



## STAFF SENATE

Wednesday, January 18, 2023

GSU 232 – Manokin Room

### Agenda

**Members in attendance:** Steve Blankenship, Matt Hill, Tabitha Pilchard, Candace Henry, Shannon Hardester, Joe Benyish, Vanessa Collins, Lisa Gray, Jennifer Ellis, Sara Heim, Isabella Chow

**Absent:** Megan Raymond, Paul Gasior

**Guests:** Dr. Janet Wormack, Christine Benoit

- I. Call to Order
- II. Approval of December Meeting Minutes
  - a. *Motion to approve: Jennifer Ellis*
  - b. *Second: Tabitha Pilchard*
- III. Staff Senate Liaison – Dr. Janet Wormack
  - a. *Workday Update*
    - i. Will not be going live until 2024, as technical pieces have not been finished as of yet (Payroll integration with State, etc.) Will also allow for additional testing of the final setup.
  - b. *Budget*
    - i. President has asked for new model on how we handle salary wages. Will be looking closely at our 01 budget line, how it is managed, how we are hiring, etc. Will be changing how we fill requests to fill positions, with extra level of approval in hirings.
    - ii. ASCME & State of MD have negotiated their agreement for 2% merit/2% COLA; not sure how that will affect regular state employees. New governor's budget will be released on Friday, and Chancellor will provide his guidelines based upon that.
  - c. *Blackwell Hall*
    - i. Working right now to finalize plans for where those currently in the building should move; should be announcing those plans shortly. Construction will start summer 2023; hall will reopen in FY 2026.
- IV. Human Resources Updates – Christine Benoit
  - a. *Professional Development/SULead Updates*
    - i. 10 cohorts have been selected for the spring program and announcement letters will be going out within the week to them. Tentative schedule starting in February on Fridays through May.
    - ii. Professional Development Committee starting up in February. Advisory group to HR & Staff Senate to help start pilot programs on campus for professional development; representatives from different groups on campus will provide feedback to make sure programs will address diverse needs.
  - b. *Other Training & Development Updates*
    - i. Great Colleges to Work For survey coming out beginning of March.
    - ii. Working on HR 101 sessions in conjunction with open office hours.

- iii. In the works: leadership development series for supervisors, as well as an online search & selection series for those that are involved in hiring search committees.
- iv. Mandatory sexual harassment training will be coming out that OIE will be heading up.
- v. New onboarding program for employees should be coming out by the end of the semester.
- c. *Staff Senate recommended that attention be given to updating the Employee Handbook to make the information more current and accessible to staff.*
- d. *Staff Senate continues to get emails from HR regarding businesses offering discounts to SU employees. This is not something that Staff Senate oversees, as it is an employee benefit. Asked if we could collaborate with HR to figure out where these requests should go/how they should be handled.*
- e. *Still do not have an answer regarding policies and procedures for the Meritorious Staff Award. Joe will be following up to get an answer as to where this stands, since awards for spring are due to be submitted by end of January/beginning of February.*

V. Staff Senate Reports

- a. *Staff Senate Chair – Joe*
  - i. President will be holding Town Hall meetings after State of the University address with shared governance groups. Need to propose dates & times to Eli for these meetings. Suggest that we propose an in-person meeting around 10 am or 2 pm the week of 2/13.
- b. *CUSS Update – Vanessa/Lisa/Shannon*
  - i. Hosted by Towson University.
  - ii. Discussion regarding going back to in-person CUSS meetings.
  - iii. Vice Chancellor Clark announced that legislative newsletters will be coming back out again.
  - iv. Joint Council Advocacy day will be 2/15, and they are asking for fewer people to attend due to limited space in Annapolis due to construction. CUSS working to make sure that RSVPs are out and appointments are made in advance.

VI. President's Office – Colleen Leon, Deputy Chief of Staff for Engagement

- a. *President's Office Updates*
  - i. State of the University
    - 1. Tuesday, February 7<sup>th</sup> at 3:30 pm in the Holloway Hall Auditorium
  - ii. Close to making offer to hire Events Manager position in President's Office
  - iii. Provost Search
    - 1. First consideration application date is February 12<sup>th</sup>. Search firm is happy with the pool we have. Meeting Feb. 1<sup>st</sup> for assessments and how they will be proceeding with interviews. Anticipate eventually having three finalists; hoping to have everything completed by the end of March.
  - iv. ODI VP
    - 1. Don't currently have a timeline for the hiring process, but anticipate a search firm will be used to this position in order to get the widest pool of applicants. Encouraging the campus population to submit their feedback regarding what they want for the position; can email the President/Deputy Chiefs directly or submit anon feedback through the link on the President's website.
- b. *Employee Appreciation Day Conversation/Brainstorm*
  - i. Looking at June 8<sup>th</sup>, 2023 for the upcoming EAD, due to the President's availability and Orientation.

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- ii. Would like to continue the photo booth and anything that would have a “make it and take it” option, as those were very popular.
- iii. Would like to have a make a bigger push to have our hashtag out to the public so we will get more pictures from the events. Maybe offer a prize for social media submission?
- iv. Morning yoga was well-attended; may want to offer another morning activity that would be accessible to more people (seated volleyball, sound therapy, etc.)
- v. Suggest that we livestream the prize presentation to the Fireside Lounge so that those that are participating in the activities can watch.
- vi. Looking at options to recognize/reward those individuals that are working in Dining Services during EAD, possibly on the day before.
- vii. Want more communication with unit/departments encouraging them to allow their employees to attend and participate in all of the events. Also would like more involvement by exec staff/AVPs/directors in volunteering for different activities and participating/contributing to events.

VII. Old Business

- a. *BOR Awards Update – Lisa*
  - i. Today is the deadline for packets; reminders have been sent. On-track to submit 6 nominees in 4 categories; 3 exempt & 3 non-exempt.
- b. *Staff Senator Representation Conversation Discussion/Vote – Steve*
  - i. Found Paul’s edits that were not previously voted on; will start from there and work on adding new seat info.

VIII. New Business

- a. *Consortium Committee Changes – Vote*
  - i. Since consortium committees were not meeting, a rewrite of the bylaws was submitted to allow for the dissolution of the current subcommittees and the formation of one consortium committee that would meet and determine the needs for committees to be formed on an as-needed basis. Current structure would be in place for the rest of the academic year, with changes going into effect during the new year.
  - ii. Was able to determine that a vote would not need to go out to all campus, but could be voted on by shared governance groups.
  - iii. Vote called by Joe Benyish; Staff Senate voted unanimously in favor of proceeding.
- b. *Staff Senate Website*
  - i. Bella will be meeting with Megan regarding updating the Staff Senate website to include photos.
- c. *Staff Senate Suggestion Box*
  - i. Donating leave time to other staff members
    - 1. Other state agencies are allowed to donate leave or contribute to a leave bank. Would like to be able to have the same option through SU.

IX. Adjournment