

**UVM Staff Council Meeting Minutes**  
**October 1, 2019**  
**12:05-1:30 p.m.**  
**Frank Livak Ballroom, Davis Center**

**Members Present:**

Heather Allard, Brendan Andrews, Tatiana Andrievskaya, Bob Bolyard, Kristen Cella, Aimee Gale, Caleb Gilbert, Nick Hall, Nichole Hathaway, Cheryl Herrick, Alex Howe, Mindy Kear, Jay LaShombe, Cindy Lee, Stephanie Loscalzo, Stephen Lunna, Deb McAdoo, Michael O’Sullivan, Holly Pedrini, Shirley Pine, Jon Reisenweaver, Allison Spain, Donna Stevens, Becky Swem, Bridget Tully, Lacey Ure, Ken Viglucci, Erin Wertlieb, Bethany Wolfe

**Members Absent:**

Barbara Asimwe, Laura Clayton, Katherine Hall, Miriam Harrison, Claire McCollough, Jennifer O’Donnell, Katrina Preiss

**Staff:**

Elisabeth Blair, Alan Shashok

**Guest:**

Luke Donforth, Patricia Prelock, Simeon Ananou

**Call to Order**

President Stephen Lunna called the meeting to order at 12:25.

**Approve Draft Minutes**

September minutes were approved with a few fixes to the name of the presenter and some spelling errors.

**Officer’s Update**

Meeting with President Garimella: He spoke about prioritizing the student experience. He likes to have 30 minute meetings, and to receive material ahead of time to read. Going forward it will be great if we can provide good information before meetings, to ensure their success.

Peer Advisor Policy - Jes Kraus has already been working on a new version, with input from the Staff Council Office, as we work to find a solution for all parties, to ensure the right assistance is available to non-managerial staff when they have issues with their supervisors. When we receive the new version we will share it.

HRDMA Leadership: Wanda Heading-Grant affirmed her support of the plan put forth by the Nursing Parents committee, but the source of the funding required has still not yet been established.

**IT Strategic Plan**

Simeon Ananou presented on 6 strategic imperatives and recent successes in these areas. These include creating the teaching/learning environment of the future, supporting research and scholarship, supporting and improving administrative processes, information security, improving operational efficiencies, and the oneness of information technology at the University. For more details please see addendum “Summary of Some Major IT Accomplishments.”

Plans for the future include meeting the needs of a population of students who desire to do more online, in an app. They are looking at creating an IT Project Management office and moving the infrastructure into a mobile app-driven environment.

Q: Has funding changed?

A: No, the situation remains the same, but we are accomplishing a lot even with current funding.

Q: Could the College of Medicine's IT interface work more smoothly with those of UVM and the hospital - not necessarily integrating but becoming easier to manage?

A: There are complex relationships to be mindful of, but Dr. Ananou is in constant conversation with leadership at the hospital and the College of Medicine, and there may be capacity they can leverage to make the user experience easier.

Q: Will we soon have the capacity for business video meetings?

A: Yes - you now have that capability at your disposal, through Microsoft Teams - we did a soft launch and over 600 people are using it. You can send a link to a video conference and anyone anywhere can join. Teams has an app you can download on your phone as well.

Q: To enable telecommuting, what is needed?

A: Microsoft Teams is all you really need - with this software you can share files, have video meetings, and send and receive emails, and all this is combined into interface. All faculty and staff have it, and the next wave will be students.

Q: How can we mirror a work phone while we're in another location?

A: VOIP (Video Over Internet Protocol) technology makes it possible to have the phone number follow you. It can be installed on your laptop, so when it rings in your office it will also ring on your laptop.

Q: Are there apps currently in use for students?

A: The Educational Advisory Board early alert system is in place to help determine a student's progress. Over 2300 students are using that app. Also, the Digital Student ID is a new technology where you can use your phone or your Apple Watch to make a variety of transactions.

Q: Is there a plan to offer an alternative to LimeSurvey?

A: A number of individuals have approached us to describe its poor user experience, so a meeting is in the works in the near future to evaluate this software.

Q: Is there a place to look up and see if UVM has a group license for particular software?

A: Yes - it is on the UVM ETS website.

### **Committee Updates**

**Social Committee** - Addams Family tickets are now being sold at \$28 each. They are also offering a creative workshop on November 9th from 10am-12 - \$15 per family, i.e. adults and their children. Cooking class on November 8th from 5-6:30, \$25 for UVM staff, \$30 guests. Holiday Bazaar vendor signup is out. They are looking for containers to hold raffle tickets - the lanterns used in past years are not available this year. Looking at a possible bus trip.

**PPD** - Discussed future objectives as well as continuing last year's. Parking is on their radar. They will stay on top of the tuition remission subject; Caleb will present in the near future to them. Nursing parent facilities continue to be worked on, as well as exit interviews. They are going to add the topics of staff mentoring, coaching, advocating for yourself, and creating staff awards in addition to Our Common Ground. The topic of working from home is mostly going to be left to CBB.

**Community Engagement** - They discussed addressing staff food insecurity, working on ways to translate posters and other documents and information, and establishing a volunteer resource website.

**CBB** - In their most recent meeting they figured out this year's goals and a timeline. They will create a telecommuting working group. They will tackle transparency in HR processes and overall at UVM - "it's on the website, go find it" rather than "let me help you with that."

### **Other Business**

Q: Is Monday December 23rd going to officially be a day off for staff this year?

A: That question has been already submitted to President Garimella. We will update you.

The Professional Development Fund application is open. Please spread the word. This cycle closes to applications on October 31st.

The University Benefits Advisory Council met with several bodies and whittled down the retirement fund choices to 39. They will now be going around between various governance and other concerned groups before the final choices are sent to the President.

### **Adjournment**

The meeting was adjourned at 1:24 pm.

## **ADDENDUM: Summary of Some Major IT Accomplishments - 10/1/19 - Dr. Simeon Ananou**

### **1. Help Create Teaching and Learning Environment of the Future**

- Increased capacity of virtual desktop infrastructure (VDI) to support academic software needs and virtual computer labs
- Introduced STEM digital notebooks and lowered barriers for academic use of high-performance computing

### **2. Support Research and Scholarship**

- Enhanced Vermont Advanced Computing Core (VACC) computing systems, including the design and launch of DeepGreen
- Expanded data storage for researchers, both for high performance computational needs, and general research storage and archiving

### **3. Support and Improve Administrative Processes**

- Implemented software to improve student financial aid processing
- Implemented student advising and retention platform
- Deployed unified communication system to enhance collaboration, file sharing, video conferencing, and telephony

### **4. Information Security**

- Engaged in ongoing identification and mitigation of cyber threats
- Created Information Security Council and Cyber Incident Response Team
- Enhanced UVM's technology vendor and contract review processes
- Established a student internship program in the information security office
- Deployed a new email security system to reduce risk of incoming email threats
- Launched a new vulnerability management platform to gain greater insight into the security of UVM's servers and networks
- Expanded multi-factor authentication to additional services

### **5. Improve Operational Efficiencies**

- Published UVM's first information technology service catalog to enhance understanding of IT services
- Migrated Grossman School of Business IT infrastructure into central environment
- Enhanced UVM's disaster recovery capabilities with a new enterprise data protection and backup solution

### **6. Oneness of Information Technology at the University**

- Launched IT Governance to improve IT decision making across the campus
- Increased IT knowledge sharing among IT professionals across campus through Collaborative IT