University of Baltimore Staff Senate

**AGENDA**

Monday, May 14  
11:00 a.m. to 12:30 p.m.  
BC 143

1. Chair Report (5 minutes)

Elections Update: received 10 nominations & 122 votes case; welcome back Senators Laurie Harow, John Brenner, John Chapin, and Eric Jones and welcome new Senator Jessica O’Keefe

Elected new Executive Board: John Brenner is new Chair, Laurie is back as Secretary, Michelle is back as Communication Coordinator, and I’ve been elected CUSS Rep. Kiever as Vice Chair.

Thank Zac Luhman for his work and contribution the past 2 years.

I’d also like to thank all of the senators the past two years. It’s been a pleasure to serve as Chair and it’s been interesting. I look forward to working with CUSS.

1. President Update (10 minutes)

* Beth gave a wonderful presentation to me and the faculty about where we are headed for the next year. I’d like to hear any reactions to the presentation from this group.
* Q. Hale – Is there any update to the coalition.
  + The governor made a proposal of $100 million, spread over several years. It was not well received by the plaintiffs. There was a stay placed. Everything is on hold until the matter goes up on appeal. Hopefully,
  + Q. Jones - Didn’t they counteroffer several billion?
    - Yes, they did with something with a B rather than a M. The matter ultimately goes to the Supreme Court. I don’t think this court will give them the relief they want. I hope it is resolved before it gets that far. Their was a request for us to be merged with Morgan, so that is still floating around. We are a target, but we are not a party to the complaint. The judge has said no to the merger idea.

1. Provost Update (10 minutes)

* Two changes of leadership team.
  + Sheila and Lucy are moving back to the Carolinas sometime in June. They have provided exemplary leadership. They have built strong teams
  + Kathy Anderson is going to be coming back as the acting head of the division. Her understanding of UB and understanding our students, will help us set a firm vision for student affairs, our student body. Once we finalize the vision, we will seek to hire for that.
    - Must be gone for 45 days, Bill Scnihrl has agreed to step in during that 6-8 weeks between her retirement and the contract.
  + Jeffrey Hudson, who has served as Associate Director with Lucy, is a natural to step into the role of interim dean for that division.
  + We expect smooth operations during these transitions.
* HANDOUT – DRAFT shared with Chancellor Caret
  + The president is required to submit annual goals to the Chancellor each year.
  + Developed with the strategic plan in mind, with the discussions Beth has been having around the community about financial stability.
  + Our goals are based on 4 overarching frameworks. What activities are we using to shape the future of UB? Financial Stability, recruiting to our student profile, facilities and what that means.
  + Under J. Brenner’s leadership, we have seen significant growth, and hoping for a significant grant will now be 3 year grant for the B Power initiative.
  + Civic engagement is one of the cornerstone of our strategic plan and branding plan. It infuses the community in civic engagement in more strategic ways.
  + Delivering results – to ensure we are hitting the goals on the first page.
  + Energizing the team – diversity and inclusion – we are hoping for feedback and endorsement of this plan. The second goal on faculty development, particular in areas of student success and high impact areas of student success in the classroom.
  + Leadership has seen this in development, but due to tight timeline, we couldn’t share it more broadly before the deadline to submit to Chancellor.
* HANDOUT –
  + How are we going to go about implementing the new UB Strategic Plan. How the role of strategic plan and steering committee guiding this.
  + Blueprint behind this is that the SPBC is moving from the strategic planning development phase to the implementation and budgeting phase. They will provide guidance for appropriate resource allocation to meet the goals of the university. There will be debate over resources.
    - 17 ppl committee. It will be composed of the conveners of the 6 steering groups. The steering groups are not implementing the goals. They will develop metrics for each goal. Develop timeline for various initiatives under each goal. Budget implications. How will we build a dashboard that will allow us to track performance.
    - SPBC will evaluate the risk/benefits/rewards submitted from the various steering groups.
  + There will be one convener of each of these steering groups. Will most likely be a member of the leadership team. It will be written into their annual performance evaluation. Ensure that we are making forward progress on the goals.
* Q. Brenner - Has the composition of each group been determined yet? Conveners were supposed to reach out to group members.
  + It has been informal at this point, but the conveners should have reached out.
  + Tried to align with natural fits.

