



STAFF SENATE

Thursday, March 9, 2023

GAC 401 - Boardroom

Agenda

Members in attendance: Matt Hill, Megan Raymond, Isabella Chow, Steve Blankenship, Joe Benyish, Jen Ellis, Sara Heim, Tabitha Pilchard, Shannon Hardester, Vanessa Collins, Paul Gasior

Absent: Lisa Grey, Candace Henry

Guests: Dr. Kara Raab, Dr. Janet Wormack, Christine Benoit, Eli Modlin

- I. Call to Order

- II. Approval of February Meeting Minutes
 - a. *Motion to approve: Matt Hill*
 - b. *Second: Megan Raymond*

- III. Middle States Presentation – Dr. Kara Raab
 - a. *Main purpose is to share that we are meeting Middle States 7 standards of accreditation.*
 - i. *Process is around 2 years. Starts with Self-Study Institute*
 - b. *Steering Committee has representatives from all over campus.*
 - c. *Five working groups:*
 - i. *Academic Success and Student Development*
 - ii. *Inclusive Excellence, Support & Collaboration*
 - iii. *Access, Affordability and Academic Excellence*
 - iv. *Community Engagement*
 - v. *Middle States' Requirements of Affiliation*

Each group will elect their chair/co-chairs and someone whom will be taking notes/minutes.
 - d. *March 28th – 2-3 pm – Middle States VP liaison will be on campus and meet to discuss the design plan and why this study is important.*
 - e. *April 2024 – June 2025 is when bulk of work will be done, between writing reports and then having review by Steering Committee and final report being drafted/approved.*
 - f. *Currently working on design plan for self-study.*
 - g. *Work done during this self-study will be used in development of the next strategic plan, as they are both due in 2025.*
 - h. *Each working group will be putting together a 10-15 page report to be submitted in March 2024. Criteria for reports are set by MSCHE, including methods, analysis, strengths, opportunities, recommendations, and an appendix. If certain standards are not currently being met, working groups will work on making sure that those are created and implemented so that we can meet the standards by the time that the report is submitted.*

- IV. Staff Senate Liaison – Dr. Janet Wormack
 - a. *FY 241 Budget Presentation*

- i. SU will continue its hybrid budgeting approach: centralized 01 budgets and decentralized 02/03 budgets.
 - ii. Projecting 3% enrollment decline for FY 24, based on impact of smaller incoming student cohorts that began in Fall 2020.
 - iii. We are currently financially solvent and in good shape, but need to manage our savings wisely.
- b. *Budget Assumptions*
- i. Will be a 2% tuition increase for both in-state and out-of-state students.
 - ii. Mandatory fees will increase overall to 3.25%.
 - iii. Residence Hall rates will increase by 2%.
 - iv. Meal Plan rates will increase by 5% due to ongoing inflation.
 - v. Vehicle Registration fees will increase by \$5 for the year (rates will last raised in 2008).
 - vi. Graduate student tuition will increase by 2%.
 - vii. USM will require a 1% fund balance contribution from SU in FY24.
 - viii. SU's historical 0.05% contingency has been removed from revenue allocation in light of how 01 savings will be managed in FY24.
 - ix. The 01 budgeted spend (\$112.2M) is represented as a "fixed cost" & includes all fringe related benefits estimates.
 - x. USM requires an incremental increase in SU's Facilities Renewal contribution of \$1.2M, bringing our total of \$9.3M.
- c. Classes will be offered by Admin/Finance regarding the upcoming budget changes that individuals will be able to sign up for.
- d. USM working on hiring firm for salary/compensation study; will most likely not see recommendations from that firm until next year.

V. President's Office – Eli Modlin

- a. *Appreciation to Staff Senate from Dr. Lepre for the work we are doing.*
- b. *Legislative Session Updates*
- i. Likely supplemental requests will not be accepted due to revenue projections being written down.
 - ii. Our President has spent more time with Governor than any other USM president or the Chancellor; administration hoping to leverage that relationship.
- c. *Inauguration*
- i. Will have a week of activity, and will be looking to Staff Senate for assistance with ideas/recommendations
- d. *Looking to reduce the ability for anyone in any department to send emails to "All Campus/Staff/Faculty". Shared governance access will not be restricted, and access will still be available through Pinpoint.*
- e. *Campus Press most likely released end of semester/summer.*
- f. *Dr. Janet Wormack and Dr. Gerry DiBartolo will be retiring this year.*
- i. Search firm has been employed for Admin/Finance; this firm will be used to advise on the Director of Athletics search.
 - ii. VP of DEI will be delayed as a result of the multiple retirements/searches that are scheduled for the future.

