

Salisbury University – Staff Senate  
Thursday, December 14, 2017  
Presidents Board Room, Guerrieri Academic Commons (401)  
MINUTES

In attendance: Marvin Pyles, Kevin Vedder, Sue Eagle, Wayne Shelton, Vanessa Collins, Tabitha Pilchard, Teri Herberger, Stefanie Hurst, Lisa Gray, Owen Rosten, Donna Carey, Mark Chimel

- I. Approval of November 9, 2017 Meeting Minutes – Teri Herberger made motion to approve, seconded by Vanessa Collins.
- II. Reports
  - a. Human Resources
    - i. Administrative Support Staff Structure – Executive Committee unanimously agreed no objection to current proposal dated November 17, 2017. The Campus Allocation Structure for Office Support Staff Positions existing framework has been in effect since 2008, when vetted with Exec. Staff. Open Forum to be held at 2:00pm in the Montgomery Room.
      1. PMS title not associated with administrative support series. Misused in the past.
      2. No existing titles or pay will be changed. They will be reviewed over time as positions turn over.
      3. Compression issues are not addressed with classification. SU staff positions are considered competitive within the local market (competition includes healthcare and agricultural industries such as PRMC and Perdue jobs).
  - b. Administration and Finance
    - i. Change to Office of VP of A&F –Two positions were reorganized due to a recent vacancy to better serve the division. A budget analyst position is posted on the HR website.
    - ii. Teri Herberger made a motion to make a Recommendation to offer internal search for any new staff positions pertaining to the new CHHS. Seconded by Melinda Taylor and Donna Carey.
  - c. SU Web Site Update – Sue Eagle
    - i. Barkley REI, the consultant firm is entering into the design process and has hosted on-campus sessions and focus groups to obtain information. Survey results showed that current staff, faculty and student groups all agreed that SU is “Friendly”.
      1. Prioritization for new website – the new homepage design was approved by the President on December 1<sup>st</sup>. The new design meets ADA compliance.

- a. primarily - prospective students with program finder
    - b. secondarily – landing pages for:
      - i. faculty & staff – heavily template faculty and staff profiles may be populated by digital measures,
      - ii. alumni
      - iii. donors and community members
    - ii. Next steps include content mapping and pruning. The new website will be set up as Create Once Publish Everywhere (COPE). Removing content will also be done in one place. Less people will have to know how to edit. Currently SU has 50,000 pages. The goal is to decrease to 20,000 pages.
    - iii. All content will need to be reviewed by each unit prior to publishing in the new template. The publications office will make appointments and will not publish content without notification and the unit’s approval.
  - d. Staff Senate - HR Committee Update
    - i. Donna Carey provided update on meeting held November 28<sup>th</sup>. The committee submitted a recommendation to staff senate, signed and forwarded to Marvin Pyles recommending equity increase process include Non-Exempt Staff not subject to collective bargaining (NSTCB), beginning with the 2018 fiscal year, also amending the notification process to budget administrators, deans, VPs, etc. to include Non-Exempts (NSTCB).
    - ii. The next recommendation will include reduced parking for part-time contingent staff.
    - iii. Kevin Vedder provided a confidential reclassification follow-up to questions posed by the HR Committee.
  - e. Staff Senate – Social Media Update - postponed
  - f. CUSS - postponed
- III. Old Business - postponed
- a. Presidential Search Committee Meeting follow-up
  - b. Survey Results- <https://www.surveymonkey.com/results/SM-PYWWZQFW8/>
- IV. New Business - postponed
- a. Gift for President from Staff Senate
  - b. Staff Appreciation
  - c. Elections
  - d. January 18 Meeting – Edwin Lashley & Helena Hill
- V. Adjournment – meeting adjourned at 12:32 p.m.
- a. Next Meeting – January 18, 2018  
Founders Room, Guerrieri Student Union