



**Thursday, November 7, 2024**

**GAC 401**

**Agenda**

Attending - Senators: Joe Benyish, Tabitha Pilchard, Candace Henry, Steven Blankenship, Donna Knopf, JJ Remo, Keaton Burke, Heather Kid, Kelly Cowger, Dave Gutoskey, Frank Bowden, Shannon James, Tony Sampson, Megan Raymond

Guests: Aurora Edenhart-Pepe, Tina Boyd, Nancy Foster, Princely Muro, Carolyn Lepre, Zebediah Hall, Colleen Leon

- I. Call to Order - 10:00
- II. Approval of October Meeting Minutes
  - a. Shannon Motioned, Kelly Seconded, Motion Passed
- III. Introductions for new Senator
- IV. Staff Senate Reports
  - a. Staff Senate Chair – Joe
    - i. Ramp Build Volunteer Details/Coordination Update
    - ii. PAT – Housing Updates, PR/Pubs/MarCom Reorg Updates
    - iii. Discussion around recent events of SAE
      1. Should we push for mandatory training to address the culture.
      2. Immediately need to send out an email from staff senate to campus, sharing resources
      3. Discussed hosting a town hall for staff to voice concerns in the next weeks.
      4. Need to make sure what we do is not seen as just performative but includes actual voices from the affected communities
      5. Focus on how we can support staff with what they need, different impact on staff than students or faculty. Not many resources that exist for staff.
  - b. CUSS Update
    - i. BOR Staff Awards – new packets/procedure for upcoming year. Deadline extended until March for submissions instead of trying to get everything in during holidays.
    - ii. Can host a session/interest meeting for people who want to know more about BOR award process and drum up submissions.
    - iii. Need a small committee -> Lisa Gray, Shannon James, Tabitha Pilchard, Tony, Sampson
- V. Old Business
  - a. Staff Senate Outreach Plan (Joe/Candace)
    - i. Email has been sent out to various areas of campus announcing new outreach plan.
    - ii. Senators need to get their meetings scheduled for initial session between now and end of January. All staff that aren't in union or student workers should be invited.
    - iii. Moving forward in new year we will provide talking points and updates to share beginning in January.
  - b. Snack & Chats (Tabitha/Candace)
    - i. Benefits Recap – Well attended, distributed details out to anyone who signed up.
    - ii. January/February - Snack & Chat about AI – when/how to use responsibly, how it can help
    - iii. Other Topic Suggestions
      1. Staff Mental Health – something more than just telling them to go to the EAP
      2. Hybrid or offering some of the snack and chats online, how can we offer more options without affecting the attendance?

c. Staff Senate Newsletter/Website Discussion

- i. Hardly any suggestions on suggestion box or site traffic on the staff senate website
- ii. Need some kind of follow-up after our meeting that isn't just our minutes
- iii. Emily Dopp could create a staff senate newsletter template to use
- iv. Instead of sending out a mass-email we could use the outreach senator areas to send to their respective teams.
- v. Could the Staff Senate website itself be re-imagined as a staff information portal to distribute information from various sources.
- vi. Any staff-specific information can be cross-posted there from various other information feeds.
- vii. Allow people on campus to submit information to share
- viii. Staff Spotlight, highlights on departments on campus, refrigerator door
- ix. Would need to be moderated/maintained/updated regularly to stay relevant
- x. Website Redesign Project Sub-Committee – Heather, JJ, Bella, Shannon, Joe
- xi. Heather is going to setup a meeting with Ernest and blame Aurora for this new workload

VI. New Business

- a. Staff Senate By-Laws (Steve) - Ran out of time, going to move to next meeting.
- b. HR Website Update for Parental Leave policy to match USM 12 week – Aurora is handling.

VII. Staff Concerns & Staff Senate Suggestion Box

VIII. 11am - Special Guests

a. President's Office Report

- i. SAE Incident - Horrified about the recent events on campus around attack on a member of the LGBT community. Ongoing investigation, unfortunately limits what is allowed to be talked about.
  1. Senators asked about plans for including staff in discussions, are meeting with lambda society
  2. Senators shared concerns from campus, what will the university do to these students, will it be taken seriously?
  3. Need to find ways to push programming and training to change culture on campus.
  4. Bystander training, not just click through and get a sticker for it. Not effective.
  5. Staff don't necessarily know how to help staff that are struggling with this event or who are part of affected communities to check in or what should be said/how to process this
  6. Need to help managers be better leaders in that space
  7. Cant just be left to ODI responsibility to deal with all of this, other institutions have more resources to support.
  8. Discussed Staff Senate hosting a town hall to help keep the conversation alive and contribute
  9. Centennial Update – Steering Committee underway, kickoff events on founders day sept 7<sup>th</sup> 2025. Evening before on sept 6<sup>th</sup> fundraising event gala themed around 1920's. Fun-Fest in the nest on Sept 7<sup>th</sup> open to public, similar to family fun days. Soft-Launch of Centennial with branding marks used throughout the year of Centennial beginning in Spring.
  10. Strategic Planning Committee formed, working on timeline. Zebediah & Christy Weer chairing main committee.
  11. Welcomed new hire, Katie public affairs coordinator to help support community relations, coordinating state/local legislative processes and strategic partnerships.
  12. Discussion of semi-temporary structure on east-campus to assist with space utilization during Maggs renovation.

13. Need assistance getting staff to submit success stories, need to communicate why and what they're used for to help increase adoption.

14. Safe Space training, very important but suggest some updates to programming. It comes from a good place but might benefit from additional input and leadership from Zebediah.

b. Staff Senate Liaison Report – Aurora Edenhart-Pepe

- i. Board of Regents has preliminary policy from USM recommending several annual leave changes for non-exempt employees. Additional personal day, additional holiday, permission for each institution to create their own leave bank program. 60 day carry-over of Annual days.
- ii. FLSA – exempt salary lower limit is going up January 1<sup>st</sup> Affect ~50 people
- iii. New Comp & Class position being filled in HR.
- iv. Retention/Years of Service payments still being discussed.
- v. Budget/Workday HR – Princely helping w Workday before spring contracts happen. Working with HR/Finance/Academic Affairs/IT to understand and document existing business process starting with HR. Building adaptive insights in workday for budget forecasting/planning.
- vi. Telework/Remote policy – Nancy helping with policies & procedures starting with Telework, has all comments from campus, shared governance and AG's office.

c. Human Resources Report

- i. Introduction of Nancy & Princely
- ii. Open Enrollment ends tomorrow 11/8 @5pm after which requires qualifying life event.
- iii. Fidelity & TIAA moving to online signup starting december 17<sup>th</sup> for retirement selections
- iv. Employee Onboarding/Orientation will start early in spring semester.
- v. New Recruiter has started Jayme Parker

IX. Other Topics

a. Consortium Committee Discussion

- i. Joint Session with other shared governance units last month.
- ii. Staff Senate will continue to only provide representatives to any of these committees upon request from that committee.

X. Adjournment