Salisbury University – Staff Senate  
Thursday, September 14, 2017  
Founders Room, Guerrieri Student Union  
Minutes  
In attendance: Humberto Aristizabal, Kevin Vedder, Marvin Pyles, Stefanie Hurst, Teri Herberger, Wayne Shelton, Vanessa Collins, Tabitha Pilchard, Lisa Gray, Charles Overholt, Donna Carey, Melinda Taylor  

I. Approval of August 10 Meeting Minutes – motion by Wayne and seconded by Donna, approved by consensus.  

II. Reports  
   a. Office of Institutional Equity  
      i. Achieving Inclusion Excellent Report – goal is 25% diversity for faculty & staff  
      ii. Fall 2017 Programs At-A-Glance; Green Zone separate email notification  
      iii. Mandatory Training (paid) to completed by end of December – links will be sent out next week to all staff, faculty and student workers for:  
            1. Intersections – Title IX (approx. 1 hr, 20 min training)  
            2. Managing Bias – compliance, diversity and inclusion (approx. 20 min training)  
   b. Human Resources  
      i. Search & Selection Power Point Presentation  
         1. Phase I – finalized and released in October  
         2. Phase II – Other enhancements  
            a. Forms online  
            b. New hire orientation & onboarding program (monthly)  
            c. Ongoing training  
      ii. Reclassification report request – nearing completion  
         1. Exec Staff discussing administrative structure based on organizational theory  
   c. Administration and Finance  
      i. Exec Staff discussing administrative support structure, considering organizational theory  
         1. May form focus group to discuss  
      ii. Summer projects included solar canopy among others  
      iii. Budgets: FY17 wrap-up, FY18 and working on FY19  
         1. Budget cuts for FY18 required by USM = 1.3%, rounded down to 1%, most likely coming out of 03 budgets.
2. USM taking back one position (5 last year)

iv. Strategic Planning & Budgeting Committee (SPBC) – meets monthly
   1. Staff senate representative- TBD
   2. Enhancement request process moving to fall
   3. EAB info coming soon – credit hours, growth programs vs. programs declining

d. CUSS
   i. First meeting - discussed new member orientation and committee work
   ii. BOR Nominations – goal: 10 nominations from SU
      1. Paul Clements won staff award
      2. Lisa to obtain picture from upcoming awards breakfast to include with emailed packets requesting nominations
      3. Teri Herberger will Chair BOR Awards Committee
      4. New nomination category – Diversity and Inclusion

III. Old Business - Review By-Laws
   a. Standing Committees
      i. Human Resources – Elections/ Nominations – Teri nominated Donna Carey to Chair. Donna accepted and will recruit members reporting back at next meeting.
         1. Equity increase consideration for non-exempt, NSTCB
         2. Continuing work with HR on position reclassification process
      ii. Communications - Elections/Nominations – Stefanie nominated Charles Overholt to Chair. Charles accepted and will recruit members reporting back at next meeting.
         1. Branding of Staff Senate
         2. Marketing/ Communication/ Social Media/ Website
   b. Staff Lounge
      i. Where can it go? Floor plans emailed for Blackwell and Academic Commons. Wayne to contact Eric Berkheimer of Facilities and report back with feasible/available spaces.
      ii. Stefanie will send a survey monkey to all staff

IV. New Business
   a. SGA Meeting – September 17, 2017 – no senator available at short notice for this meeting. SGA will be notified and offered to attend staff senate meeting.
   b. New College of HHS
      i. Drs. Deb Mathews and Bob Joyner will attend November 9th staff senate meeting to present updates about the new college. Staff senate will bring questions.
V. Adjournment
   a. Next Meeting – October 12, 2017 in Founders Room, Guerrieri Student Union