Staff Senate  
Executive Committee Meeting  
Minutes  
April 20, 2001


II. Minutes - Motion by Lea Wimbrow and duly seconded that the minutes of the March 30 meeting Executive Committee meeting be approved as amended. Motion carried unanimously.

III. Report of VP for Administration/Finance - Richard Pusey  
A. Operating Budget - At the end of this fiscal year, the operating budget shows a reserve of $651,000, which will be allocated back to departments. Each Vice President may submit a request for supplemental funding for his/her division. The Long Range Planning Committee and Fiscal Advisory Committee will review the requests and forward their recommendations to the President. SSU requested $2.9 million in general funds for next fiscal year. The University received $1.85 million, an increase of 6.51% over the previous year. The increase will be used as follows:  
2.5% merit increase  
4.0% cola increase (effective January 1, 2002)
B. Capital Budget - SSU’s request for $2.5 million for equipment for the new science building has been approved.
C. Contingent conversions - Pusey stated that the University will make every effort this year to convert the 70 contingents to pin positions as planned.

IV. Chair’s Report - Linda Abresch  
D. As requested at last meeting, the Chair:  
1. Sent memo to President reaffirming the Staff Senate’s position on the University’s Threats of Violence policy, including our request for legal representation. Memo distributed.
2. Contacted Dr. Cathcart regarding Shared Governance statement that was due to Board of Regents.
3. Compiled lists of priorities from Senate standing committees. Sent out to Senators for review.
4. Contacted Keith Ferschweiler regarding signs/flyers from unions and the procedure to be followed for posting. Ferschweiler stated, as long as flyers reflect the nature of the union’s request for meeting, SSU policy does not prohibit posting.
5. Contacted Dr. Zinner regarding volunteers from staff to serve on search committees for Dean of Seidel School and Director of International Education. Zinner contacted all VPs to notify them that they should contact Staff Senate when forming search committees and Chair should be notified of status of current searches. No replies received to date.

6. Sent campus e-mail from Staff Senate on April 12 summarizing the collective bargaining legislation as it had passed. **The vote for or against collective bargaining cannot take place until/unless at least 30% of the eligible members in a bargaining unit express interest in bringing the issue to a vote.** A Web site with information on collective bargaining has been established by USM. [Http://www.usmd.edu/legislation/Collective_Bargaining/summary.html](http://www.usmd.edu/legislation/Collective_Bargaining/summary.html)

Dr. Pat McDermott indicated he is willing to give staff an academic analysis of SB207 and its possible implications.

7. Keith Ferschweiler has been named Acting HR Director.

8. **President’s Advisory Team Meeting - April 11**
   a. President discussed the University Park "party" incident. She said that the Board of Regents has instructed Presidents to take a hard line and prompt action with incidents like this.
   b. President discussed the budget for next year, and a new approach to increased funding.
   c. Jane Dané reported results from SSU’s diversity initiative to recruit students. Average SAT score for admitted students is the same as last year, and we have increased our number of admitted minority students from 10 at this time last year to 38 to date
   d. Jerry Waldron reports name change will necessitate changing all e-mail addresses and web page addresses. ITS will maintain a mirror site for at least one year. Our new address will be www.salisbury.edu.
   e. President addressed the current Campus Directory phone book with Gains Hawkins, and gave him a copy of a format she prefers.

9. **University Forum Meeting - April 19**
   a. The Forum’s **Government Relations Committee** received over 200 bills for review during this legislative session. Copies of the bills were sent to selected members of the campus, and substantive comments were received on over 100 bills. The Committee testified on the name change bill, which will be signed by the Governor on April 20. The Committee will review the process they followed this session and make recommendations to the President about ways to improve government relations. The Committee also plans to develop local government outreach.
   b. **Caruthers Hall Auditorium vandalism** - President and Jim Phillips spoke about the Caruthers Hall Auditorium vandalism damage which is estimated between $5,000 and $10,000, depending on whether the chairs have to be re-upholstered and whether the carpet needs to be replaced. There are no leads at this time. A reward of $500 is offered for information. President and Phillips spoke about the student party at University Park party. Pictures from the University Park party are on a Web site maintained by the group that sponsored the party. President is concerned about the image of SSU students these pictures portray. Judicial hearings are already taking place.
   c. Gains Hawkins and Carol Bloodsworth presented the new SU logos,
which are on the Web site.

d. A request from Jane Fandray to faculty and staff to support SSU events at the Commons this weekend to show support.

e. Each of the constituent groups voted to remove the Sunset Clause from the University Forum bylaws. The Forum will continue to operate after this semester.

f. Jim Phillips provided information on an incident where an employee was threatened by a visitor to campus. Phillips indicated that he had spoken with the person who made the statement and will decide what steps to take next. Students were concerned about recent incidents on campus. Jim Phillips indicated that student safety patrols had been increased.

g. The President announced that there are 5 finalists in the search for a Special Assistant to the President for Diversity Issues/Affirmative Action.

h. Student took issue with the fact that a discussion of diversity issues had been listed on the agenda, but was not going to be addressed at the meeting. A special panel discussion on diversity is scheduled for Wednesday, April 25 at 7:30 p.m.. Suggestion to discuss diversity issues at the next University Forum meeting.