VI. Human Resources Updates – Christine Benoit

- a. *Meritorious Staff Award*

- i. Will be presented at Employee Appreciation in June. March 31st current deadline for submissions. Have already sent out an email for nominations to supervisors; would like to send out and email to the rest of staff from Staff Senate email soon.
 - ii. Will need to recommend names for the Selection Committee who will consider the nominees for awards.
 - iii. Future awards will most likely be at the Service Awards in the future, so there will not be as much as a gap in between nominations and awards.
- b. *Transformational Community Leadership program held through the Greater Salisbury Committee has been offered to those that were interested in the SULEad program but were in positions that were in job positions higher than were eligible for that program.*
- c. *Professional Development Committee first meeting scheduled for next week. Committee will be advising HR on what training needs are on campus and help pilot new programs. Will most likely be meeting monthly.*
- d. *DEI training through Vector Solutions is up and running; will be seeing training assignments coming out through ODI in the near future.*
- e. *SULEad is halfway through; will have a survey to find out how things are going so far. Also looking to set up mentors for class members.*

VII. Staff Senate Reports

- a. *Staff Senate Chair - Joe*
 - i. Consortium Committees
 1. Governing Consortium Committee
 - a. Committee changes were not approved; next steps are to meet with the individual committees to get feedback and find out if they should continue.
 - ii. EAD Sponsorships
 1. Perdue School has offered to sponsor ice cream social, so will be using that to encourage other schools to participate.
 2. Alternative menus have been presented from Dining Services to add additional offerings for the lunch, so there is more variety and options.
 3. PAT members will be volunteering to take over lunch service so that those individuals that are working that day will be able to eat and take advantage of of the activities.
 - iii. Open Sessions for Staff Senate
 1. Joe recommended that we offer sessions where staff can meet with Staff Senate on a regular basis to discuss questions/concerns in person/virtually to give an opportunity to meet directly instead of just having the Suggestion Box.
 2. Suggested that maybe we have time at the end of Staff Senate meetings or use future Snack & Chat sessions.
- b. *CUSS Update – Paul/Vanessa/Shannon*
 - i. Joint Council Advocacy Day happened in February where small group from CUSS went; CUSS did not meet as a group.

VIII. Old Business

- a. *Town Hall Recap/Follow-Ups – Bella*
 - i. Draft of Town Hall meeting notes in Staff Senate Teams folder for all to review.
 - ii. Introductory Remarks from Dr. Lepre

1. Noted that Dr. Lepre requested input several times regarding the VP of DEI search. Recommend that, when this search ramps up, Staff Senate should put together an official recommendation regarding what we are looking for in this VP.
 2. President emphasized that SU must be a “people first” institution. These keywords need to be the focus of future Staff Senate recommendations.
- iii. “Salisbury Seven”
1. The wording of the response to the question regarding attracting non-traditional students indicated that this would not be a high-priority of the administration. Would like to be able to focus attention on how changes in class times, as well as other strategies, would attract both types of students without requiring us to branch more into online learning.
 - a. Now that dual enrollment and transfer credits allow students to get more of their education during high school or at 2-year institutions, our “bread and butter” demographic will most likely continue to decrease. We need to look at supplementary ways to boost enrollment.
 - b. We are currently paying for staff to be educated at other institutions. Need to look into the numbers as to what SU currently pays into tuition remission to see if we can develop more discussion on how retaining students from staff would increase enrollment.
 2. Increases in wages seem to be linked currently to the USM working group (that has not yet been created) studying part-time wages. Two to three years is too long to wait for wage change; we are not competitive now, and will continue to lose employees for as long as we continue.
- iv. Remainder of notes from the session will be distributed via email to Staff Senate for discussion at a future meeting.

IX. New Business

a. *Committee Sign-Ups*

- i. Elections
 1. Jennifer (Chair), Steve
- ii. Events (EAD)
 1. Bella (Chair) Paul, Joe, Shannon, Tabitha, Matt, Lisa
- iii. Human Resources
 1. Steve (Chair), Megan (Co-Chair), Candace, Sara, Vanessa
- iv. All committees should meet in March to discuss business. Will report to Staff Senate at April meeting.

X. Adjournment