I. Recap of Staff Senate Accomplishments for 2000-2001 - Linda Abresch

We had an exciting and busy first year as an elected Staff Senate. First, I’d like to thank President Dudley-Eshbach, who has been incredibly generous with her time and her support of shared governance at Salisbury.

Now, on to our activities:

We worked in conjunction with the Council of University System Staff to recommend that contingent II personnel who were converted in July 2000 be given the same retroactive leave benefits as those converted in or after February 2001; to have salary data returned to our library; and to have jury duty leave provided for contingent II employees.

We also reviewed and made recommendations on all contingent employee policies and benefits.

In addition to the full staff senate meeting last October, we held a question and answer session on collective bargaining in February and an information fair on collective bargaining in March. We also tried to keep the campus up to date on changes to the collective bargaining bills during the legislative session.

We contributed to the University’s Periodic Review Report and the report to the System on shared governance.

We reviewed the grievance policy for non-exempt employees and recommended the appointment of Dr. Brian Polkinghorn as the second-step hearing officer.

We gave input on the process of converting contingent II employees over the next 3 years.

We participated in the following searches: HR Director, Special Assistant to the President for Diversity Initiatives/Affirmative Action, Provost, Director of International Education, Director of the Bookstore.

We reviewed the clarifications written to accompany the University’s policy on compensating non-exempt essential personnel during emergency conditions.

We encouraged the President to reinstate the service awards, and the result was a wonderful luncheon that included faculty and staff.

We have been involved in discussions and made recommendations on the University’s Threats of Violence policy.

We have made recommendations on the housing of personnel files, pro-rating parking fees, and increasing computer access for staff.

We addressed health and safety issues, in particular, infectious waste training for housekeepers. We also assisted the Housekeepers as they addressed a new on-call, 24/7 policy.
We recommended additional health and safety training for staff and that the Environmental Safety Officer be available by beeper for emergencies.

We attended the President’s press conference, where the first steps of our initiative on diversity and inclusiveness were announced. We made recommendations on an initial survey on diversity training and recommended that all staff receive diversity training as soon as possible.

We made recommendations on the new faculty/staff phone directory.

To improve communication, we have encouraged all staff to apply for e-mail accounts. We have maintained a web site for the Staff Senate that includes meeting minutes, contact information for Senators, and the names of Standing Committee members. We have periodically included Senate information in the SSU News. We have worked with large departments to ensure that staff have access to important campus information. And, we have recommended additional locations for computer kiosks.

We conducted elections to fill vacancies on 15 Forum committees and 4 Senate Standing committees and organized the voting process for the removal of the Sunset Clause from the Forum bylaws.

We made recommendations to the former head of HR on priorities for improving the PMP process, and we were able to review one section of the latest version of the Employee Handbook.

We have represented staff at the University Forum meetings and at the President’s Advisory Team meetings.

The Senators who were involved in last year’s activities, and finished their terms in July were: Vicky Adeniran, Tony D’Antonio, Alexis Dashfield, Sally Jackson, Ken Kundell, Bob Meigel, Heather Milligan, John Shortt, and Lea Wimbrow.

II. Introduction of Senators for 2001-2002

Linda Abresch                     Corresponding Secretary
Marvin Ames                       
Linda Beall                        President
Mike Burton
Maggie Cohea
Michael Elliott
Dave Gutoskey
Nancy Isaacs
Ross Leisten
Judy Lowe
Mary Luke
Kevin Mann
Marylane McGlinchey
Ray Pryor
Alan Selser
Melanie Stefursky
Donna Test
Tammy Trivits
Vaughn White
Estella Young

Corresponding Secretary
President
Forum Executive Committee, CUSS Alternate - Exempt
2nd Vice Presidente
CUSS Representative - Exempt
Forum Executive Committee, CUSS Alternate - Non-Exempt
1st Vice President
Recording Secretary
CUSS Representative - Non-Exempt
III. Staff Senate Vision for 2001-2002 - Linda Beall

Good morning and welcome to our first senate staff meeting for the year

As the new Staff Senate President for year 2001-2002, thank you for all of your hard work and dedication. Through these efforts our University is a success. Each of us contributes in some way to make Salisbury University a strong academic institution.