IV. Reports of Standing Committees -

A. Membership & Elections Committee - Vaughn White, Ross Leisten
   • University Forum voted to accept the amendment to Forum Bylaws. The Sunset Clause will be removed and Forum will continue next year.
   • Elections will take place in May to fill seats of 10 senators whose one-year terms have expired. These senators may be nominated to run again for a two-year term.

   Motion by Ross Leisten that nomination forms for election of 10 new senators be attached to all paychecks. Committee motion - no second required. Motion carried.

B. Compensation & Benefits Committee - Vicky Aderinan
   • Oasis - Cost for lunch for faculty and staff at UMES is $2.63. Vicky contacted member of UMES dining staff for information. A trip to UMES is planned.

   Motion by John Shortt and duly seconded that the Staff Senate receive clarification that all contingent and grant employees have grievance rights. No action taken. The motion was referred to Compensation and Benefits Committee.

   Motion to table March 9 meeting motion to Senate Chair to request a discussion of PMP initiatives/priorities at the next meeting of the Presidents Advisory Team. The Senate’s recommendations will be held and recommendations will be sent after the new HR director is hired.

   Lacking a quorum, the meeting moved into Committee of the Whole.

C. Staff Development & Training - John Shortt, Donna Test
   • Recommendation that the primary focus of training on campus be on diversity. Lea Wimbrow provided the committee with examples of a campus climate survey from UMCP, which, in the Committee’s opinion, is superior to SSU’s survey. The Committee also reviewed a “diversity training and development needs” survey, is being modified by the Committee. The proposed survey, when completed, must be approved by the Senate and the Administration before it is distributed to staff. The Committee would like to begin diversity training in January 2002.

D. Communications and Public Relations - No report
V. **CUSS report** - Vicky Adeniran
   - The next CUSS meeting will be held at UMES on Tuesday, April 24. The group will meet for dinner at Watermen’s Cove on Monday evening. Senators are invited to attend.

VI. **Threats of Violence Policy** - Memo to Dr. Janet Dudley-Eshbach from Staff Senate President dated April 9 was distributed.

VII. **Priorities** - Chair distributed the combined priority lists submitted by each standing committee.
   - Each and every item on the list was discussed in an effort to determine:
     - Is it a staff issue?
     - Could more properly be handled by another group?
     - Has the issue already been addressed?
   - The following represent the items which will be amended to create several broad suggestions to submit to the President:
     1. **Training** - Mandatory Diversity Training for all staff. [Prior to beginning the training, however, we feel that an assessment survey of diversity training needs should be conducted. As this is also the university's top priority this will be a wonderful opportunity to meet the needs of all concerned.]
        a. Mandatory supervisory training for all staff who have supervisory roles.
        b. Develop an Orientation training for new employees
        c. Provide additional work-place safety training.
        d. Safety inspections and training.
     2. **Review the PMP form** to make it more relevant to staff in Physical Plant and Dining Services among others. Inclusion of non-subjective data in PMP evaluation, i.e. attendance.
     3. **Standardization** - A clear and concise set of work rules and consequences; Creation and maintenance of a user friendly Operations Manual. It is very important that the manual be routinely updated with new pertinent information and is in a practical and usable format including illustrations and blank forms. All we have now is a folder full of emails.
        Suggestions for inclusion: Human Resources Policies and Procedures; Hiring Procedures; Benefits Listing and User Information; Up to date Tuition Remission information; Information on shared governance and employee communication; Purchasing Polices and Procedures; Finance Office/Cashier Policies and Procedures; University Cash Handling Policy and Procedure; All other information relating to use of university property, etc.
     4. **Day care facility**

VIII. **Shared Governance Luncheon** - Linda Abresch
   - Reminder - The President will host a luncheon on May 4 for all staff members who serve on the Executive Committee, Senate standing committees as well as elected and ex officio members of the University Forum standing committees.

IX. **Internal Policy for Emergency Conditions** - Linda Abresch
   - Discussion deferred to next Senate meeting.

Meeting adjourned at 10 a.m.