**University of Baltimore Staff Senate**

**MINUTES**

Monday, March 19  
11:00 a.m. to 12:00 p.m.  
BC 143

Present – J. Hale, K. Jordan, J. Brenner, E. Jones, S. Shirley, L. Harow, Z. Luhman, J. Chapin, B. Boyd, M. Junot

Absent –

1. Chair Report (5 minutes)

* J. Hale –
  + Motion to approve agenda – 1st and 2nd for approval
  + GSC met
    - Auxiliary Update. Barb is here.
    - Diversity Committee - clarifying questions. Draft a process for committee action/communication. Hope to have before the GSC before the final meeting for the year.
    - Events
      * Happy Hour – Mt Vernon Marketplace on Thursday
      * UB Night at Camden Yards – plenty of alumni who are senators and staff. Looking for those employees to help us purchase tickets $40 includes food and drink before the game.

1. Elections (5 minutes)

* J. Brennar – 6 nominations so far for 5 open seats.
  + Nominations open until March 28
  + Elections begin April 2
  + One less step, use net ID and then vote for candidates.
  + Process will take 2 weeks. If we do not have enough voters, then we will extend until we have enough voters.
    - Need about 85 votes. 25% of the constituents
* J. Hale – We will select executive board after we have the new senators determined. Hope to do before the June retreat.
  + Outgoing senators – John, John, Zach, Eric, and Laurie

1. President Report (10 minutes)

* K.Schmoke - Legislature – Budget is going okay so far for the system. We have not seen anything that would be negative impact on us.
  + J. Hale – Anonymous question submitted online – Can you indicate what the positions are being cut?
    - K.Schmoke - We need to inform the individuals personally.

1. Provost Report (10 minutes)

* D. Smith. - I do not have an update at this time, but I am here to answer any questions.

1. CFO Report (10 minutes)

* B. Amyot –
  + James suggested I explain how the CFO interacts with the senate. IF you have questions or input, I do want to hear that from you. In addition, I would like you to serve as a resource to me. The senators represent and the others that come to these meetings, share information that we need to have, and ask questions. When the staff senate really has a finger on the pulse of the staff, know where the issues are and the senate can bring those to the table, where others are uncomfortable raising them.
  + J. Hale and I have spoken about the administrative structure review. There has been a lot of conversation about it. To set up for success, so that we know the questions we want answered. Define the questions and the methodology for answering those questions. Have agreement. Faculty and staff have different focus, not in conflict, but we need to harmonize it. The goal was to complete in November, and I hope to keep that goal.
  + Communication website on the budget. We want it to be interactive. We did receive about half a dozen questions the day of the town hall. Rather than rumors, just ask the question and we will post the answer. Questions ranged so far from strategic plan to the implementation of the bookstore move.

