



**Thursday, September 19, 2024**  
**GAC 401 - Boardroom**

**Members in attendance:** Dave Gutoskey, Frank Bowen, Joe Benyish, Isabella Chow, Megan Raymond, Lisa Gray, Shannon James, Candace Henry, Donna Knopf, Kelly Cowger, JJ Remo, Heather Kidd, Tony Sampson

**Absent:** Steve Blankenship, Rachael Faust, Tabitha Pilchard

- I. **Guests:** Eric Stewart, Aurora Edenhart-Pepe, Christine Benoit, Mike Papagikos, Nadalyne Campbell
- II. Call to Order 10:01am  
-Joe Benyish
- III. Approval of April Meeting Minutes
  - a. *Motion to approve:* Tony
  - b. *Second:* Bella
  - c. *Minutes Approved*
- IV. President's Office
  - a. Childcare
    - i. Compiled webpage with information "family resource page" to search local daycare providers
    - ii. Link for scholarship program to offset costs
    - iii. Includes information on campus for lactation room, family friendly room, etc.
    - iv. Continuing to explore partnerships
  - b. Strategic Innovation Fund
    - i. State budget uncertain, innovation fund is uncertain
    - ii. Need funding from the state to support
    - iii. Review of structure of the fund, refine application process
  - c. Commencement
    - i. Winter commencement Dec 18<sup>th</sup> @ Civic Center
    - ii. Spring in the stadium-consultation with student groups, shared governance, deans, etc.
    - iii. Something special for 100<sup>th</sup> graduating class, commencement on campus
    - iv. Prerecorded names for flow
    - v. Working on speaker
    - vi. Staff/faculty- campus wide effort, no civic center help, commencement committee work out logistics.
    - vii. VP of each area determines support from their area
    - viii. Weather morning decision to determine, no rain location, potential to cancel if bad weather
    - ix. Graduate school-undecided-don't know a number yet
    - x. Undecided moving forward where commencement will be held
    - xi. Logistics for spring ceremony TBD
  - d. Hiring Freeze
    - i. Budget influenced
  - e. Parking
    - i. Move fleet vehicles from auxiliary spots to open spaces-students pushed to Avery

- ii. Converting service vehicle spots to employee spots
- iii. Converting 9 student spaces in Devilbiss to employee spaces
- iv. 15 spaces in Seagull Square
- v. Parking in transition from finance to SUPD
- vi. Security-lighting added, cameras added
- vii. Reminder email for parking when passes can be bought
- f. Winter Break
  - i. Faculty/staff who have to be on campus
  - ii. Working with HR to determine how leave can be used
  - iii. Comparative to summer hours meant to benefit most, but not one fits all
  - iv. Potential floater day for those who have to work
  - v. Classes start, offices will be closed through Monday?
  - vi. Clarification to be sent out

V. Vice President of Inclusion, Access & Belonging – Zebadiah Hall

- a. Projects- lactation rooms, gender neutral restrooms, accessible restrooms, accommodations during events/guests coming to campus
- b. Co-chair of the strategic plan
- c. Vision-help others actualize their vision and make sure they are inclusive, accessible and belonging
  - i. What does staff senate seek to learn together?
  - ii. Who does staff senate seek to influence?
  - iii. Who do we want to collaborate with on campus that we have not already?
- d. Example of successes- breakdown silos between faculty and staff
- e. Need better accommodations

VI. HR Updates – Mike Papagikos, Christine Benoit, Nadalyne Campbell

- a. New hire orientation-staff only
  - i. Overall onboarding initiative-Welcome to the Nest
  - ii. Quarterly in person training session-new hires from last 3 months
  - iii. Day and half
  - iv. Agenda-see presentation
  - v. Quarterly check ins for first year of employment
  - vi. HR subcommittee review and provide feedback for presentation
  - vii. End of October 2024 start
  - viii. Staff senate involvement-tours, etc.
  - ix. Regular staff senate involvement
  - x. Faculty allowed at orientation
  - xi. Supervisor involved in onboarding-at end of 2<sup>nd</sup> day?
  - xii. Difference between onboarding/orientation, hit check list items
  - xiii. HR provide orientation, supervisor still needs to onboard
  - xiv. Differentiating between employee and supervisor responsibility
  - xv. Pre boarding information also sent out



- xvi. One day and monthly? Large number of new hires, monthly is a potential
- xvii. Short onboarding overview for supervisors on ongoing basis
- b. Leadership Excellence Series
  - i. Early November
  - ii. Manager training series
  - iii. Multi-Tiered approach -Level I (new supervisor), Level2 (mid-level), level 3 (senior leadership-director and above)
  - iv. Duration of few months
  - v. Definition of supervisor? Target audience based on level
  - vi. Programs may change based on feedback
  - vii. To start-truly new supervisors, optional for seasoned supervisors. Want to make mandatory for all new supervisors
- c. SU Lead
  - i. 3<sup>rd</sup> cohort
  - ii. Still accepting applications through Friday 9/20/24
  - iii. One cohort per year, 4-hour sessions held bi-weekly
  - iv. 10-2 every other Friday
  - v. Welcome reception to kick off session with cabinet and previous cohorts
- d. USM Professional Development week
  - i. 9/23-9/27
  - ii. Lepre and Ginsberg keynote speakers
  - iii. 4 learning tracks
- e. Open enrollment
  - i. October
  - ii. New prescription vendor (replace CVS)
  - iii. No rates available yet
  - iv. Wellness activities reset January 1, new activity sheet available
  - v. Resets every odd year
  - vi. Snack and Chat topic benefits

VII. Staff Senate Reports

a. Staff Senate Chair – Joe

- i. Staff Senate Outreach Plan
  - 1. Handout of who you will work with and what area you will represent
  - 2. Senator to reach out to area contact to make contact with shared governance employees
  - 3. Meet with groups once a semester to share concerns, kudos or otherwise, not a b\*\*\*\* session
  - 4. Outreach is outside of your respective area
  - 5. Opportunity to reach folks to help guide staff senate initiatives
  - 6. Early October start?
- ii. Joint Session Shared Governance
  - 1. Kick off to share initiatives
- iii. EAD Survey
  - 1. Positive results mostly



- iv. Summer Hours Survey
  - 1. 184 folks completed
- v. Snack and Chat
  - 1. Tabitha to plan, reach out with ideas
- vi. Religious accommodations send comments to Candance

- b. CUSS Update –
  - i. Update to non-exempt packet, waiting on approval for new applications
  - ii. More packets we submit, more chances to win

VIII. Adjournment – 12:03