrrp.org](http://www.vrrp.org)

Donations are accepted M-F, 9am-4pm
Need help with Databases? This course may be for you.

**CS95: Database Application Development using Access - Spring 2010**

**Objective** of the course lies in acquiring basic knowledge and skills in designing a database and building an application package. The topics covered will include database concept, data model, database schema design, and database application development. Significant emphasis will be put on hands-on practice.

- **Prerequisite:** None (Familiarity with Microsoft Office 2007 will be helpful.)
- **Class room and hours:** Classroom to be determined. Lab in 229 Votey. 5:30 p.m. – 8:00 p.m. Tuesdays.
- **Instructor:** Byung S. Lee. http://www.cems.uvm.edu/∼bslee/. bslee@cem.uvm.edu. (802)656-1919.
- **Office and office hours:** Votey 323. Hours to be determined.


**Coursework:** Course work comprises lab exercises, project, and quizzes.

**Lab exercises:** The textbook has eight modules; there will be one lab exercise in each module.

**Project:** Students propose and carry out a small project guided by the instructor. Each project is done individually or as a team, depending on the class size. Project steps include collecting and compiling application requirements, and designing and creating tables, forms, queries, and reports. There will be a brief presentation of each project at the end of the semester.

All labs and projects will be done using Microsoft Access 2007. Access software will be available on all computers in the lab.

**Quizzes:** There will be two take-home or online quizzes to test the understanding of basic concepts in database design and application development.

**Grading:** Lab exercises (40%), project (35%), quizzes (15%), and class attendance (10%)

**Course schedule:** Lectures and labs will follow the sequence of modules in the textbook. Additional materials will be provided as needed in order to reinforce the basic conceptual understanding.

- **Introduction:** Database, data model, and database design (concepts)
- **Module1:** Creating a database and tables
- **Module 2:** Modifying and filtering tables and creating forms
- **Module 3:** Querying tables and creating reports
- **Module 4:** Exporting data
- **Module 5:** Importing and querying tables
- **Module 6:** Creating custom forms
- **Module 7:** Creating custom reports, charts, pivot charts, and mailing labels
- **Module 8:** Linking and splitting databases

**Honor code:** The University Honor Code applies to this course. Students are encouraged to discuss the course assignments (e.g., projects) with others, but should not copy any work produced by others.

**Disabilities:** Students with disabilities, including invisible ones such as chronic diseases and learning disabilities, are encouraged to discuss with the instructor any appropriate accommodations needed.
Campus News & Announcements

bank
with chittenden in the davis center.

BANKING SERVICES
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* Investment Products and Assets held in a fiduciary account are not deposits, or other obligations, are not guaranteed by Chittenden Bank, a division of People’s United Bank, are not insured by the FDIC, by any other government agency, or by People’s United Bank, or any of its affiliates, and may lose value.

Chittenden
A division of People’s United Bank
1st floor
Mon. - Fri., 9am - 5pm
802 656 3508

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THE VERMONT COUNCIL OF THE BLIND

WHO: YOU ARE INVITED TO BECOME A TRAINED VOLUNTEER AUDIO DESCRIBER.

WHAT: A TRAINED DESCRIBER BROADCASTS A DESCRIPTION OF THE VISUAL ELEMENTS OF A LIVE THEATER PERFORMANCE TO THE BLIND AND VISUALLY IMPAIRED AUDIENCE

WHEN: SATURDAY NOVEMBER 14 FROM 9:00 AM TO 4:00 PM AND SUNDAY NOVEMBER 15 FOR THE MATINEE OF "THE FULL MONTY"

WHERE: SATURDAY NOVEMBER 14 WILL BE AT UVM (Lafayette) AND SUNDAY NOVEMBER 15 WILL BE AT THE FLYNN THEATRE

SATURDAY’S PROGRAM WILL INCLUDE PRACTICE IN DETERMINING HOW AND WHAT TO DESCRIBE, WORKING WITH A PARTNER, AND USE OF THE EQUIPMENT. THE TRAINING WILL BE CONDUCTED BY TWO EXPERIENCED TRAINED DESCRIPTORS, PAM CARTER (UVM staff member) AND MAGGI HAYES (UVM emeritus faculty member).

