



Salisbury University – Staff Senate  
Thursday, ~~September 12~~August 1, 2019  
Founders Room, Guerrieri Student Union

**Members In attendance:** Joe Benyish, Donna Carey, Vanessa Collins, Paul Gasior, Lisa Gray, Sara Heim, Matt Hill, Tabitha Pilchard, Belinda Poole

**Members Absent:** Steve Blankenship, Teri Herberger, Safaa Said

**Executive Staff:** Marvin Pyles

Chair, Tabitha Pilchard, opened the meeting at 10:03 am

July & August minutes were reviewed and approved.

Senate welcomes newest committee member, Belinda Poole who filled the vacancy left by Kim Meyer.

I. Reports

- a. President Wight – Not able to attend
- b. Marvin Pyles
  - i. Update to the compression study – work is beginning in HR for the non-exempt salary compression issues.

History: the old budgeting model was centralized and division/departments were not responsible for managing their personnel lines (01 and 02). The new model requires division heads to manage this component of their budget.

01 lines: PIN positions

02 lines: Contingent positions

03 lines: All other expenses

Previously, the centralized strategy had been to keep unfilled positions unfilled which provided a pool of funds to help offset various budget shortfalls. Unfilled positions were about 10% until recently. They are now only about 2% as budget decisions are now made at the division level; not Administration & Finance. This has an impact on the budget; not only to increased expenditures but also a very small pool of funds left to help offset budget shortfalls.

- ii. There have been no cuts but budgets may not have been fully funded. Departments may have seen cuts; but divisions were not cut.
- iii. Expenses continue to outpace revenue. Credit hours are down. There has been close to an 80% increase in institutional aid. A more complete assessment of our budget will come later in the budget year. Normally by February, after the spring semester starts, it provides a better forecast for the remainder of the year.
- iv. Staff Senate Comments with Pyles' answers italicized:
  - The messaging about the budget has not been consistent. Staff may not understand the complexities of the budgeting system.  
*This is frustrating for everyone but ultimately it is the responsibility of division and department heads to explain they are responsible for their own budget decisions.*

- What is the impact to the overall budget with the increase in institutional aid?  
*Definitely has contributed to overall expenditures but it has also added more students; ultimately increasing revenue.*
- Are spending trends consistent among other USM schools?  
*Difficult to determine because models vary among institutions. Doing some benchmarking and assessment to determine how we compare to other USM.*
- SU is still receives the lowest allocation from USM. What are other options?  
*Looking to tap into the WDI funds – Workplace Development Initiatives as at this time we do not see an increase in the allocation to SU.*

v. Holloway Hall Lunch/Break Area – a new breakroom is being established downstairs near the Registrar’s Office. This is the room that used to house records.

c. CUSS Updates

- i. Met on August 13, 2019 – Was a transition meeting to welcome and orient new members.
  1. Kim Meyer gave updates on the year’s accomplishments
- ii. CUSS participates in a yearly advocacy day
  1. Eli Modlin presented on working with government relations committee
- iii. Next meeting is scheduled for September 24, 2019 at UMBC

II. Old Business:

- a. Standing Committees – Updates
  - i. Human Resources – at their last meeting they welcomed new members, provided updates on items they’ve worked on in the past and decided on a monthly meeting schedule.
    1. The group expressed interest in working on the following:
      - a. Use of faculty lounge by staff or the creation of a staff lounge
      - b. Networking event for new staff
  - ii. Communications – Kim Meyer has left the group and Belinda Poole has taken over duties
- b. Equity Adjustment Allocation Recommendation (phase 2) – emailed/delivered to Marvin and he responded that they are working on it.
- c. Employee Meal Plans – Opportunity was email out to faculty & staff – 10 individuals have signed up including the President.
- d. HR Discount Cards – Staff Senate consensus to not move forward.

III. New Business :

- a. —Snack and Chat Sessions – planned through November. Upcoming September and October invitations to the campus have gone out.

|                                   |   |                                 |
|-----------------------------------|---|---------------------------------|
| <a href="#">October 16, 2019</a>  | <a href="#">Benefits Enrollment – HR (confirmed)</a>                          | <a href="#">Nanticoke A/B/C</a> |
| <a href="#">November 20, 2019</a> | <a href="#">Student Mental Health</a>   | <a href="#">Montgomery Room</a> |
| <a href="#">December 18, 2019</a> | <a href="#">(none – end of semester and year)</a>                             | <a href="#">Nanticoke A/B/C</a> |
| <a href="#">January 15, 2020</a>  | <a href="#">Freedom of Speech (OIE course)</a>                                | <a href="#">Nanticoke A/B/C</a> |
| <a href="#">February 19, 2020</a> | <a href="#">Budget – tuition remission and other budget topics</a>            | <a href="#">Nanticoke A/B/C</a> |
| <a href="#">March 18, 2020</a>    | <a href="#">Active Shooter presentation</a>                                   | <a href="#">Nanticoke A/B/C</a> |
| <a href="#">April 15, 2020</a>    | <a href="#">Employee Kudos - HR (confirmed)</a>                               | *<br>—                          |
| <a href="#">May 20, 2020</a>      |   | *<br>—                          |
| <a href="#">June 17, 2020</a>     | <a href="#">How to answer reference requests for employees/ students - HR</a> | *<br>—                          |
| <a href="#">July 15, 2020</a>     |   | *<br>—                          |
| <a href="#">August 19, 2020</a>   |   | *<br>—                          |

b.a. Staff Senate Suggestion Box

- i. SU staff member submitted the suggestion that SU employees should receive warnings during the period surrounding the yearly switch to new parking passes. Tabitha Pilchard checked with parking services and confirmed that employees are allowed one voided ticket a year. Staff Senate agreed that this was sufficient given that parking services has presented a clear timeline and ample opportunities for employees to purchase and pick up the new passes.

e.b. Facilities Management Advancement Committee – Needs representation from Staff Senate. Joe Benyish & Tabitha Pilchard volunteered.

d.c. Diversity & Inclusion Committee – Vanessa Collins is stepping down as the Staff Senate representative and was replaced by Sara Heim

e.d. Climate Study Work Group – Staff Senate Representative is Vanessa Collins

- i. The goals of the SU Campus Climate Study (copied from SU's website):
  1. identify successful initiatives,
  2. uncover any challenges facing members of our community, and
  3. develop strategic initiatives to build on the successes and address the challenges.

The results will enable us to develop programs and policies that will increase inclusivity and belonging at SU.

- ii. The work group has been formed to help select members of the campus community to participate in 15 focus groups

IV. Adjournment

Meeting adjourned: 11:50 am

Next Meeting: October 10, 2019, Founders Room, Guerrieri Student Union.

Respectfully submitted,  
Sara Heim