Salisbury UNIVERSITY

STAFF SENATE

Thursday, February 9, 2023
GAC 401 - Boardroom
Agenda

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

Absent: Shannon Hardester

Guests: Eli Modlin, Dr. Janet Wormack, Dr. Lisa Lepre, Christine Benoit

I. Call to Order

II. Approval of January Meeting Minutes
- *a. Motion to approve: Isabella Chow*
- *b. Second: Candace Henry*

III. Staff Senate Liaison – Dr. Janet Wormack
- *a. Governor's Budget Released*
  - *i.* USM Budget – in process of receiving and reviewing what is being allocated to SU
    1. State support allocation $2.1 billion (10% increase over last year)
    2. About half of increase is going to COLA for November; $68 million going to fringe benefits.
    3. DBM has proposed 2% COLA and 2.5% merit for State employees either in July or FY24. Waiting to see what that will mean for USM employees closer to June.
    4. Receiving additional $4 million for attainment goals
- *b. Leave Program*
  - i. Leave Reserve Fund established at the USM level. Requirements must be met to take advantage of this fund; employees do not have to give leave for this reserve fund to be filled. USM will consider if we suggest recommended changes to the program, but SU cannot set up their own program, and employees cannot donate their leave to specific individual employees.
- c. *Current budget model allocated funds to departments for hiring, and left that responsibility to them. Future model will have final decisions for hiring, filling/not filling PIN positions will be through the Cabinet.*
- *d. Have not been able to address tuition and fees for employees; committee has mainly been focused on enrollment and the plan Dr. Lepre has for the next five years for that. Will be looking at fees for employees, satellite students/employees, and other fees in the next set of priorities.*

IV. President's Office – Eli Modlin
- *a. Preisdent's Office Updates*
  - *i.* Asking for funding for CHHS building, which would also allow work to begin on Maggs reno. Presenting the projects as linked, since will need somewhere to put the classes while the building is being built.
  - ii. Dr. Lepre has had good reception from legislators and executive branch. Sees real opportunity for a more level playing field in Annapolis due to the distance that COVID enforced.

iii. State of the University
    1. Going to be a learning curve as we change processes; may be slower at first, but will eventually see that the new guidelines will show how we are treating our people and putting them first.
    2. SULead is the first step for professional development, not the only one. Will be other programs, but also need feedback on the new VP position coming up.
    3. HR is looking at policies and procedures to find areas that need to improve practice on. Will also be looking at how professional development is viewed; improving what we are doing and how we are supporting development.

iv. Staff Town Hall (2/15)
    1. Want to create a comfortable environment where we can ask tough questions.
    2. Would like to be able to get questions in advance so questions can be answered on the spot.
    3. Give opportunity for people to present questions anonymously at the meeting (notecards?) so that aren't put on the spot at a microphone.

v. Special Events
    1. Brian Koehler started yesterday; will be handling Commencement but also have a wider scope, including campus events like Employee Appreciation and recognition events.

vi. Annual Report
    1. Joe mentioned that it was very academic focused, and did not cover areas regarding student affairs and activities.
        a. Historically, Annual Report was focused on academics and used for an outside audience, while the Budget Report had a wider focus and was used more internally, with more specialized knowlege. Wanted to release them together, but had the restructuring and that delayed this. Looking to the future, will be considering merging those reports.

V. <u>Human Resources Updates – Dr. Lisa Lepore & Christine Benoit</u>

a. *Have found that there are professional development options that are available in certain departments that those across campus might not be aware of. Hoping that central professional development committee will help*

b. *Meritorious Staff Awards*
    i. Finalizing the policies and procedures; hoping to have nominations soon so that awards can be made in June.

c. *Employee Discounts*
    i. Need to meet with Gull Card office about how discounts are handled, as some discounts have to be programed. Used to be handled by the Foundation, but the program doesn't have a department who manages and maintains the list currently.
    ii. Historically, Gull Cards were able to be used at 60+ vendors in the local community, but since there is no current oversight on the program, many of those vendors are still listed but no longer active and cannot be used there anymore.
    iii. May be a question for Cabinet as to where we want to take this program and whether or not it still makes sense for campus.

d. Staff Employee Handbook
    i. Interested in possibly converting to Acculog; may not currently have the bandwidth to be able to make this transition.

ii. Staff Senate very interested in being able to have the ability to track changes and revisions to the handbook so that these are more transparent. Would also be able to archive previous versions so that a person could look at the handbook at the time of hire/at a particular point in time and note policy changes from that point.

e. SULead kickoff tomorrow for the spring cohort.

f. USM virtual program on March 2nd regarding performance reviews and how to give/receive feedback. Encourage all staff, especially supervisors, to attend.

g. Vector Solutions platform for OIE, FMLA, DEI, and search & selection trainings will be online soon, and these will most likely be rolled out in the spring/summer. Trainings will be required every two years. Some trainings will be in person (most likely in the summer semester).

h. Leadership development training series, including managing hybrid workers, are in the works in cooperation with other USM schools.

VI. Staff Senate Reports

a. Staff Senate Chair - Joe

i. PAT

1. Mainly enrollment updates on how we will reach the goals put forward in the State of the University, including dual enrollment, more graduate studies opportunities, etc.

b. CUSS Update – Paul/Vanessa/Lisa/Shannon

i. Discussion primarly about meetings going back to in-person.

ii. Adovacy Day will be in-person, but with a limited number of people due to the construction in Annapolis. Executive Committee and some of the Legislative Committee were invited, but declined due to not seeing the benefit of virtual meetings.

iii. Paul met regarding fees – CUSS would like to have no fees for any employees, as that is a large obstacle to those who would take classes at SU.

VII. Old Business

a. BOR Awards Update – Lisa

i. Put forward seven candidates for BOR awards to the President's Office. Will be following up tomorrow to make sure that we are on track for submissions.

b. *Employee Appreciation Day Continuation – Joe*

i. Joe will be going to a conference with vendors and will be checking out what is available and getting pricing info.

ii. Interested in adding some type of entertainment during the lunch, whether it be performance or interactive.

VIII. New Business

a. Staff Senator Representation Vote – Steve

i. Changes with bylaws are most cosmetic, to update language to current operations. Two major changes:

1. Adding a seat for additional representation for Contingent employees, raising the number of representatives to 14.
2. Making adjustment to the committee structure in the bylaws so that each member of the Executive Committee will be responsible to head a specific committee. Each senator would be required to be part of a committee and contribute to committee activities.

3. Motion to approve: Steve Blankenship
4. Second: Paul Gasior
5. Motion passed unanimously.

b. Staff Senate Suggestion Box

i. Requested that minutes be posted on the website for October through December.
   1. This has been completed.

ii. Question regarding opening swimming lessons back up at Maggs
   1. Will reach out to the appropriate coaches at Maggs to see if there are any plans for lessons in the future.

iii. Request for seating outside Holloway near the OIE entrance
   1. Will check with Colleen Leon to see whether or not this will be included in the Holloway Hall renovations for the front grounds.

IX. Adjournment