**University of Baltimore Staff Senate**

**MINUTES**

Monday, April 9  
11:00 a.m. to 12:00 p.m.  
BC 143

Present – J. Hale, K. Jordan, S. Shirley, L. Harow, Z. Luhman, J. Chapin

Absent – M. Junot, E. Jones, J. Brenner, B. Boyd

1. Chair Report - James Hale

* Motion to pass the agenda – Passed
* Community Service Day – Friday, April 20th. You can sign up on the website, OrgSync. Contact Anthony Butler or Jordan Borkoski. Spots still available, sign up or encourage your employees to sign up.
  + <http://www.signupgenius.com/go/70a0845ada622ab9-ubcommunity1>
* GSC meeting being rescheduled to next week. Will be announced
* Library will be renamed for former President Bogolmony. Langsdale family approved the change and area in the library will be named for them
* Happy Hour – Diamondback Brewing Company – Friday, April 19th at 5:30pm
* UB Night at Camden Yards – if you are not an alumni, but want to participate, talk to one of your senators. We have plenty of senators who are alumni that can buy tickets for the event on Tuesday, May 29th.

1. CUSS Report

* No Representatives present

1. Elections – Laurie Harow

* 10 nominations for 5 positions available. 96 voters have participated so far. No positions are secured, so encourage those that have not voted yet to participate.
* Encourage those who do not become senators to stay involved, join committees.

1. Budget Update – Beth Amyot

* Much healthy university if we actually grow our revenues. We are working to identify a handful of revenue initiatives to put the effort of the university behind. A few big ideas to push hard, make priorities.
* Ideas to generate 7 –figure revenues. Look at the potential university-wide, as opposed to a specific department or unit. There is a lot of commonality to the areas I have already spoken with. After initial collection, Beth and Darlene, will trim to manageable list to share for input with the governance groups. Goal is to have it completed by June.
  + What ideas do you have?
    - J. Hale – I submitted them online, but will share here. Vacating buildings and then selling or leasing buildings. I am not which buildings, but that seems easiest one.
    - V. Reid – cohort discounting with organizations at the graduate level.
    - L. Harow – continuing education and auditing pricing development
    - S. Shirley – 3rd party vendor certification programs. Training center at UMBC, Towson has some. There are programs out there that we could offer.
  + B. Amyot – even if you think if it has already been raised, raising it again demonstrates initial report.
    - J. Hale – Can we rent out space on campus? Is there something we can do to generate revenue that way?
    - Z. Luhman – Is there a way to create conference space that can be rented out at a premium?
  + B. Amyot - If you have other ideas that come to mind later, there is a way to submit online through the Budget Communication website. When we do post them online, there will be a notice to the community that they are there and asking for feedback. Preliminary list in May and final list by the end of June.
    - J. Hale – Did you receive anything so far that would shock us or your thought wow… this is a really good idea?
      * Some of them folks might be quick to dismiss.
      * I was presently surprised by the degree, that someone in each of the college meetings, that if the colleges worked together, it would work out better. Emphasis on continuing education/certificates across all of the colleges.
      * The ideas themselves are not surprising. We are going to remove the barriers, invest the resources and get behind these initiatives.

1. Branding Presentation – Victoria Reid

* Seeking feedback from the group, if you did attend the brand launch. Any comments, concerns, or questions as we continue to implement.
  + J. Hale - How much do we need to change?
    - Use up old materials, then rolling out with the new.
    - Our biggest project is the website and we are still figuring that out.
    - As we get the marketing and creative services, we will get to the business cards, stationary, etc.
* There are a couple things with the launch. Last week we went to university faculty senate, MSB and CAS senates. We will visit CPA, LAW and Library as well. We are going to launch a brand ambassador program. People that have the ability to go out and talk about UB. Where do you go out, what types of things do you need to talk about UB.
* We had tabling last week, participating in the Block Party this week. We will be as Shady Grove the 3rd week of April.
* 8-9 month project for the website update.
* Questions about what role the Bee (Eubie) plays. He will be more in terms of school spirit, as opposed to the recruitment material.
* Funding – using the advertising agency to roll out. Still figuring out the website portion. Will bring information next meeting.
* A mailing will go out to the alumni about the new branding. There are a couple of external programs we will go to as well.
* Thought leadership and the PR aspect is still being figured out. How might EMM own community engagement?
* V. Reid announced she would delay providing the enrollment report wait until May. There are a lot of moving parts.
  + Some individuals in attendance are on the Enrollment Dashboard Community.
  + Z. Luhman – Follow-up question to request that something be provided today. Request was declined.