SUNDAY’S PROGRAM WILL INCLUDE LISTENING TO THE TWO INSTRUCTORS DESCRIBE A SHOW AND THEN A SHORT DISCUSSION.

THERE IS NO COST FOR THE TRAINING. LUNCH AND SNACKS WILL BE PROVIDED.

FOR MORE INFORMATION OR TO REGISTER, CONTACT:

CAROL ANN RICHMAN
15 YANDOW DRIVE
SOUTH BURLINGTON, VT 05403
(802)862-8558
carichman@att.net
Campus News & Announcements

Staff Council Meetings

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Meeting: Tues., Nov. 3rd</td>
<td>Council Meeting: Tues., Dec. 1st</td>
</tr>
<tr>
<td>12:05 - 1:30 p.m.</td>
<td>12:05 - 1:30 p.m.</td>
</tr>
<tr>
<td>Waterman, Memorial Lounge</td>
<td>Davis Center, Livak Ballroom</td>
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</tbody>
</table>

Staff Council Office Hours

<table>
<thead>
<tr>
<th>Staff Council Office</th>
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</thead>
<tbody>
<tr>
<td>313 Waterman</td>
</tr>
<tr>
<td>85 South Prospect Street</td>
</tr>
<tr>
<td>Burlington, VT 05405</td>
</tr>
</tbody>
</table>

Monday - Thursday 8am - 3:30pm  
Friday 9am - 1pm

Fall 2009 - Spring 2010 Staffline Submission & Distribution Schedule

<table>
<thead>
<tr>
<th>Edition</th>
<th>Submission Deadline</th>
<th>Distribution of Staffline</th>
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</thead>
<tbody>
<tr>
<td>December</td>
<td>Friday, November 13, 2009</td>
<td>Tuesday, December 1, 2009</td>
</tr>
<tr>
<td>January</td>
<td>Friday, December 11, 2009</td>
<td>Monday, January 4, 2010</td>
</tr>
<tr>
<td>February</td>
<td>Friday, January 15, 2010</td>
<td>Monday, February 1, 2010</td>
</tr>
<tr>
<td>March</td>
<td>Friday, February 13, 2010</td>
<td>Monday, March 1, 2010</td>
</tr>
<tr>
<td>April</td>
<td>Friday, March 19, 2010</td>
<td>Thursday, April 1, 2010</td>
</tr>
<tr>
<td>May</td>
<td>Friday, April 16, 2010</td>
<td>Monday, May 3, 2010</td>
</tr>
<tr>
<td>June</td>
<td>Friday, May 14, 2010</td>
<td>Tuesday, June 1, 2010</td>
</tr>
<tr>
<td>Summer</td>
<td>Friday, June 18, 2010</td>
<td>Monday, August 2, 2010</td>
</tr>
</tbody>
</table>

Spotlight on Staff Submissions

As staff members we all contribute something unique and valuable to the UVM community in both our professional and personal endeavors. Have you or someone you know at UVM accomplished something you would like to share with your colleagues? If so, we want to know about it and include it in Staffline. Simply email StaffCouncil@uvm.edu with “Spotlight on Staff” in the subject line and tell us about it. We are willing to assist with writing a short piece on your behalf.

Do you have an idea, suggestion or concern you would like the Staff Council to know about or investigate?

If yes, consider filling out a Staff Council Contact Sheet to let us know. Contact sheets can be found on our website at: www.uvm.edu/~stffcncl/?Page=contactsheets.html

Announcements

We welcome announcements regarding Staff at UVM. Please send yours to StaffCouncil@uvm.edu for inclusion in the next Staffline.