Under the leadership of President Dudley-Eshbach, the concept of shared governance is strongly accepted. As written in the Staff Senate Bylaws under the Mission statement, it states, “Shared governance should include participation by students, faculty and staff. The University staff, which includes all non-faculty employees provides a wide range of services and expertise that is critical to the fulfillment of the university’s overall mission. In recognition of the role which all staff employees fulfill in achieving the mission of the university and our participation in its planning and structure, the Salisbury University Staff Senate will be committed to reviewing and making recommendations on all issues affecting the entire welfare of the university community and its employees, particularly in the area of human resource matters and its ultimate effect on staff.”

As your Staff Senate President, I believe in equal fairness to all staff employees of the University whether it is exempt, non-exempt, contractuals, contingents, and contingent grants. As your President, I want to emphasize, when dealing with staff issues, consideration will be made for the WELFARE OF ALL.

I have asked the staff senators to communicate with you through E-mail, letters, posters and other forms of communication. We want to find out what some of the issues are so they can be resolved to the satisfaction of all employees. We want staff on various committees so we can have input on University issues. We want staff on search committees when hiring people in key positions. We need you to ensure the continual success of our university.

Today is our first full Staff Senate meeting for the academic year. This is your opportunity to find out about our accomplishments of 2000-2001 and early plans for 2001-2002. This is also your opportunity to express what you want us to do this year. We want you to give us an agenda. We hope to have several full Staff Senate meetings this year which will provide you with this opportunity.

As senators we are here to serve you. At any time you are welcome to come to a Staff Senate Executive Committee meeting and listen. If you want to come to speak about a particular issue, please contact one of the senators to place you on the agenda for the next Executive Committee meeting. Please see the Salisbury University Staff Senate web pages for a list of senators, e-mail addresses, phone numbers, meeting minutes, and dates of senate meetings.

In closing, we will do our very best to serve you and represent you in issues that affect the entire welfare of the university community and its employees, particularly in the area of human resource matters and its ultimate effect on staff.

My last comment to you today is, “Have you read your Staff and Administrative Employee Handbook? Do it for yourself if you have not.”
IV. Committee Reports

A. Staff Development & Training - Marylane McGlinchey, Co-Chair

Marylane reviewed the charge of this committee as established in the Staff Senate bylaws. “This committee will be responsible for monitoring and making recommendations to the Human Resources Division as well as working with HR in helping to develop, sponsor and implement all staff development opportunities for this campus. This committee should also be alert to other staff development training opportunities made available system wide. In addition, this committee needs to be instrumental in reviewing and recommending required new staff orientation, separation and retirement programs.” She mentioned that Lee Ann Shull, SU’s Staff Development Specialist, continues to hold supervisor training programs. In addition, she has just started a new-hire orientation program. Marylane indicated that Mr. Wayne Shelton is our interim Safety Officer on campus, and that the committee will be meeting with him and continuing to make recommendations for safety training on campus. The committee members are looking forward to working with the new Diversity officer to develop diversity training for staff. The committee also plans to work with several offices on campus to determine if surplus, outdated computers could be sold or given to SU employees.

B. Compensation & Benefits - Judy Lowe and Donna Test, Co-Chairs

Judy reviewed the charge of this committee as established in the Staff Senate bylaws. “This committee will review and make recommendations relative to proposals and changes from the campus, USM (BOR) and the State Personnel Office for all exempt, nonexempt and contingent employees. Items include, but are not limited to: classification structure, pay ranges, COLA, merit, tuition remission, annual leave, sick leave, personal leave, compensatory leave. The CUSS Senators shall be required to co-chair this committee and report monthly at the Salisbury (State) University Staff Senate meeting.” Donna indicated that the following items are currently on the committee’s agenda: Continue to monitor the conversion of Contingent Employees especially on the basis of their hire date, continue to move forward on Grievance Policies for Grant and Contingent Employees, pursue the issue of compensation for staff involved in Shared Governance beyond normal working hours, review SU Internal Policy for Emergency Conditions for Essential Employees and the university’s definition of essential employees.

