

Salisbury University
Consortium Coordinating Committee meeting
September 19, 2018, 3 p.m.
President's Conference Room

Minutes

Present: Stefanie Hurst, Chair (Chair, Staff Senate); Chrys Egan (President, Faculty Senate); Catherine Raley (President, Graduate Student Council); Devin Neil (President, SGA); Amy Hasson (Chief of Staff, President's Office); Gina Boobar (President's Office); Karen Treber (General Counsel); Kia Chandler (Assistant General Counsel)

Absent: Tim Robinson (Chair, Adjunct Faculty Caucus)

Naming of 2018-2019 Chair

Stefanie Hurst was named the 2018-2019 Chair, per the Consortium Bylaws which state that the Staff Senate representative will chair the Coordinating Committee in odd fiscal years.

Approval of Minutes

The minutes from the May 14, 2018 meeting were approved.

Report from Staff Senate – Stefanie Hurst

- The “Snack and Chat” series has been very successful. The sessions are open to the entire campus. The Staff Senate polled constituents on what they want to know about. They are scheduled for the second Wednesday of every month, except August and December.
- Working on developing a discount card for all faculty and staff businesses in the surrounding area. They are looking for a sponsor to pay for the cards (cost \$900). The cards would be free to all faculty and staff.
- Looking into a staff request for daycare on campus.
- Looking into adjusting working hours at SU to reflect other USM institutions (which are 8am-4:30pm, for most offices).
- Teri Herberger is on the Provost Search Committee.
- The professional development application Lynda.com is now available to faculty and staff.
- Employee Appreciation Day is scheduled for Friday, June 14, 2019.

Report from Adjunct Faculty Caucus – None

Report from Student Government Association – Devin Neil

- The Emergency Absence Policy passed the Faculty Senate.
- The SU Career Clothes Closet grand opening ceremony was today. It is located on the second floor of the GSU. It's made possible through the donations of gently used professional clothing from members of the SU community. The closet is open for students who are in need of professional clothing for interviews.
- The fall Job Fair is scheduled for September 25th.
- He will be doing an internal reorganization of the structure of the SGA this year.

Report from Graduate Student Council – Catherine Raley

- Working with Career Services and Alumni Relations to develop an alumni speaker panel.
- Attending American Student Government Association Conference in DC.
- The GSC Executive Board will be doing a team building experience with President Wight and his wife at the Escape Room in Salisbury.
- Research Day is this Friday from 1-4pm in the Academic Commons Assembly Hall.
- Working to get more graduate students involved in the GSC and grad student activities.
- The Library will be offering a Graduate Student Boot Camp on September 29th. The Boot Camp will offer sessions on how to become a better writer and researcher.

Report from Faculty Senate – Chrys Egan

- The Faculty Senate passed the Emergency Absence Policy. It was tentatively passed last spring but there were some concerns. Faculty Senate members worked on it over the summer and it was passed unanimously.
- Kevin Vedder, Associate VP for HR, will be attending a future Faculty Senate meeting to discuss staff reclassification and the “Pilot” search committee process.
- Faculty and Friends Fridays – the first one is Friday, October 12th from 4-6pm in the Faculty Lounge. Staff are invited.
- Working with Staff Senate to build a closer relationship and better communication. They are currently working on the possibility of a bus trip to a sports event for faculty and staff. Stefanie added that she is looking into the cost of a bus and ticket prices for a Redskins game or a Capitals game. Amy suggested a watch party on campus as a low-cost alternative.

Bylaws Review

- Each governance body will review the Consortium Bylaws and submit proposed changes by the next Consortium Coordinating Committee meeting.

New Business – Policy Development Process

- Karen Treber, General Counsel, and Kia Chandler, Assistant General Counsel, are looking at the University’s policies and compliance.
 - They are working on a method to review and pass policies, as well as creating consistent formatting for policies.
 - Proposed Policy Development Process flowchart distributed (copy attached).
 - 1) Policy owner or responsible office would identify a policy need or change and begin drafting the policy.
 - 2) The draft policy would be sent to a Policy Advisory Committee (PAC) for review and feedback, and finalize the policy for the Executive Committee.
 - 3) The Executive Committee would review the policy, decide whether to approve policy or send it back for changes, and approve interim policies on expedited basis if needed.
 - 4) Post final policy and communicate to campus community.
 - The General Counsel office would provide the policy owner the directions and template in order to create a new policy.
 - Necessary to differentiate between a University policy and a departmental policy.
 - Need a notification process to inform campus – or appropriate audience – when new or updated policies are adopted.

- Following policy approval, the policy owner would educate target audience on policy and procedures, monitor compliance and evaluate feedback.
- The next step is to identify the members of the PAC. Karen and Kia envision that the PAC would include the members of the Consortium Coordinating Committee plus a few additional people. The Committee agreed.
- Stefanie suggested possibly doing a Snack and Chat session on this subject.

Other

- Stefanie asked if Maroon & Gold Fridays would return. On these Fridays, members of the campus community who show Sea Gull spirit could receive small prizes. Amy said she would confirm with the President and then send out a campus announcement.

Meeting adjourned at 4:05 p.m.

Recorder: Gina Boobar

POLICY DEVELOPMENT PROCESS

