

The University of Vermont

OFFICE OF THE PRESIDENT
WATERMAN BUILDING
BURLINGTON, VERMONT 05401



March 22, 1971

Mrs. Monique Phillips
Administrative Secretary
Department of Medical Microbiology
College of Medicine

Dear Mrs. Phillips:

I am establishing an interim Non-Academic Employees' Advisory Council with representatives from all of the non-academic employees' groups.

The interim council will be asked to recommend a procedure for selection of a permanent Non-Academic Employees' Advisory Council which will be charged as follows:

To act as an intermediary body representing all non-academic employees (Class P, L, T, and S), which will be advisory to the President on all subjects pertaining to fringe benefit programs, compensation, or conditions of employment that might affect the non-academic employee.

I would hope that I might have the recommendation of the interim council by July 1, 1971.

Until the permanent Council is in being, I am asking that the interim council perform those functions described above.

I would appreciate it greatly if you would consent to serve on this interim council.

The composition of the committee will be as follows:

Class P

Mr. Robert Davison, Director, Extension Service, College of Agriculture and Home Economics
Miss Judith Pitney, Coordinator, Office of Federal Programs, Administration

Class L

Mr. George Trono, Machine Room Manager, Computation Center, Administration
Mrs. Ruth McNally, Assistant Registrar, Office of the Registrar, Administration

Class T

Mrs. Joy Haslam, Academic Secretary, Office of the Dean, Graduate College,
Mr. Roy Paananen, Electronic Technician, Instrumentation and Model Facility, College of Technology
Mrs. Monique Phillips, Administrative Secretary, Department of Medical Microbiology, College of Medicine

MEMORANDUM

TO: Non-Academic Employees, UVM
FROM: Interim Non-Academic Employee's Council
RE: Procedures for Selection of a Permanent NAEAC
DATE: May 24, 1971

Recently President Andrews appointed an Interim Non-Academic Employee's Council which has been asked to recommend a procedure for selection of a permanent Non-Academic Employee's Advisory Council which will be charged as follows:

To act as an intermediary body representing all non-academic employees (class P, L, T, and S), which will be advisory to the President on all subjects pertaining to fringe benefits programs, compensation, or conditions of employment that might affect the non-academic employee.

In order for the interim council to meet the objectives of the President's charge, your help is solicited in the election of the Permanent Council.

The Permanent Advisory Council should consist of nine members representing classes P, L, T, and S, of non-academic employees, and one permanent ex-officio (non-voting member), the Personnel Director of the University of Vermont.

Permanent council members will be aided by representatives from campus areas or buildings to be elected at a later date.

This advisory council will perform a vital service for all non-academic employees by actively and aptly representing fellow employees.

Therefore, permanent council members should be able to commit themselves to committee meetings, during working hours, 1-1½ hours weekly, and be able to contribute extra off-time hours if necessary to serve the needs of the council. The term of office may be for one or two years beginning July 1, 1971.

If after reading the above with full understanding of the duties involved of a permanent council member you would like to serve, please submit your name, classification, building, and telephone number on the form below.

Minutes of the Meeting of April 29, 1971

All members of the Interim Non Academic Employees Council present except Miss Judith Pitney and Mr. Robert Davison.

After much discussion and debate a proposal for an election procedure was finally accepted. Generally it will follow the outlined format.

1. Submission of names by employees stating their willingness to serve.
2. The Interim Council will sort all names as to classification.
3. A slate of candidates to be chosen from submitted classes and names.
4. Election Day and procedures to be designated.
5. Notification to President of newly elected members of the permanent council.

Jay Haslam, Monique Phillips, and George Trono designated to draw up letters to the President informing of election plans.

adjourned: 4:10 p.m.

July 12, 1971

TO: Members of the Non-Academic Employees' Advisory Council
University of Vermont

SUBJECT: Minutes of Meeting Held July 6, 1971 (first meeting)

All members of the Interim Council and the permanent council were present. The purpose of the meeting was to exchange ideas and experiences relating to issues involving the non-academic employee.

Mr. Trono, chairman of the Interim Council opened the meeting by suggesting everyone introduce himself.

The parking issue (discussed at the Interim Council's meetings) was presented. Monique Phillips suggested the council meet with the Parking Commission to discuss the matter further.

Mr. Tymecki commented that the council would be dealing with Dr. Patterson rather than the President's Office. It was decided a formal invitation to attend one of our meetings should be extended to Dr. Patterson.

Mrs. McNally suggested the council develop a priority list of issues of concern to the council.

Jim Dawson suggested a chairman and co-chairman be elected at the next meeting and that they set up the guidelines for the entire committee.

The question of when the employees were going to be notified of the election results was presented. It was recommended by Judy Pitney that notification be postponed until such time the council elects its officers.

The next meeting of the council will be Tuesday, July 13, 1971 at 3:00 in Room 305, Waterman to elect officers and get organized.

The meeting was adjourned at 4:30.

H. J. Tymecki