1. Auxiliary

* Stefanie Schaffer –
  + 1 – Bookstore
    - Move out of Fitzgerald. Close down its superstore and textbook service. Barnes and Noble will remain out partner and move to the Student Center. MBS Direct will handle textbooks.
    - How much it cost to lease the space where the bookstore
      * $500,000 – But there is also offset, so about $200,000.
    - MBS Direct will be doing price match for the students. It is somewhat bigger organizations than Barnes and Noble. They have new, used and rentals and more digital textbooks. Guaranteed buyback price.
    - Bookstore credit to buy school supplies and second bookstore credit to buy textbooks. Information is available online for students to begin.
    - K. Schulz
      * How is the flexibility of the digital textbooks?
        + They will have options to assist the individual students’ needs.
    - Shaffer – If a student needs to purchase a device for their digital textbooks? Students can use their bookstore credit, if they need a device. (basic models are about $65.) Barnes and Noble can arrange to get different types of readers, if there are ADA needs for specific types.
    - Constituent - What is the timeline for launch?
      * Summer sessions will be Barnes and Noble, July 1 will be MBS.
    - The snacks will move to a place behind the coffee bar. The designs are not final.
    - Ubalt.edu/bookstore – can provide feedback
  + 2 – Shuttle Bus
    - Ubalt.edu/shuttle – can provide feedback as the shuttle is being evaluated for schedule changes.
  + 3 – Mail Services
    - Vacant position has been eliminated. Mailboxes (stationary) will be installed and keys will be given to departments to access the mail.
    - Locations are being identified where mailboxes can be secured effectively.
    - What about packages – usually these needs signature (accountable), so they will still be manual deliver.
    - There is a way in the system, to notify someone that the package has been delivered on campus.
    - S. Shirley - What about packages you mail out?
      * You may be able to put in the mailbox. Otherwise you can get it picked up.
    - Constituent – Are we still going to have the USPS mailboxes?
      * You can always put your outgoing mail in the mailbox for pick-up, or contact campus mail for special arrangements
* Communications - We are meeting with all the groups. You will see us often and frequently. We want this to be successful. We are looking for endorsement of this change. We are working with Chris Hart for official communications.

1. Kurt Schmoke – Updates

* COLA in governor’s budget. We still have until midnight tonight. I will read the statement then give you the language.
  + “The agreements will provide for a 2 percent COLA effective January 1, 2019. If revenues for Fiscal Year 2018 exceed December 2017 projections by $75 million, state employees also will receive an additional half percent COLA and a one-time $500 bonus on April 2109.”
  + Only 1% funded at this time, since it is half the fiscal year.
* Library will be named after former president. Official opening September 21. We will move the President’s welcoming to the library.

1. Compensation, Training & Retention Discussion (10 minutes)

* Constituent – No one is doing anything.
  + J. Hale – we have attempted to promote from within. We try to promote from within.
  + K. Jones - Someone has to quit or move on before you can take the next position. If there were step increases, it might make it more tolerable to stay while you wait for the person above to leave or retire.
  + J. Hale - recognize that training is a need.
    - Constituent – Professional development is identified on PMP goals. There are challenges, when there is no funding to support conferences.
  + J. Chapin – One of the stories we tell about ourselves, is we are only one person deep in many areas.
  + M. Maher – We have made a formal succession model with Sally Reed. I plan to retire this year, and have recommended the university consider her when filling the position. You have to consider it strongly, because then you either have to leave or they will take the training and leave. Sophia – have found time for her to sit in on employee relations, so that she continues to find interest to take an entry level position. We have been able to place people in volunteer leadership roles in professional organizations. Leveraging opportunities and discounting for conferences. Also builds our network.
    - Who is participating with SkillSoft and the different opportunities available?
    - We aren’t resourced the way we would like to be.
  + Constituent – We are not able to track the employees and we need to replace them. Sometimes good professional development – will result in some people leaving, but it speaks well of us and that there is growth.
  + V. Reid – skills that don’t fall in the SkillSoft model, is there group discount or brings someone in. For example, customer service training with a face to face interaction or hybrid of face to face and web training.

1. New Business (10 minutes)

* Time called.
* Motion to adjourned – Ended 12:03pm.