

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