1. Budget Discussion (10 minutes)

* Q. J. Hale - I know we have lost quite a bit of staff, and the positions this year have been most likely vacant. Given that we hope to generate revenue and be more in the positive budget-wise. I don’t expect to hear that we are going to hire 20 staff in the next couple years. Can there be something to analyze the positions that we lost? Bogolmony would state that we are going to hire X number of faculty. There was a specific effort. Looking for an ease on us of people doing multiple jobs.
  + D. Smith – Realignment initiatives. Realignment to ensure efficiency and effectiveness. Every position as it because open, because a time to reassess need. When a faculty position opens up, what is the % of student hours taught by full time faculty? Likewise, when a staff position opens up, is it an opportunity to reorganize and enhance E & E through the optimal allocation of resources. We are going to hire where we need to hire and not hire where we don’t need to hire. It will be based on data and demonstration of need. That’s why every position goes a review to ensure that there really is a need and how to optimize these positions.
  + Q. J. Hale – In FY19 – will the hiring freeze continue?
    - K. Schmoke – If you have vacant positions, let’s determine if it is absolutely essential for it to be filled. There is not an absolute don’t hire or don’t fill, but if we find out there is some way of realigning the position, then let’s do that. I am going to continue to review all positions.
    - D. Smith - Going to exception approval process. This year was the uber freeze, where we clamped down on almost hire.
    - Z. Luhman – It seems like the exception approval process, because it seems like it has been that way since I got here 5 years ago.
      * D. Smith - We are talking about reverting to what we have done. Until we stabilize, it is almost a fiduciary obligation.
    - Z. Luhman – Is there something different we are doing for the strategic realignment? It was yes or no by position, and we end up with holes all over the place.
      * K. Schmoke - On one side we have people say we have administrative bloat and the other side saying we have all these unfilled needs. Personally, I came in July 2014, and face 2 significant challenges, that we have been living with. The huge drop in law school admissions. Second, the drop in student applications and last year a retention challenge, we had to adjust. We have been in survival mode and we want to move to a thriving mode. I had a consultant report on public universities, and the challenges on the enrollment side, we will face challenges to 2030. Hopefully, we can get ourselves to a plan that navigates us through those challenges.
      * B. Amyot – We haven’t turned the corner yet. We have a $1.5 million gap. We are not balanced yet for FY 2019. For FY 2020, it is $2.5 million. We need to get back in the mode of growing revenue. The branding work that is ready to be launched. We have approached a balanced budget this year.
    - J. Hale – Do we know any mandatory USM costs?
      * A little over a million dollars in FY 2020 ($1.3 mil)
      * Over $900,000 in FY 2019
    - B. Aughenbaugh – Some of the academic units need to grow their academic faculty, while others are reducing their faculty. You will see vacant resources coming from one school to another. In admin and finance, we have had 4 openings and we have tactically through each of them. What resources/skillsets do we need to do things differently? We need these skills, like someone super savvy in social media for student billing. We need to look at hiring as a tactical needs assessment. I think everyone will need to start think differently than you have in a past.
    - V. Reid – Some of the initiatives you will see, include looking at different staffing models. What efficiencies are there out to be made? The discussion about budget managers, and should each college have their own. It looks at the people that you have and what you need to get done. How do we leverage work study. Technology investment. Marketing and communication task force, how are departments organized and people take on roles that are analogous at other institutions. Explore from other points of view.

1. Auxiliary update (10 minutes)

* Stefanie Shaffer – 3 changes
  + Bookstore
    - Since 2010, a super store with this lease.
    - Move to the student center, the textbooks will go online. The students are not demanding textbooks in store. There is a cost savings.
    - Spirit wear and apparel. The apparel has been going up. Other changes in the student center will drive traffic to the store. Novels, trade books, etc. Café will still be there as well. The Barnes and Noble superstore will close on June 15. It will stay intact until graduation. The café will start to shut down in early June and the store will start to transition to the Student Center. Professors can place orders for fall; it is a seamless transition for faculty. When MDS takes over, the link will be changes, but the professors will go to the same place.
  + Shuttle
    - Looking to achieve cost savings, looking at the usage for the shuttle. Used in the evening for safety and need to maintain that. Looking at other times.
  + Mail Services – ties into D. Smith’s realignment
    - Rather than have the mail come to all departments, we are transitioning to stationary mailboxes.
    - S. Shirley – Q. Mail won’t be picked up?
      * S. Shaffer – Mail will be picked up from the stationary boxes.
        + All mail will be picked up daily.
        + Accountable packages (requiring signature will be delivered in afternoon)
      * Centralized mail is for some departments, not all.
* Constituent – Q. How will a student coming in late registration?
  + For a period of time, students will be able to have books can be delivered to the 2nd floor of the student center. It also gives them a reference point for the new company.
  + If someone orders the textbooks late, they have 48 hrs turnaround time.
  + Constituent – Q. Currently B & N does price matching – will that continue?
    - S. Shaffer - No they won’t.
      * Constituent - It was a really great service.
* Q. What is the potential savings for all three of these things?
  + It is a big price tag. I can tell you in a couple months.
  + Half million on bookstore move.
  + Saving vacant position on mail services (Upper 20s)
  + B. Aughenbaugh – If you think there are specific departments we should talk to, so let us know if you want us to come to your group.

1. Open Discussion

B. Boyd – New ideas for revenue. Please give us ideas that you have through the website

* -Looking at 7 figures ideas
* D. Smith – We are looking for ideas. We will do the research.
* B. Amyot - If applied university wide, but we are looking for big revenue opportunities. We are looking and will determine those that require more in-depth assessment. If we narrow to those most likely to be successful, explain what they can do for UB. It is going to be something aligned without mission. The goal is to have the whole university get behind them. Hope to have initial cut back out before commencement. A preliminary list in June to do the assessment.

J. Hale – With the new communication web site, we have no reason to say we are not informed. Please use it.

Meeting adjourned.