1. Report from CFO and VP for Administration and Finance (15 minutes)

* Three reports to share
  + Activity – revenues and expenses
  + Transfers – for years when revenues exceed and transfers to reserve balances.
* Operating Activity
  + This presentation shows interrelationships better. There are also definitions for some terms. It is a different format than you have seen in the past.
  + Shows completed years going back 5 years
  + Lines 1-13 is showing revenue
  + Lines 14 on are expenses and transfers.
  + Change in the financial aid
    - This is the way on audited financial statements we are required to show it.
    - From a management perspective, we don’t have the money to use it.
  + FY16 and 17, the tuition and fees decreased considerably, which is tied to enrollment. It has a significant impact on our total revenue.
  + Total Net Revenue =Total Expenditures and Transfers – this shows everything is accounted for.
  + We need at least a 1% margin, because we are required to put that in the reserve fund each year. I would advocate for 3% because that is what is considered good practice in higher education.
  + Institutional aid – footnote 4. It is only T & F being repurposed to scholarship, not third party supported scholarship/grants.
  + Important to note: In FY 13 – the total was 31 mil, and last year it was 37 mil for state funding increases. This year we are going to get a state increase, but it is designated funded for COLA. It is almost always earmarked for something when you get an increase.
    - The Total Net Revenue is increasing, but only because the state funding amount has been increasing.
  + Expenditures – you want that to be less than the revenue. (Line 16).
    - Budget reductions were taken in FY 16 and FY 17 and you can see that here.
  + Reserves = Unrestricted Fund Balance.
  + Plant Fund Ledger - None of the USM institutions are meeting the following requirement. After you build a facility, you need to reinvest in it. 2% of your buildings replacement cost, needs to be reserved each year for facilities.
  + Unrestricted Fund Balance – whenever they want to pull money back from the university. It is subject to reversion by the state, if they state pulls money back. We have to get money back by going through state approvals.
  + We have been moving to building up the plant fund to support the new library and other facility needs.
* Revenues, Expenditures, and Reserves
  + Fund Balance $000s
    - State of Md required USM to return funds for state purposes and UB’s share is shown under General Funds Reversion
  + Plant Fund $000s
    - We haven’t been spending anything out of reserves.
    - Once it is in the plant fund, you can only use it for a capital expenditure, buildings, elevators, roofs, and technology equipment if it is long lived.
      * Library and postal site acquisition - will spend close to $20 mill this year.
* We need to drive that net tuition revenue number. Managing the enrollment and the financial aid.
* Schmoke - I intend to change my approach to do more fundraising. Particularly to people that have an interest in UB. I saw a news report, worked in one of the NY universities, she worked there for 30 years, she passed away recently and left the university $4mil. I can do more on the fundraising end. I plan to devote more of my time into fundraising.
* Two points
  + Ideas for revenue request. Various groups have provided input. There are 13 revenue ideas on the budget communication page. Add comments or information that you think will be helpful. The next step is for Beth, Kurt and Darlene to review which have the most promise. We need to grow revenue and find which will get us most healthy.
  + Leadership transition in HR – word will be coming out about that on Wednesday.

1. Facilities Update (15 minutes)

* Security – we are starting to implement new security measures. We are stating in the law center. We will be putting protocols in place for entry to the other buildings. You will need to display your idea, or sign in during visitor hours. Feedback so far in the law school has been positive and it has changed the flow in the building.
* Some of the changes are being implemented prior to the start of the next year. Align with the resources we have now.
* Landscape/grounds changes.
  + No shoveling. We are no longer shoveling non-UB properties.
* Housekeeping – less staff than we have had before, with more needs.
  + Public areas will be the focus. Private offices and suites will be on a two week interval. Suites will get daily cleanings for trash and recycling for a central location. Vacuuming, dusting etc will be on 2 week cycle.
* Team Dynamix system for space request, project requests. It will be specific enough to allow us to determine when we will be able to get to it.
* Space summary, how effectively classrooms are used. Identify and reduce classrooms used, which will help to manage cleaning needs.
* Q. – Who will staff the entries.
  + They will be staff under UBPD.
* Q. Will they be students
  + No, it will not be the student ambassador program that we currently have.