C. Communications and Public Relations - Mike Burton, Chair

Mike mentioned that today is National Food Service Employee Day, and encouraged everyone to wish our food service workers a good day. He indicated that all of the staff present would help set the Senate’s agenda for the coming year with their questions/concerns. He asked staff to get in touch with a Senator if they have an issue they’d like to see addressed. He encouraged everyone to vote in the ongoing elections for Staff Senate Standing Committees and Forum Committees. He also indicated that his committee had been posting signs about Senate meetings, and that if an area had been missed, please call it to his attention. We do maintain a Staff Senate web page where agenda, meeting minutes, bylaws, committee charges, etc. are posted. We are taping and broadcasting today’s full Senate meeting.

D. Membership & Elections Committee - Ross Leisten, Chair

Ross was not available for today’s meeting. Linda Beall indicated that elections for Senate Standing Committees and Forum Committees are ongoing. She encouraged everyone to vote.
IV. Success Stories for SU Staff - 2001-2002

Linda Beall related that the Executive Committee of the Staff Senate had made two requests to Public Safety based on inquiries from staff. In response, Chief Phillips has agreed to 1) Allow high school students who take a class at SU to be issued temporary parking permits at no charge; and 2) Pro-rate the cost of parking permits so that employees hired after January 1st will pay one half of the annual cost of a parking permit. He also indicated that, as in the past, employees hired during the Summer do not have to purchase a parking permit until the beginning of the Fall semester.

V. Introduction of New Human Resources Director - Donna Keener

Donna introduced herself and asked that employees stop by HR so that she can meet them. She has an open door policy, and is also available to come to department or staff meetings. She has been at SU about 3 weeks, and sees challenges and opportunities ahead for positive change. She plans to have the HR staff more visible on campus. She is focused on customer service that meets and exceeds our expectations. She would like to receive feedback about HR services. She is a strong proponent of collaboration. She asked for recognition for the work of the Staff Senators and all of those who have helped the Senate. She mentioned the training programs that Lee Ann Shull provides, and the great feedback that was received for the new-hire orientation program. The next new-hire orientation is scheduled for November. She reminded staff that Open Enrollment for benefits will take place in October. HR has acquired additional office space, and will be relocating some of its operations. Stop by the office to see the new layout, which provides additional space for applicants and employees seeking information. Donna indicated that the campus will start to see changes in HR based on the feedback that she’s receiving now, and that a plan of action will begin to be formulated for additional changes.

VI. Set the Agenda for 2001-2002 - Mike Burton

Mike Burton read questions that were put in the “suggestion box” for the meeting, and fielded questions from the audience.

1. Why is there no one from Physical Plant on the committee ballot? Also, why did the ballots not come with the paychecks? Also, Physical Plant personnel don’t have individual mailboxes. Response: Individuals have to choose to run for committees. Also, there are some restrictions based on job category, i.e. non-exempt, exempt, contingent. The ballots should have come with paychecks. We can check with the Membership and Elections Chair to see what arrangements were made. The question of mailboxes could be referred to one of our committees.

2. The training held for Physical Plant personnel to learn how to use e-mail had to be canceled because the network crashed. It was never re-scheduled. Also, some employees need the very basics - like how to turn the computer on, etc. Response: Perhaps the Senate Staff Development & Training Committee could work with Lee Ann and with IT to coordinate something.

3. Question about how the Senate operates. Response: concerns are brought to the Senate; Senators decide if the problem is "global" {not just one individual's problem}; we refer to one of our committees; committee researches the issue; committee reports back to the Executive Committee and discussion is followed by a recommendation for action.
4. PMP Process - Physical Plant employees were told that there will be no employees rated "outstanding" this year. They were also told that the process was being changed. When they asked for criteria for an outstanding rating, they were told that it couldn't be put into writing. Also, employee questioned why parts of the evaluation form have to be used that are irrelevant in some cases. Response: The Senate could look into this issue.

5. Many employees do not know the staff who are running for Senate and Forum seats. Response: The Communications and P.R. Committee could look into this with the idea of adding information about the candidates to the ballots.

6. More full Senate meetings requested. Also, a suggestion that Senators should work proactively with HR and meet with those who cannot make it to meetings. Senators should be mentors. Response: We will try to have more full Staff Senate meetings this year.

