

# President's Advisory Team

## Minutes

May 19, 2023

### President's Advisory Team Members in attendance:

Lynn Adkins, Associate Vice President for Administration and Finance  
Humberto Aristizabal, Associate Vice President of Institutional Equity and Title IX Coordinator  
Vanice Antrum, Director, Multicultural Affairs  
Joe Benyish, Chair, Staff Senate  
Eric Berkheimer, Associate Vice President of Facilities and Capital Management  
Jayme Block, Associate Vice President, Alumni Engagement & Development  
Melissa Boog, Associate Vice President for Academic Affairs  
Jessica Clark, Assistant Provost for Faculty Success  
Jason Curtin, Vice President, Advancement and Alumni Relations  
Gerard DiBartolo, Director, Athletics and Campus Recreation  
Kelly Fiala, Dean, College of Health and Human Services  
Dane Foust, Vice President, Student Affairs and Auxiliary Services  
Clifton Griffin, Dean, Graduate Studies and Research  
Tracy Hajir, Assistant to the President  
Beatriz Hardy, Dean, Libraries and Instructional Resources  
Laurie Henry, Dean, Seidel School of Education  
Ken Kundell, Chief Information Officer  
Edwin Lashley, Chief, University Police  
Lisa Lepore, Associate Vice President for Human Resources  
Jennifer Martin, President, Faculty Senate  
Andrew Martino, Dean, Clarke Honors College  
Eli Modlin, Chief of Staff and Vice President of Public Affairs and Strategic Initiatives  
Karen Olmstead, Provost and Senior Vice President of Academic Affairs  
Wyatt Parks, President, Student Government Association  
Valerie Randall-Lee, Assistant Vice President of Student Affairs/Dean of Students  
Jason Rhodes, Director, Public Relations and University Spokesperson  
Michael Scott, Dean, Henson School of Science and Technology  
Eric Stewart, Deputy Chief of Staff for Communications  
Karen Treber, General Counsel  
Christy Weer, Dean, Perdue School of Business  
Janet Wormack, Vice President for Administration and Finance

**1. President's Office Remarks and Updates – Dr. Carolyn Lepre**

- Dr. Lepre expressed her appreciation to everyone who helped make the inauguration, and the many events and celebrations that went in to that week, a success.
- Commencement is next week and we appreciate all of those who are participating in and volunteering their time to help make next week's ceremonies a special day for students and their families.
- A note of celebration – Josiah Parker – a junior marketing major from SU has been appointed as the 2023-2024 University System of Maryland Student Regent. SU will be well represented.
- There is a proposal to change work hours during the summer months. Beginning May 29 and carrying through August 4, employees would be allowed to leave at 3:30 p.m. on Fridays, with their supervisor's permission. Offices would be closed for this hour.
  - a. An option would be to create a schedule with co-workers and supervisors to arrange a rotating plan that would allow offices that serve critical functions to our students to remain open and available to them as needed. Some questions that may need to be answered are:
    - How would non-exempt employees' lunch hour be considered? How would those employees who are covered by collective bargaining, including those protected by the MOU with the Fraternal Order of Police (FOP), take advantage of this benefit?
    - How would those employees who already have a remote work/telework arrangement be able to participate?
    - For Academic Offices, how would the offices that need to remain open be able to coordinate this benefit?
    - Wyatt Parks, the SGA President, has agreed to investigate how this one-hour closure will impact students who are on campus for the summer.
    - For those employees who do not have a choice of taking this hour off, it is suggested that an alternate benefit be proposed and made available.
    - One suggestion would be to propose an hour of floating annual leave that could be used at another time during the week, or another time of the year when the office isn't quite so busy.
    - It was noted that the supervisor should be able to have some discretion on how this is implemented, as well as accountability

on managing employees - is it the best practice for that employee and position.

- If there are other thoughts or suggestions, please send them to the either Eli or Tracy in the President's Office.

