



Salisbury University – Staff Senate  
Thursday, January 9, 2019  
Founders Room, Guerrieri Student Union

**Members In attendance:** Steve Blankenship, Donna Carey, Vanessa Collins, Lisa Gray, Matt Hill, Sara Heim, Teri Herberger, Tabitha Pilchard, Belinda Poole, Safaa Said

**Members Absent:** Joe Benyish & Paul Gasior

**Executive Staff:** Eli Modlin, Marvin Pyles

Chair, Tabitha Pilchard, opened the meeting at 10:00 am

December minutes were reviewed and approved.

I. Reports

- a. Eli Modlin – Absent
- b. Marvin Pyles – Absent
- c. CUSS Updates
  - i. Met at the system office in December
  - ii. Group is submitting a letter on inclement weather days and making sure employees have timely notification.
  - iii. UM updated and asked the group to review the policy on separation of regular exempt employees.
  - iv. Committee meetings were held
    1. Advocacy Day committee is working on a video and handouts for legislators
    2. Board of Regents committee has 5 SU staff members nominated and moving forward in the process; 3 exempt and 2 non-exempt
- d. Kara Owens – Strategic Budget Plan
  - i. Has reviewed and made adjustments to the strategic plan based on open feedback period
  - ii. Faculty Senate felt that the strategic plan was too business focused and felt academics should be in the forefront. They also felt that changes to the strategic plan should be largely driven on faculty feedback.
  - iii. Owens is waiting to hear back from the Long Range Academic Planning Committee of Faculty Senate before submitting the final version to campus.
  - iv. The goal is to release the final version on January 31<sup>st</sup>. The plan will then be open to review and feedback yearly.
    1. Staff Senate offered to use a Snack and Chat session to allow Owens to update the campus on progress and needs as related to the strategic plan.
  - v. Governance groups will be asked to choose 3-5 priority areas and to also provide suggestions on cost saving measures to help cover costs.
    1. Staff Senate decided to set a special session date after the February 13<sup>th</sup> meeting to work on the above request
  - vi. Owens shared that she would like to see the strategic plan's goals attached to the PMP process. Staff and their supervisors would complete the PMP digitally so that the University could track staff and department involvement in fulfilling the goals of the strategic plan.

## II. Old Business:

### a. Standing Committees – Updates

#### i. Human Resources – Update submitted via email and reviewed in session:

##### 1. Committee met with Kevin Vedder

##### Kevin's updates:

- W-4 elections will be changing for those who need to make changes, this deals with how you elect exemptions
  - New benefit elections are now in effect
2. Committee will be adding Onboarding and New Staff Orientation as a regular topic of discussion for future meetings, Kevin will bring Nadalynne to meeting to start the process of developing this – Kevin said this is something he sees our committee working closely with them on
  3. Telecommuting is something Kevin said we need to create a policy on – a suggestion from the committee was that telecommuting could become a new summer incentive
  4. With Kevin, we'll hope to gain valuable data from the Climate Survey about some initiatives that we can move forward with
  5. Kevin said a space for staff to use as a lounge space may becoming available in the GAC – this is tentative, nothing finalized yet
  6. Kevin shared that as the university looks to replace Gullnet/People Soft over the next 3-5 years electronic forms for PMP will likely be a part of the process. Kevin shared that they have calls with the entire system to consider looking as systems that could work for all campuses – an outside firm was selected to help with this process for everyone
  7. Kevin is going to get some data on the number of folks who have used the community service leave to share with us
  8. Other concerns that were brought up:
    - a. Staff are sometimes not included on emails. Folks who are adjuncts were receiving some notifications about things from the faculty list serve, but staff did not receive it
    - b. Staff used to receive Faculty & Friends emails, but no longer do
    - c. Campus Bulletin, where did it go? Did something replace it?
  9. Next meeting is scheduled for Friday, February 7<sup>th</sup> at 2pm in GSU Founders Room

#### ii. Communications/Snack & Chat Sessions

1. January session on Philanthropy has light enrollment. More details about the session was provided by Jayme Block and will be sent out with the reminder email to encourage enrollment.
2. Reviewed future sessions

### b. Update on the Climate Study Work Group

- i. The campus wide survey will go out early March and will be open for approximately a month. The survey will be open to all faculty, staff and students. Encourage everyone to complete the survey.

## III. New Business :

### a. Staff Senate Suggestion Box – No Suggestions Submitted

## IV. Adjournment

Meeting adjourned: 11:49 am

Next Meeting: February 13, 2020, Founders Room, Guerrieri Student Union.

Respectfully submitted,  
Sara Heim