7. Definitions of and differences between: privatization, outsourcing, and change of services. Richard Pusey answered that privatization and outsourcing are seemingly the same. He did not address the "change of services" because he stated that he did not know the context of the question. Someone from Maintenance indicated that they often outsource parts of projects, but that they would see privatization as an entire area of work being outsourced.

VII. Computer Access - Richard Pusey, VP for Administration & Finance

Richard Pusey provided a handout today that indicates the locations of public access computers all over campus that are available for staff to use. In June, the Staff Senate recommended to the President that 4 computers be placed in various locations on campus to provide staff with additional computer access. This resulted in Richard taking the time to review the recommended locations, and prompted a meeting with Jerry Waldron, Kevin Mann, Ellen Zinner, Richard Yobst, Linda Beall and Linda Abresch. It was determined that an inventory of public access computers was needed, and Jerry and Kevin volunteered to undertake this task. It was also determined that the recommendation from the Senate had targeted remote locations, and that more accessible locations might be preferable. Along with the inventory of computer locations, Jerry and Kevin recommended additional locations for public access computers: a kiosk on the basement-level of the Commons, a kiosk in the northwest vestibule at the Power Professional Building, and a kiosk near Room 127 in Caruthers Hall. These would all have 24-hour availability. The Staff Senate has endorsed these locations, and the new computers should be installed in 6-8 weeks. There are also additional computers slated for Blackwell Library that are already in place. Physical Plant staff indicated that many of the public access locations are busy with students most of the time. Richard indicated that we will continue to look for additional areas, and that employees should let the Senate know if the public access locations are consistently too busy for them to be used by staff. Since there are sometimes problems with the computers, it was asked whether or not phones could be placed with these 3 new kiosks so that problems could be called in to the IT Helpdesk. Richard indicated that we will check to see if phone lines are available and will install same if appropriate.
VIII. Collective Bargaining - Richard Pusey, VP for Administration & Finance

Richard Pusey indicated that faculty, contingent I employees, and contingent II employees, are all excluded from the collective bargaining legislation. In addition, managerial, supervisory, and confidential employees are also excluded. The Board of Regents has just approved the definitions for the managerial, supervisory and confidential employees. The list of excluded employees is being compiled now. If a person feels that their exclusion is in error, he/she can appeal. The choice for or against unionization will be determined by the employees at each institution. The members of the State Higher Education Labor Relations Board (SHELRB) have been appointed by the Governor. This Board will adopt policies, certify petitions, oversee elections, review memos of understanding, establish unfair labor practices, etc. The administration of SU will continue to remain neutral on this issue. Donna Keener, the new HR Director, will be SU’s contact person for information on collective bargaining. Unions will be holding meetings here in the near future. At least two have already scheduled meetings for October. Unions have asked the administration to provide employee e-mail addresses to them. Mr. Pusey asked that employees contact their Senators if they feel strongly for or against the issue of providing e-mail addresses.

On October 1, the SHELRB will begin to accept petitions from unions. A single union must have 30% of the population in a particular group (exempt, non-exempt, or sworn police officers) signing the petition to bring the question of unionization to a vote. Elections will be determined by a simple majority, so it is very important that every eligible employee vote. There are 3 possible outcomes from this vote: 1) a majority vote for no collective bargaining; 2) a clear majority for collective bargaining with 1 union; or 3) a majority vote for collective bargaining, but no simple majority for a single union. The third outcome would require a run-off election between the unions.

If there is a majority vote for collective bargaining, and the union has been determined, the next step is for the employees to work with union representatives to develop a memo of understanding. This document addresses pay, benefits, working conditions, etc. The Board of Regents has to approve the memo of understanding. The earliest that the union contract would take effect would probably be July 1, 2003.

Each employee would still have the right not to join the union. If an employee chooses not to join, there are no dues or administrative fees assessed.

Those employees excluded from collective bargaining could still participate in our shared governance structure.

Questions

Will SU combine with another campus for collective bargaining? Mr. Pusey indicated that this option is available to the campus Presidents. A decision on this will not be made until after the election has been held and the results have been confirmed.

Regarding the e-mail address situation, one employee indicated that she supported unions distributing their information in the campus bulletin or SU News, but that the University administration should not give out personal e-mail addresses. Another employee suggested that each union submit information to our HR Office to be placed on our website.