**UBSS Minutes (11/14/16)**

**Remove Item 2**

**Zach approved agenda**

**Michelle Second**

**CHAIR REPORT**

 **Eric Jones stepped down from the senate**

 **we need to fill his spot**

 **Intent is to fill his term until May 2016**

 **Margie will fill CUSS**

 **Email to approve Margie as CUSS**

**GSC Meeting**

 **working session to revisit bylaws**

 **meet on Friday**

 **bylaws/plan of organization and send qustions, comments, or concerns**

 **biggest thing would be committees**

 **any change has to be approved by senators**

 **will send to constituents**

**STUDENT complaint policy**

 **will send to senators**

 **should that be forward to const. John. Brn**

 **came from SGA to students**

 **JB—keep in the senate and then will come to GSC**

**Campus Climate Survey—**

 **can remind constituents**

**MARY—FLSA**

 **Slide Presenation: (attach)**

 **will take qustions throughout (dialogue)**

 **Brand new**

 **3 tests applied to position descrionts (FSLA)**

 **to be determined whether these rights should be protected, or if the job being described isn’t eligible for that**

1. **Salary Basis Test (salary vs. hourly concept)**
2. Salary Level Test (sets threshold—anyone under it, is considered non exempt. Anyone over, there’s a grey area.)
3. Duties Test—dependent on the actual duties/standards

\*\*MARY: If you are exempt at UB, you should be completeting your timesheet with 40 hours. If you want to track extra hours beyond 40, we can talk about other avenues. If you’re non-exempt, you must fill out an accurate timesheet.

\*\*13 of our employees will convert from exempt to non-exempt

USM institutions are classifying positions in question differently, even in cases of the same job.

Affects on Benefits

 vacation leave—will now be earning at nonexempt levels

 earn at the non-exempt accrual

Concerns about grandfathering people in at the higher accrual—could impact the Union (get real name)

Retirement Program—you get to take retirement program with you

 when hired—still no option—state pension plan—only in the converting

If you get merit, it’s 2.5%. It’s capped at that.

“Acting Pay” temporary assignment

 pull from slides

UB NONEXEMPTS (157)

UB EXEMPTS (226)

Highlight the areas we need to look at (slides)

Telework—current policy says non exempt are not eligible

JAMES: What do you see UBSS assisning in helping these…

MARY: UBSS is designed to recommend rights of exempt

 but a conversation of our workforce and policies…but now we have a “targeted” arena. Non-exempts are represented by afsme.

Nonempt—access to protected information exempts them from the union—tey’re protected under USM

KJ: What duties would classify someone exe. vs. non

MH: We have a form/test that the manger have to complete. You have to think matters of influence to the institution and the ability to impact those decisions.

For example: EM, maybe she expects me to do event planning, etc. She gives me a portion of the budget. And I’m making decsisions about events on campus

Some might say that’s significant—5 steps down the raod I’m making a decision that affects student engagement/enrollment…how many steps down the road do you have to go for that

how many layers are there in the decision making

My job is described as formulating policy—do I have true independence? If there are five levels and we’re saying the lower level is formulating policy…no. Five levels down vs. the peson who really has the authority to do so. This persoan may have contributed to the policy, but wasn’t he person formulating them.

The question: at what pont do they not need protection?

MH : any other questions, contact HR—this week, we will talk to the 13 employees affected…the employees haven’t heard yet.

BARB—Budget

The state is having a 82 million reduction for FY 17

passed about 2 weeks agi

USM was impacted 14 million dollars—last Wednesday

what our portion is

401,000 for UB

this sheet is a proposal discussed with pres, prov, hary

basically what we’re asking the units to do is hold back ½%

we don’t need to know how, or what

we just want to address it here if we can’t otherwise

it allows the individual managers to

No layoffs

we will have to give three positions back to the state (give back pins)

but no layoffs

When we get back from winter break—we will hear more if the state needs any more 17 reductions and we’ll have more info on 18

base reduction—each year this is the same reduction

other talk of reductions for 18, but we don’t know anything else abou thtat

We have done modeling and submitted ot system

we always revise this on Dec. 26—we always do this

back from winter—the gov. budget will be realease because leg is in session

the leg can add but not cut to the gov budget

happens in the public form of the leg. session

The cuts were talked about a few weeks ago was 4x this, so this is positive

ZACH:

If it’s 400,000 this one says Where’s the other $300,000

We’ll push out another rsheet with the correction—

 go with these numbers (not worry about it) likely we’ll address it with a constituency

STAFF SENATE COMMITTEES (JAMES)

 Employee recognition committee

Comm

Prof. Dev.

Social/Engage

Can we vote on the names in the newsletter

 would the GSC affect this?

JBren.

James: If we can share the work and get other staff members involved…it would be better for morale, etc.

Vote: Motion to approve/second

Margie/zach

nominations for the four committes + get it on the website

nominations for all four

BYLAWS

 last year

 3rd page—duties

 we shifted parlimatarian to vice chair

 communication coordinator would be more valuable

 website + facebook + newsletter, etc.

 2nd chair elect—from the senators

 interim role as chair

 no voting rights

 mentoring, etc.

 could be senator, etc.

 any senator

 page 1

 past chair should be on executive board (in advisory board)

 discretion of the past chair—would welcome the past chair, etc.

Questions have come up

 for elections

 we would elect a chair

 after this may, we wouldn’t need to elect a chair and chair-elect

Other piece

 the removal of a senator from office

 ability to remove a senator from office

MAGGUI

when you put it up—someone should make these changes to the original so it’s not confusing

If chair elect is in 2nd term, they still need to be elected from consituents to remain as chair—

 Jbre—I know it’s complicated, but the spirit of it is that it’s creating more contin.. on the senate year to year

 we want to get it right and make sure that people do understand it (JAMES)

MAGGUI (from those of us who wrote the original): we always meant this to be a work in progress, it was never a static document

we’re happy to see it being revised

MARG: the executive board could be 5-8 people depending on the

JBren—what’s the timeline?

 We need to make the one chair elect change

 then pass to the senators once more

 You only need of those who vote to approve

 January Newsletter

(Let’s do this in January)

 The eason the staff senate had to approve is because it was staff senate—

OPEN:

 Constituent question about committees

FUND FOR EXCELLENCE GRANTS (could put that on there)

happy hour in December + food drive for student center food pantry

eyes open for that (we should pick a date)

 send the email (food drive)

NEWSLEET

Nov. 18 (This Friday)

John Brenner—staff senate budget

is this still on the radar of the president/

FRIDAy—marg—joint councils meet at college park

with other faculty/students/USM wide

Motion

 michelle

 keiver (second)