



Salisbury University – Staff Senate
Thursday, September 8, 2022
AC401 GAC Boardroom
ZOOM VIRTUAL OPTION

Minutes

Members in attendance: Sara Heim, Matt Hill, Megan Raymond, Lisa Gray, Isabella Chow, Steve Blankenship, Joe Benyish, Jennifer Ellis, Tabitha Pilchard, Vanessa Collins, Paul Gasior, Candace Henry

Executive Staff: Dr. Janet Wormack, Eli Modlin, Eric Stewart

- I. Call to Order

- II. Approval of August Meeting Minutes
 - a. *Motion to approve: Matt Hill*
 - b. *Second: Jen Ellis*

- III. Special Recognition
 - a. *Joe Benyish presented Vanessa Collins a plaque for her service as the prior term Staff Senate Chair.*

- IV. Eli Modlin – Staff-Related Updates
 - a. *Office of the President Staff Introductions – Eric Stewart, Deputy Chief of Staff for Communications*
 - i. Eric Stewart previously comes from Ward Museum.
 - ii. Will be working with Eli and the President’s office on issues of
 - b. *Telework*
 - i. Finalizing three documents – memo to PAT, guide for supervisors, and telework policy document.
 - ii. Biggest update to policy is to clarify language between telework and remote work. Trying to align language with USM and legal parameters.
 - iii. Should see new policy early next week; will be shared with Staff Senate as well as VPs, directors
 - c. *COVID-19*
 - i. Have not received supply of new vaccine from the county yet but should receive soon. Will be offered for free through campus, most likely in clinic-style appointments. Will determine whether appointments will be required once we see what campus demand will be.
 - ii. Testing Dashboard has been discontinued, as no longer an accurate record of campus positivity since we are no longer requiring testing. Still tracking numbers, but rate only at .004% for previous week, even with increased testing due to move-in.
 - iii. Encouraged by reporting of positive cases that is happening even without required testing.
 - iv. Masks are still currently optional and will continue to be if numbers stay as they are. No USM campuses currently have a classroom mask policy. Masks are still available for those that want them, and fit testing is still available for N95 masks.
 - v. Monkeypox not currently an issue; will keep an eye on numbers.
 - d. *Diversity & Inclusion*
 - i. Still have two active searches, both for a Director of Multicultural Affairs and a Program Admin Specialist for ODI. Have candidates for both that are interviewing for the positions.
 - ii. Diversity consultant on currently campus; will have an open session tomorrow regarding diversity, equity, and inclusion concerns to provide recommendations to the President and Cabinet.
 - e. *Door Access*
 - i. Will be doing more work in the near future in communicating to employees why door access has

been restricted. Haven't released information previously because didn't want to unduly concern the community, but security concerns a definite issue, along with state and national climate around school safety.

- ii. Door locks only one piece of the security puzzle; SUPD will continue to review the policies and add/revise as necessary. Wanted to be proactive instead of reacting to threats after they happen.
- iii. Trying to reestablish the GullCard office to centralize the activities around door access instead of having it spread through multiple departments. Conference Services will be point-of-contact for building access for now.

f. *Miscellaneous Items*

- i. Will have rescheduled staff lunch to meet Dr. Lepre but will first have lunch with the night staff since that was not scheduled before.
- ii. The Nabb Center and Advancement will be putting committee together for Centennial celebration; Staff Senate will be involved in the process.
- iii. Will have inauguration for President in the spring; more info will be forthcoming.
- iv. Having employees invited to a weekday game (3:30 – 4:00 pm) to boost engagement still on the table; will have to look at the dates and times available. Want to invite to games for teams that might not get the support; possibly reinstate Maroon & Gold Fridays for those events.
- v. Design phase for the One Stop Shop for Blackwell will start this summer. Set to break ground in summer 2024; on track for opening in 2026. Full reno, so will be relocating those departments that are currently located there to other places during the renovation.

