



## STAFF SENATE

Thursday, May 11, 2023

GAC 401 - Boardroom

### Agenda

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

**Absent:** Sara Heim

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

- I. Call to Order
  
- II. Approval of April Meeting Minutes
  - a. *Motion to approve: Shannon Hardester*
  - b. *Second: Candace Henry*
  
- III. President's Office Updates – Eli Modlin
  - a. *Thank you to everyone for their help during Inauguration Week. The event has become one of our most picked-up stories in media and has raised the attention of people across the state.*
  - b. *The President's Office will be looking into new and different ideas for Commencement in the upcoming years. Prices for the Civic Center have skyrocketed, and families would like to be able to have more guests like we were able to accommodate during the pandemic.*
  - c. *01 Budget Changes*
    - i. Now that we have centralized PINs and money when it comes to vacancies on campus, the decisions fall within the Cabinet and the responsibility for keeping within the budget is with them as well.
    - ii. New and replacement positions are first approved by the VP before being forwarded to the Cabinet. Even when the Cabinet approves a position, there may be additional work that needs to be done in creating a new position/adjusting a new position to fit the needs of the campus as a whole.
    - iii. At present, haven't seen any replacement position requests not going through immediately; however, sometimes the position's job responsibilities may be adjusted to meet current needs.
    - iv. Accounting is working on allowing department heads/managers to be able to see 01 budget numbers so they can be aware of how it fits within the overall unit's budget.
  - d. *Strategic Innovation Fund*
    - i. Submission process open to any faculty, staff, or student of SU, including auxiliary operations.
      1. Individuals will present to Innovation Council.
      2. Submissions will then go to Governance Consortium to make recommendations/adjustments.
      3. If approved, the submission will be presented to PAT.
      4. Final approval will be given by the President's Cabinet.
    - ii. Submissions cannot include requests to add to a department's 02 budget as part of the proposal.

- iii. Currently will be a yearly cycle for submissions, but this may change as more experience with the fund happens.

e. *Nursing Mothers*

- i. Subject was brought up at the Staff Senate Town Hall about accommodations for lactating mothers.
- ii. Eli said that he is not aware of anyone that is not currently being accommodated regarding this issue. If there is anyone that is not being accommodated, or if there are issues, can be brought directly to their office.
- iii. The example that was brought to Staff Senate's attention was confirmed to not be happening, and would not be tolerated under SU's policies.

IV. Staff Senate Liaison – Dr. Janet Womack

a. *Equity Pay Adjustments*

- i. Adjustments are to address major gaps in pay equity.
- ii. Faculty and exempt employees were reviewed in the spring for equity adjustments. Information was reviewed with the VPs, who then spoke with their managers.
- iii. Non-exempt, confidential & non-confidential employees are being reviewed, even though not addressed in the email that went out.
- iv. For non-confidential, non-exempt employees, required to review salary annually according to the MOU.
- v. There were individuals that were left out of the review that Staff Senate brought to HR's attention, and they are being reviewed now.
- vi. Believe that equity adjustments would have caused some frustration regardless of whether or not the email went out to everyone or just the people it affected.
- vii. Agreed that the communication that was sent out was not effective in communicating the scope of the employees that it affected; will be sending out clarifying emails regarding the adjustments from HR in the future.

b. *Adjusting Mandatory Fees for Employees*

- i. Ellen Herbst has agreed to put the subject of reducing mandatory fees for employees taking classes through USM schools on the agenda for VPs to discuss at the next meeting.

c. *Chancellor Feedback*

- i. DBM proposed an adjustment for employee salaries. Chancellor has to approve before information is released.
- ii. Salary structure change for non-exempt employees. If going forward, will be presented at the BOR meeting in June.

V. Human Resources Updates – Christine Benoit

a. *Learning & Development*

- i. SULEad closing session celebration tomorrow.
- ii. PMP process review training recordings and slide decks have been posted on the HR website.
- iii. Meritorious Staff Awards
  - 1. Will be presenting awards to all eight nominees at Employee Appreciation Day.
- iv. Online Training
  - 1. HR is delaying training rollouts until after PMPs are completed so as not to confuse anyone or interfere with the process of merit raises happening in July.

VI. New Business

a. *Employee Appreciation Day – Bella*

- i. Vendors are being finalized for all of the Fireside Lounge activities.
- ii. Meeting was held with Brian Koehler & Lane Ent Mister regarding the cupcake decorating class, and plans are proceeding.
- iii. Agenda for the lunchtime presentation has been created with the schedule of events.
- iv. Reserved seating for Meritorious Staff award winners?
- v. Special Staff Senate Meeting for Employee Appreciation Day planning – May 23 – 2-3 pm.

b. *Elections - Steve*

- i. Thanked Paul Gasior, Vanessa Collins, Matt Hill, and Sara Heim for their service to Staff Senate, as they will not be returning for the upcoming year.
- ii. Currently have 7 nominations for the exempt seat openings, 1 nomination for the CUSS seats, and 2 nominations for the Contingent seats.
- iii. Elections should start on 5/15.

c. *Staff Concerns & Staff Senate Suggestion Box*

i. Staff Senate Suggestion Box

1. Recommendation of pursuing Staff Learning Communities
  - a. Will suggest that Christine Benoit reach out to get more information.
2. Take Your Child to Work Day for SU
  - a. Will be looking at this after EAD in the July meeting.
3. Brief bio on election ballots for nominees
  - a. Could request info from the nominee after they have accepted. Have a character limit on submissions.
  - b. Should start this process with the next election cycle.

ii. Staff Concerns

1. Recommend that we invite Horticulture to present a Snack & Chat in the upcoming year regarding our award-winning grounds (possibly a special staff tour?)

VII. Staff Senate Reports

a. *Staff Senate Chair – Joe*

i. Employee of the Year Special Committee

1. Special committee created for Staff Senate to submit a recommendation for the Employee of the Year.
2. Committee this year is Megan Raymond, Steve Blankenship, & Shannon Hardester.
3. They will be reviewing all packets and submitting a recommendation by Monday.

ii. Consortium Committees

1. Voting on the ad hoc committees, but Faculty Senate will not be meeting until the fall, so won't go through until they are back.
2. Will not be holding elections for committee seats until their status is finalized.

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

i. 11% increase in USM budget passed

c. *Meritorious Staff Award – Tabitha*

- i. All 8 nominations were approved by Cabinet to be awarded for this initial group.
- ii. Metrics for future nominations will be published so those that are nominating will have complete information on guidelines for how to submit.



VIII. Adjournment