1. Campus Diversity Plan (10 minutes)

* D. Smith – 9 page document reflects the guiding principles for this plan. We were in need of a new plan, since old plan expired in 2014. A more inclusive and welcoming community. Infusing more culturally relevant program into a curricular and co-curricular activities.
* Seek staff senate to endorse the plan.
* Here to answer any questions
* J. Hale – There were always bullet points to counteract my questions as I went through the document.
* Q. Constituent – I have a couple concerns to note.
  + Page 5 – the committee is celebrating the fact that we have increased the diversity number of adjunct and lecturer positions. Socioeconomic – celebrating diversity in lower paid positions.
  + Cultural competency training - there is more information that is more recent than something that is 30 years old
  + Bottom page. 7 – Important to address the inclusion of transgender student, but it seems to be the exclusive concern of these students. Linguistic students is an area we lack support in. We also have parents, students who are parents.

1. Enrollment Update (10 minutes)

* K. Kaufman – every year, we set goals in the fall for the next year. The goal was established by academic plan. Based upon who registered for the spring, the goals have been looked at once more.
* Data request through institutional research website, for more detailed information.
* 51% to goal. Overall we are on track to make the 5288 goal.
* Little shy of new student target. Returning students are on track.
* It can drill down by plan, so we know which programs are meeting their goals and which are not.
* Week by week view.
  + Only down 15 students from last year at this time.
* Several initiatives for returning students that have been quite successful
  + Removing holds for student on successful payment plans and other financial holds.
    - You can ask us if you want more specifics.
* Transfer students
  + Made strides in the last couple of weeks. We are close to enrollment goal in enrolled students.
* Stop by Admissions and pick up some referral cards. We are looking to everyone to be ambassadors.
* We are down in prospects and that is a concern.
* Q. Jones – We budget on the type of student we have. We are 5% up in UG, but down out of state grad. Population different vs revenue generated.
  + Transfer – down 9$
  + JD – Down 3%
  + APD – Up 6 %
  + Grad is about even.
  + B. Amyot – Enrollment numbers by segments, so that we can see tuition, financial aid, net revenue. How are the enrollments coming in translate to dollars. We will work together to create an integrated report. We don’t have that right now.
  + D. Smith - Natalie Herring is leaving this week. Her interim replacement is starting Wednesday. We went out to the Registry to get someone. It is a group of recently retired leadership. We found an individual who will be with us for 4-6 months. Has been a VP of admissions and enrollment of various titles. She is coming in from both an admissions operational capacity, and also to help us from a consultative role, to ensure better best practices in that office. It will be a seamless transition of leadership stepping into this function.
  + Neb. – There was a total enrollment chart of where you were trending.
  + Percentage of eligible to enroll and who have enrolled.
* Q. Hale – We would like to have this again in July to see how this continues. That will be our first meeting of the next year.
* Q. Z. Luhman – Can there be updates sent to the community generally, so that we can know, even at a higher level. This way we can prevent the surprises that occurred last year.
  + D. Smith – Yes, let me talk to Katie and Victoria and we can find something that will provide information without overwhelming.

1. Student Affairs Update (10 minutes)

* HANDOUT provided with detail
* Going through a restructuring process
* Streamline for efficiency and effectiveness but ensure students are supported.
* Departures and Retirements list
* Student Center Management will go to facilities minus a few items
* Campus Recreation and Wellness – shifting to a 40hr week operation. No weekend hours.
  + Some intramural offerings and leagues. We will shut down some areas (4th floor).
  + Shift from locker service to day
  + Shutting down main locker rooms. Will have day use locker rooms.
* Student Development and Student life will work out of the same office.
* Will continue with INOVA until November
* Q. Hale - How did students receive this information?
  + They are doing okay with it so far.
* Q. Constituent - When will the new hours go into effect?
  + July 1. The start of the new fiscal years.

1. General Discussion & Feedback (5 minutes)

Meeting adjorned 12:23pm