



STAFF SENATE

Thursday, November 10, 2022

GAC 401 Boardroom

Agenda

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

Absent:

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

- I. Call to Order
- II. Approval of October Meeting Minutes
 - a. *Motion to approve: Matt Hill*
 - b. *Second: Tabitha Pilchard*
- III. Deniz Erman – CUSS, Chair of Awards and Outreach Committee
 - a. *Works at Towson University, on CUSS for 8 years.*
 - b. *Wants to educate individuals on knowing more about BOR Awards and the procedures in applying for the award. \$2K prize with five categories; very important award for staff.*
 - c. *Would like to have institutions promote the award more for their staff and get more nominations across the board.*
 - d. *Award types:*
 - i. *Exceptional Contribution*
 - ii. *Outstanding Service to Students in Academic or Residential Environment*
 - iii. *Extraordinary Public Service*
 - iv. *Effectiveness & Efficiency*
 - v. *Inclusion, Multiculturalism & Social Justice*
 - e. *Nomination packets should be direct, stating what the person has done to be eligible for the award and why they should win!*
 - f. *Would love to have managers/supervisors review whether their employee should be recommended for a BOR Award during the PMP process each year.*
 - g. *Applications due by December 2, 2022, for the initial process.*
- IV. President's Report – President Lepre
 - a. *Very first awards ceremony attended for SU was the BOR Awards; was very proud and loved that this is how we are celebrating our people on campus. Hopes that we sweep the awards this year!*
 - b. *Passed midway point of semester*
 - i. *Mental Health*
 1. *Been at several presentations through USM about how to make sure we are meeting the needs of our students when it comes to mental health concerns.*
 2. *Students have been taking advantage of the Counseling Center and TimelyCare, but they want us to continue to be proactive in reaching out.*

3. 2/3 of the student body using the in-person counseling resources; 1/3 using TimelyCare. The more we can normalize seeking mental health care, the more progress we can make in helping them get through and helping them succeed.
- ii. Student Success
 1. More students struggling academically than before in this semester. Likely a correlation between mental health struggles and decline in academic success.
- iii. Provost Search
 1. Dr. Olmstead will be retiring next year; will be staying on until we find a new Provost. Officially retiring in December 2023.
 2. Wants to have a Staff Senate rep on the search committee. Very close to have hiring a company for the search and will have more details about the search forthcoming.
 3. Will be doing a series of listening sessions for what is wanted in the next Provost and how they can best be of service.

V. President's Office Updates – Eli Modlin

- a. *Still planning a reschedule of the staff lunch with the President, but currently trying to get the listening sessions for the Provost scheduled first, as well as the end-of-year celebration for employees. Will also be having general listening sessions for staff & faculty, so most likely lunch will be rescheduled sometime in spring.*
- b. *Professional Development*
 - i. Outline of a program is developed but want to get more feedback from Staff Senate about what should be included. Plan to have program rolled out in the spring.
 - ii. Can't have one program that fits every level of the institution. Had 3 different recommendations for professional and leadership development from the campus climate study that are being worked on. Mid-level and mid-management development are what is currently what is being focused on since that is where the most need is currently but will be looking to develop different programs for different employee levels in the future.
 - iii. Since Professional Development Committee has not been set up yet, looking to solicit recommendations directly from Staff Senate. Hoping to plan to meet in person after Thanksgiving break to share. Program in development will be posted on the website soon so that it can be reviewed for suggestions.
- c. May 5th will be date of the Presidential Inauguration celebration.

VI. Reports

- a. *Dr. Janet Wormack*
 - i. Telework
 1. Policy was reviewed by Cabinet and modifications were made before being sent to supervisors. Policy has been updated on the website, but supervisors are responsible for making sure the agreements for their employees are in compliance with the new guidelines.
 2. Biggest change is that any telework agreement more than one day a week must be approved by the President's Cabinet.
 - ii. Job Analysis/Reclassification

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1. The reclassification process requires a lot of information to establish evidence to prove the adjustment of the job is warranted.
 2. Working with HR to make the process less onerous and more enjoyable, but currently HR is focused on rolling out the Workday platform, which is delaying making changes.
 3. Staff Senate wants to make sure that staff members going through this don't end up feeling discouraged and devalued in a process that is supposed to be rewarding and something that is supported by departments and colleagues.
 4. Wants to get more information out to employees to be more transparent about the process and the steps that need to be taken, so that all understand what is happening and that it is equitable for all.
- iii. Holiday Calendar
1. Calendar policy set by USM; 12 holidays available (13 in election year), plus 3 days at the discretion of SU President.
 2. Proposing that we look at the 3 days at the President's discretion to see if adjustments can be made. This year, the 3 days were used on December 28-30.
 3. No other USM institution can add additional days except in emergency situations.
 4. Comment was made by Staff Senate that no requests were made to make changes to the current holiday calendar; request for additional day was to recognize the work of staff and wanted it to be something granted by the President, not a change to the existing program.
- iv. Budget
1. PIN Vacancy & History
 - a. 10-year PIN trend shows that our student credit hours have trended down since COVID, while the number of PINs has remained the same.
 - b. If the state starts to dial down what they are currently funding (COLA & merit), then number of PINs will have to be addressed.
 2. FY23 1st Quarter Budget snapshot
 - a. Consistent with past trends with budget spending this year so far across all departments.
 - b. If spring enrollment has a decline, may be putting a hold on some hiring and tightening budgets across the board for departments, prioritizing what we are spending money on due to rising supply prices.
- b. *Christine Benoit – Human Resources*
- i. Professional Development
 1. Many may not always have the opportunity to be reclassified/promoted within current department, but professional development can help in giving current employees opportunities.
 2. Will be working with community members to provide some networking opportunities outside of SU.
 3. Full-scale onboarding program still in development for new hires so that employees get a sense of culture and community from day one.
 4. Need to set up a Professional Development committee asap to start working on career ladders, mentoring, employee engagement & wellness, etc.

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5. USM Learning & Talent Development committee does 2-3 conferences throughout the year that are free to employees. Found that most recent conference did not have high development from SU, so would love to be able to improve on that.
6. Want to do a 3-day conference next year that would be more focused and streamlined so that individual professionals would be able to have a targeted content. Also trying to present content at different times of the year so that more people can attend.
7. HR website now has a Professional Development landing page that has recordings of USM trainings, etc.

c. *Staff Senate Chair*

i. Consortium Committee Update

1. Currently working on revamping the consortium committees so that there would be one committee with representatives that would be able to speak on multiple issues instead of having a committee for each issue. Draft of the proposal is still being worked on.

ii. Snack & Chat

1. Was only attended by 3 people from HR. Suggested that maybe the Snack & Chats be paused and reinvented/reinterpreted or change the frequency to once a semester.
2. Need to ask for registration/rsvp going forward so we know what committed attendance we have in advance.

d. *HR Committee – Megan*

- i. Have not met yet.

VII. Old Business

a. *Meritorious Staff Award Representation Update – Tabitha*

- i. Dr. Wormack will be checking on policies and procedures document so that nominations can go out in time for service awards in April.

b. *Mandatory Fees – Tabitha*

- i. Found out that USM policy might be applicable, trying to find out more information

VIII. New Business

a. *Staff Senate Suggestion Box*

i. Maggs Staff Gym Hours

1. Will inquire with Maggs to gather information on what status of current gym hours and whether there are current staff hours. Lisa will be reaching out with Matt Nein to find out.

IX. Adjournment