V. Reports

a. *Dr. Janet Wormack*

- i. Today's presentation is same one done for Strategic Planning & Budget committee; will give a quarterly budget update later in the fiscal year.
- ii. Workday will be implemented in July 2023. Currently in Configuration and Archetype phase at this point.
 - Training will begin in March 2023; more training in July for those that will have to do day-to-day work in Workday.
- iii. Professional development inventory of all required training has been built by HR; will preview through President's Council shortly.
- iv. FY22 Budget Actuals & FY 23 Newly Adopted Budget
 - Enrollment Trends
 - Trending about 7,900 SCH down for 23-24
 - Vacant PINs – 71 currently; estimated 90+ in 23-24
 - FY23 Budget Assumptions
 - UGRD enrollment trending down around 5%
 - GRAD enrollment flat
 - 2% tuition increase for UGRD; flat tuition for GRAD
 - 2% increase on mandatory fees
 - 6% increase on meal plans; 3% capacity increase
 - 3% avg. increase on housing; 10% capacity increase
 - FY23 State Funds have increased by \$12.6 million
 - Revenue & Expense Trends show that tuition and fees from FY19 (actual) to FY23 (est) down 11.3%; auxiliary revenues down 17.4%.
 - All info will be in annual budget report that is public to campus.
 - State is funding pay increases, not necessary increases in operational funds.
 - Are seeing improvement in undergraduate enrollment, even though transfer and graduate student enrollment is down.

b. *Staff Senate Chair - Joe*

- i. Meeting with Dr. Clark (Diversity consultant) today; meeting one-on-one with Dr. Lepre on 9/20.
 - ii. President's Council meeting has not been held with Dr. Lepre yet.
- c. *Consortium Committees*
 - i. CDICC – Jen/Joe
 - Has not met this semester
 - ii. Cultural Affairs – Joe
 - Did not meet last year or this year yet
 - iii. Fiscal Advisory – Lisa/Paul
 - Has not met last year or this year
 - iv. Traffic, Safety, Buildings and Grounds – Candace
 - Met last April; nothing since
 - v. Committee on Wellness – Candace
 - Has not met this year
- d. *CUSS Update – Paul/Vanessa/Lisa*
 - i. UMB hosted virtual meeting. UMB Provost gave update on their campus and what they are doing as a school.
 - ii. Meeting mostly centered around organizational updates within CUSS.
 - iii. Will go back to live meetings next month; next meeting is in Frostburg.
- e. *HR Committee Chair – Vacant*
 - i. Need to select a new Committee Chair due to Jessica Scott stepping down from CUSS.
 - ii. Megan Raymond self-nominated as chair/liaison.
 - iii. Need to have first meeting with HR as to whether this needs to continue to be a committee and, if so, what that committee should look like.

VI. Old Business

- a. *Revisit Goals for 22-23*
 - i. Overall Staff Engagement
 - ii. Flexible Work Options
 - iii. Professional Development for Staff
 - iv. Salary Survey & Compression
 - v. By-Laws/Staff Representation on the Staff Senate
- b. *Survey – Employee Appreciation Day – Jen*
 - i. Had 271 that responded to at least part of the survey.
 - ii. Massage & ice cream were the most popular items in the GSU.
 - iii. Majority of respondents requested that the menu be changed in the future, and that gift presentation go back to in-person.
 - iv. May need to have definition of “employee” in the invite for next year, as some commented that they were not sure of whether they should attend the events.
- c. *Meritorious Staff Award Representation Update – Tabitha*
 - i. Meetings have been canceled because it needs to be reviewed and approved by President's Cabinet, and they have not met yet.
 - ii. Nominations will be in by January; awards presented in April.
- d. *Union Collaboration Update – Jen*
 - i. Told by Dr. Wormack that collaboration not an option at this time.

VII. New Business

- a. *CUSS Rep Election Update – Jen*
 - i. Have two nominees at this point; tomorrow is last day for nominations. Election will be next week.
- b. *Snack & Chat Schedule*
 - i. Sara Heim self-nominated to head up Snack & Chats for the coming year

- ii. Will try to restart having them in-person.
- iii. Joe will contact HR about providing the snacks for the events.
- c. *Staff Town Hall*
 - i. Would like to have virtual Town Hall at some point this year.
 - ii. Will get group photo at October meeting so they can be posted on our website so individuals know who we are.
 - iii. Discussion will be open so that people can submit questions in advance as well as submitting them on the day. All questions will be addressed.
 - iv. Will have a panel of individuals that can do a short presentation to address questions that were submitted early and that will be available to answer questions as they arise.
- d. *Initiative/Recommendation Brainstorm*
 - i. Incentive for Staff Senate Chair (Vanessa/Tabitha)
 - ii. Development Grant/Professional Projects (Steve) – having grants available to all staff that could be used for professional development and projects. Also, redefining what professional development means through SU.
 - iii. Restoration Fridays (Jen/Candace) – reduced hours on Fridays during the summer semester. Have received info regarding this from other schools that have this already running.
 - iv. Years Service Bonus (Jen) – developing bonus structure for years of service (financial or otherwise)
 - v. Maroon and Gold Fridays
- e. *Staff Senate Suggestion Box*
 - i. None received

VIII. Adjournment

- a. *Next Meeting – October 13, 2022*