

November 17, 2022

Dear Student Success staff,

I am writing to give you an update on the status of the staffing plan for Student Success at Vermont State University. I want to assure you that implementing all staffing plans in Student Success is a top priority. While it is taking longer than initially expected, this communication marks significant progress. I am mindful of the impact the uncertainty is causing some of you as you wait to know your future position in VTSU, and I am eager to address it. Right alongside the urgency to finish this important work is an equal need to do our best to get the details right, follow all contracts and policies, communicate effectively along the way, and stay focused on designing what our students need.

Staffing in Student Success is a three-part process:

- For the first group, we will be implementing the processes with respect to staffing for 70 positions in several functional areas: Advising, Career Services, International Student Support, Academic Support, Disability Services, TRIO, and LEAP. Individual communication to this group is scheduled to begin very soon.
- The second group will include functional areas in student affairs. Individual communication is scheduled for December.
- The third will encompass athletics, intramurals and clubs, and SHAPE. Individual communication is also scheduled for December.

In each group, there are three possibilities for each position:

1. Some current jobs are the same or similar to the approved VTSU positions. Employees in those positions will be offered a VTSU position with the same job description and classification.
2. For other positions, classification reviews are being completed, and staff will be placed into new VTSU roles, in accordance with the terms of any applicable collective bargaining unit agreement. Employees who are placed into new positions will not have to apply for a position and will have the opportunity to discuss the specifics of their new position with their supervisor or Assistant Vice President.
3. For positions that are not covered by 1) and 2) above, staff will be encouraged to apply for new positions as they are posted in UKG. Open positions can be viewed in UKG by going to My Company > View Opportunities.

Job descriptions for the first group of Advising, Career Services, International Student Support, Academic Support, Disability Services, TRIO, and LEAP are nearly finalized, and will be shared with impacted staff as soon as possible. Any new positions will appear in UKG as soon as they are ready. We want to ensure these are correct, equitable, and meet Vermont State University's goals around student success. The process for the second group, Student Affairs, and the third, athletics, intramurals and clubs, and SHAPE, will be similar. I will send an additional message addressing those areas in December.

Thank you so much for your patience and for all the work you do to support our students and your ongoing efforts to build and plan for Vermont State University. If you have questions, please contact me, Sara Kinerson, or Jennifer Jones.

With gratitude,

Kelley