**2. Salary Adjustments (COLA, Merit and Equity) – Dr. Janet Wormack/Lynn Adkins**

- The State of Maryland shared their funding for the University System of Maryland for Cost of Living Adjustments (COLA) increases and Merit raises effective July 1, 2023. Chancellor Perman disseminated his guidelines based on the state information. The Office of Human Resources will provide information to supervisors soon on how this will affect employees.
- The minimum wage will increase by \$2.15 per hour effective January 1, 2024.
- Salisbury University had already increased minimum wages for its employees including C1s by at least \$2.15 per hour, ahead of the Governor's plan.
- Student employee workers are not included in this increase, but plans to address this will be in place by January 1, 2024 consistent with the new legislation.
- This year the Human Resources office conducted salary reviews for Exempt and confidential non-exempt staff to address gaps in equity, and salary adjustments were made. Consistent with their MOUs non-exempt employees represented by MCES, and FOP employees are reviewed yearly and adjustments made as appropriate. Supervisors reviewed all information about salary adjustments and contributed to the decision-making process.
- Clarification was provided concerning how this information is communicated to faculty and staff. Information on which employees would be impacted was sent to managers, including the process of how adjustments were considered. It is recognized that a better system of communication should happen in the future.
- Provost Olmstead noted that addressing faculty salary compression has been a goal for the past several years (salary study conducted in 2018 and updated in 2019), but that funding could not be identified in previous fiscal years. With recent COLA and merit increases, compression has increased making addressing this all the more urgent. To evaluate compression and the equity adjustments needed, each dean reviewed faculty salaries in light

of rank, years in service, discipline, and/or national benchmarks. Equity adjustments were compiled and collectively reviewed by the deans to determine concordance among approaches. Ninety-six faculty received equity adjustments.

**3. FY23 Budgets – Dr. Janet Wormack and Lynn Adkins**

- There was discussion concerning FY23 projected revenue, expenses and trends.
- Projected tuition and fees revenue are similar to the previous budget year, whereas state funding increased significantly. However, those funds were allocated for specific, identifiable expenses, such as rate increases in health insurance, covering the cost of COLA and merit increases, and additional financial aid.
- Expense trends, including 01 Expenses, are presented with the cost of the November 2022, 4.5% COLA added; projected 02 expenses are slightly lower than last year; and 03 expenses are trending upward due to increased fuel and utility costs and an increase in contractual services and equipment costs.
- It was noted that budgets are updated with the dollars needed when the FEMA related purchase orders are submitted; if it is determined that orders will not arrive before June 30, 2023 then the plant fund process is available to cover these costs. Forms for transfer requests have been emailed to divisional vice presidents.
- Lynn also noted that budgets have been adjusted throughout the year to accommodate increases in COLA, but SU has not yet received the full funding as promised. Furthermore, notice was received that this funding will be cut by a portion, based on the Maryland Board of Revenue projections showing revenues aren't as strong as they originally anticipated.

**4. FY24 Budgets – Dr. Janet Wormack and Lynn Adkins**

- Budget templates have been reviewed and approximately half the total budgets have been submitted. Keep in mind that this year will be challenging because student enrollment numbers are slightly down, and HERP and Cares dollars are not available this year. Please try to have budgets submitted by Friday, May 26, 2023. Additional funding needs for 02 and 03 budgets line will be evaluated after fall census and allocation will be determined at that time.

**5. Office Moves/Blackwell Project – Eric Berkheimer**

- Over the summer several moves are in process. Office of Diversity and Inclusion will move to the first floor of GSU. CSIL and Sorority Life will move to Dogwood Village.
- Academic Advising will move temporarily to the Guerrieri Academic Commons during the renovation to Blackwell Hall.
- Dance studio will move back to the Maggs Center.
- Concerning administrative offices, the following changes will occur:
  - a. The Office of Institutional Equity will move over to 1216 Camden Avenue after a few renovations.
  - b. The Provost Office will move to the space previously occupied by OIE, and the President’s Office will expand into the previous Provost space.
  - c. The University General Counsel office will move over to near the Robotics lab, and Orientation will temporarily move over to the space vacated by University Counsel until after the renovations on Blackwell Hall are completed.
  - d. During inspection of different locations to accommodate these moves it was noted that the building housing the Art Student Center was found to be structurally unsound. It cannot be occupied in its current position, and the future of this building will be determined.

**6. Strategic Planning and Budget Committee (SPBC) Updates – Dr. Kara Raab**

- The SPBC is suggesting that departments not wait to report on initiatives for 2024. As a follow up, projects reported for FY23 will be consolidated and a document generated to highlight the accomplishments from this past year.

**7. Shared Governance Updates**

- **Faculty Senate – Jennifer Martin**
  - a. The most significant item for this semester is getting passed a motion to require faculty to demonstrate commitment to diversity, equity and inclusion in the classroom.
  - b. The incoming president of the Faculty Senate will be Dr. Deneen Long-White.

- o **Staff Senate** – Joe Benyish
  - a. The Employee Appreciation Day is scheduled for June 8 and all the sponsorships have been covered. Many events are planned, and everyone is encouraged to attend. Meritorious Staff awards will be presented for the first time.
- o **Student Government Association (SGA)** – Wyatt Parks
  - a. The SGA forums will be moved back to in-person beginning in fall 2023, in the Wicomico Room. Hopefully this will increase attendance and get better access to student voices.
  - b. It was noted that the student voter count for SGA officer positions was at a record high at 22% of undergraduate students.