



Meeting Notes

Date: 11/13/2025

Call to Order: 1001AM

Location: GAC Room 401

Approval of Previous Meeting Minutes:

JJ motions, Lisa seconds, October minutes approved

Attendance: Joe Benyish, Heather Kidd, Candance Henry, Shannon James, JJ Remo, Cyndi Funkhouser, Mary Catherine Taylor, Anthony Sanchez, Lindsey Ward, Lisa Gray, Frank Bowen, Steve Blankenship, Dave Gutoskey, Kelly Cowger, Donna Knopf

Welcome & Opening Items: None

Staff Senate Executive Reports

3.1 President's Report

- **Joe-**
- **Maryland Charities Campaign Reminder**-Email went out November 11th, please donate, Number of people who donate count just as much as monetary donations.
- **Consortium Committee By-Law Revisions** – coming soon! Meeting next week to review feedback, standing committees being removed, ad hoc committees as needed. Will come to CUSS for vote in December.
- **Maroon & Gold Fridays!** – Bringing back to increase staff morale. Dining will provide vouchers for Cool Beans, Chic Fil A to provide for people going all out. SS will hand out vouchers to folks going the extra mile on maroon gold Friday's/ Athletics will offer Sammy for photos maybe once a month, maybe bookstore could offer discount/"trade a shirt". Roll out in the spring. Special maroon and gold shirt design. Spirit chains are already sold in the bookstore. Think about ideas for maroon & gold Friday's.

3.2 Vice President's Report- Candace

- **Digital Accessibility** – Files Update-ensure all SS documents are digitally accessible back to 2 years and moving forward.

- **Training for SS-**Candance can coordinate training for staff to update documents on webpages, trainings. SS training with ID&D? Candance is finalizing a guide to use to ensure email, social media, webpages, etc are accessible. SS should lead the charge for digital accessibility. Training in January? The deadline is April 2026 to be fully accessible. SS site needs minimal updates. Digital accessibility committee looking for purchasing tools to assist with updates.

3.3 CUSS Update (Representatives & Updates)-Shannon

- Haven't met since last SS meeting.
- **BOR Awards Process** – All packets have been submitted to CUSS, 2 exempts and 3 non-exempts. Notification of winners will be in March
- **USM Advocacy Day** – February 18th, limited to 50-55 people, will send additional info
- **SU Advocacy Day** – May fall on same day as Posters on the Bay, more info to come.

Committee Reports:

- **Lisa HR Committee**
 - a. Met with Michael Taggart will be liaison. Met last Friday, reviewed new employee orientation, supervisor training, Sea Gull who Soar, training on position requests (how to training from HR). Will try to meet them monthly.
- **Kelly Engagement**
- **Use of Viva Engage for Engagement**, separate from Recognition-met with IT to learn and how to implement, develop a water cooler type of conversation. All staff will be assigned to it and can opt out. Faculty will have to request to be opted in. November 24th is go live date. SS should be engaged on platform. One large community to start, similar to the old campus bulletin. Separate community for Staff who Soar where praise can happen.
- **Recap events and Snack & Chats**-disappointing, only half of the RSVP's showed up. Valuable information was provided. Spring snack and chat-Teams session with IT, Tuesday, February 10th 2-3pm. Virtual option will be available. Kelly will send a calendar invite. Monday, April 6, campus safety-2-3 in Worcester room, virtual option available. Potential snack and chat with President Lepre in March
- **11/19 @2 – Coffee & Conversations in Montgomery Rm**-Next Wednesday at 2-3. Bring a recipe or hobby to talk about.
- **Year-round engagement**-Happy hour at Hoppers during spring break week, volunteer day and or staff gull games outdoor gaming event
- **JJ-Outreach**
- 11/18 @1 in GSU Nanticoke-last session-Heather, Donna, Cyndi, Dave & Anthony. Show early to determine talking points. 19 folks signed up. 50+ signed up and attended a

virtual meeting. The agenda is in shared file. Questions that arise that SS can't answer will compile into document and get answers from HR, cabinet, etc.

- **Steve-Membership**
- Open CUSS position-Half the year left of term, probably need to run a special election. Or could choose runner up from May. Need SS to drum up interest and explain CUSS. Need assistance with Qualtrics for accountability. Ideally, we have elections wrapped up before winter break. Interest email will go out, and survey will go out a week later. Could send out CUSS flyer and have folks reach out to CUSS reps if they have questions.

Old Business:

- **Staff Senate Website** – Previewed demo page, will send link to Teams chat, provide feedback by end of the week. SS news will be tied to SU Today that Heather can internally post, snack and chat would be web ticket. ½ day to update once approved

New Business

- **Staff Who Soar** – 20 submissions to review, Jaime Parker and Dave are co-chairs. 5 total committee members review submissions. Decisions to Michael by 11th of each month, announcement will go out on the 15th of each month. Nominees will know they were nominated.

Staff Senate Liaison Updates/Special Guests

- **A/F Updates**-No budget update, on VP call this week, only SU closed books on time all other institutions closed late; state could not give update on budget because of late submissions. In a holding pattern.
- Foundation update—determine what goes through foundation and what goes through state. The audit came back with a recommendation for a new operation. Stems from how we modify payments that come from foundation. Will be communicated to campus once procedure is defined. Audit findings were recent. Will slow foundation requests in the interim of figuring out the process. Looking for a clearer picture of academic program spend; tire example.

Workday-

- Discussion: How can Aurora Help with the staff feeling uneasy/unsettled with decisions?
- Topics folks want to hear about where the information should come from? Summer energy saver hours could have come from A&F, president needs to be in the loop to be able to communicate and that is not always possible.
- How to address staff concerns regarding staff “disappearances”. How can we communicate this to the campus community in still protecting personnel. Intranet

could assist with communicating position changes. Could give employee recognition for service. How to maximize efficiency, what do we need vs what we don't need. Have to find a space to communicate position changes.

I. Special Guests

11:00am - President's Office Updates – Eric Stewart-

- Events-Dec 10th winter recognition program
- Strategic plan- formation of working groups, groups are meeting, current timeline expect a draft at the start of spring semester, tentative plan to share feedback with shared governance in December.
- Cabinet updates of SA posted this week, applications due Dec 12th with interviews scheduled for February-large search committee
- General Council-interviews in December, start date in February
- Athletics-Dawn Chamberlin 600th win field hockey, Coach Wood-200th win football. NCAA athlete service challenge-SU looking good to win
- Closing the loop comment from outreach session-active participation from SS, wouldn't think staff would be interested in outcomes, need SS to ask for info and distribute. Energy savings over the summer is applied to other 10 months of the year.
- If planning to close buildings over summer, communicate sooner so people can plan. Earlier information is communicated better for staff.
- January 2nd-Thanksgiving video

Staff Concerns & Suggestion Box:

- Leave bank-Sherri was on a call with USM HR and this was a topic that is being discussed, information to come
- A request for organizational charts was made, Joe sent to Aurora, will revisit

Additional Topics

- **Adjournment:**
 - a. 1203PM