



STAFF SENATE

Thursday, April 13, 2023

GAC 401 - Boardroom

Agenda

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

Absent: Sara Heim

Guests: Colleen Leon, Brian Koehler, Dr. Janet Wormack, Christine Benoit

- I. Call to Order

- II. Approval of March Meeting Minutes
 - a. *Motion to approve: Matt Hill*
 - b. *Second: Vanessa Collins*

- III. Events Update – Colleen Leon & Brian Koehler
 - a. *Inauguration invite should be going out today with activities for the week.*
 - b. *Commencement planning going great; emails should be sent out soon.*

- IV. New Business
 - a. *Employee Appreciation Day – Bella*
 - i. EAD will be on June 8, 2023.
 - ii. The planning committee met on 3/28 the following items were discussed:
 1. Added options for lunch including grilled chicken, veggie burger, and salad bar.
 2. Sponsorship request to schools for activities (e.g., Fulton for art project)
 3. Door prizes. Like previous years S.S. will request donations from departments.
 - a. Discussed different options for presenting prizes, such as splitting up the door prize presentations during the day or presenting at the Fireside Lounge. Comments was made that Fireside might be too loud for Zoom; suggested broadcasting from 2nd floor of Fireside instead.
 - b. Need an executive to announce the door prizes, as well as a Cabinet member to represent at the night shift dinner.
 4. Need support from exec staff/upper-level management to encourage engagement. Would it be possible to close campus for part of the afternoon so all can attend?
 - a. A formal message, besides the message in PAT, may be the best option so that directors are encouraged to allow their employees to attend. Colleen requested that Senate put together a message that can be presented to the President for review.
 - iii. Activities
 1. Morning Yoga (tentative) - at this time we don't have an instructor.
 2. Photo booth and big chair

3. Discussed options for Fireside, including personalized totes, dry erase calendars, pop socket/phone holders, personalized mason jars, SU founding signs, etc. Recommended that we pick two options this year, as the personalized signs last year were very popular.
 4. Afternoon activities discussed were petting zoo, tie-dye t-shirt class, sound bath, cupcake decorating class (limited size which would require RSVP).
 - iv. After voting, the tentative plan is to proceed with the following:
 1. Morning activity: Yoga
 2. Fireside activities: ice cream sundae station, personalized mason jars, founding signs.
 3. Afternoon activities: cupcake decorating class (led by Brian Koehler), and petting zoo.
 - v. Question was presented during Snack & Chat on how to make event more inclusive and that will allow employees to win a door prize without participating in lunch.
 1. For those who cannot attend, we will include in the RSVP the option to say, "I cannot attend but want to be included for the door prize." Employees will have to provide their ID number.
- b. *Elections - Jennifer*
- i. Call for nominations will go out on May 1st; elections on May 15th.
 - ii. Snack and Chat for elections on May 8th.
 - iii. Up for re-elections:
 1. Matt Hill (Exempt)
 2. Megan Raymond (Exempt)
 3. Sara Heim (Contingent)
 4. Paul Gasior (CUSS)
 5. Vanessa Collins (CUSS)
 6. New Contingent seat
 - iv. Will be providing a leaflet to staff on EAD that will describe Staff Senate and provide more information about us and ask whether or not want to be put on distribution list to be notified about elections.
 - v. Nominations will be in Qualtrics for both Staff Senate and Committees
- c. *Staff Senate Suggestion Box*
- i. Kona Ice at EAD
 1. Will look into, but campus guidelines regarding outside vendors on campus may restrict this.

V. Staff Senate Reports

a. *Staff Senate Chair - Joe*

- i. Consortium Committees
 1. Convening members of committees have agreed that no one is meeting. Faculty Senate president is writing a new recommendation to create ad-hoc committees instead of standing committees.
 2. Recommend that we hold off putting committee member elections on our ballot until it is determined what is happening with the committees and whether or not they are going to meet.
 3. Motion to hold off on electing staff committee members: Tabitha Pilchard
 4. Second: Lisa Grey
- ii. Middle States retreat scheduled; please RSVP if you are on a committee.
- iii. Please add Inauguration and EAD onto calendars; will need all to participate for EAD.

- iv. Revised bylaws will be posted on the website for staff review before the new election cycle.
- b. *CUSS Update – Paul/Vanessa/Lisa/Shannon*
 - i. Hosted by UBalt.
 - ii. Salary study in progress.
 - iii. Had group discussion about CUSS resuming face-to-face meetings.
 - iv. Legislative Affairs – flexible work week (hours & telework). Putting forward telework as a green initiative.
 - v. Tuition remission – asking for employees not to pay any fees.
 - vi. Ombudsman – some campuses have them, some don't. USM put forth resolution for each campus to have one several years ago, but not all have adopted it.
- c. *BOR Awards – Lisa*
 - i. Awards should be finalizing through the committee soon. Voting will be in June.
- d. *Meritorious Staff Award – Tabitha*
 - i. Eight people were submitted for consideration; four will be forwarded to Executive Staff for approval. If approved, awards will be issued at EAD.
 - ii. Next meeting will be to determine rubrick for nomination submissions so there will be structure for the future. Rubrick will be shared with the campus once determined.
 - iii. Awardees will be given a commemorative gift frame with photo from the event as well as custom pin and framed certificate, free parking, free UFC membership, as well as staff discounts for SU services. Names will be posted on a plaque that will be displayed on campus.

VI. Staff Senate Liaison – Dr. Janet Wormack

- a. *Updates*
 - i. Workday is on schedule to be released next year. Have whole new management team and a new change manager that will be helping with the transition of the campus. Information will start going out to campus with more visuals as to what the new system will look like and what new features will be available.
- b. *Human Resources*
 - i. Stacy Messick, Marissa Chavez & Melissa Sabol have left/will be leaving SU.
 - ii. Consultant will be coming in to review HR processes and practices and the effectiveness of the structures and policies, as well as leadership and staffing capacity.
 - iii. Dr. Lepore and team will be prioritizing tasks until all positions are rehired and assessment is completed. Priority of work will be sent out to campus once it is determined.
 - iv. Currently interviewing for an HR Administrator for positions that were advertised for previous to current losses. Although these will help, these will be brand-new people and there will be a learning curve.
- c. *Compensation*
 - i. USM launching study for salary/compensation to update our 25-year-old classifications. Will also be launching a market study for at least one level of job classifications.
- d. *Mandatory fees*
 - i. Staff fee issues audit finding Senior Vice Chancellor. Is there a way to modify our policy so that we can remove fees for employees?
 - ii. Duplicated fees (IT fee for employees that already have access to technology)
 - iii. Want consistent policy across all USM schools.
- e. *Minimum Wage Increase*
 - i. Already increased minimum for employees. Only ones that weren't increased were student employees; those will go up as of 1/1/24.

- ii. Working on compression next, as it is possible that minimum possibly will be raised again in January.

VII. Human Resources Updates – Christine Benoit

- a. *Professional development committee has met twice and had good sessions. Putting together ideas for development and training in the future.*
- b. *Need to give opportunities for employees to share the knowledge that they have about SU with other employees.*
- c. *SULead will be finishing up mid-May, at which point will be full speed with*
- d. *Great Colleges to Work For had 36% participation. Will find out in June whether or not we received the designation or not.*
- e. *New Vector Solutions platform for training/new hires will be announced with the next couple of weeks.*
- f. *PMP process underway; communication has gone out to supervisors.*

VIII. Adjournment