

# University of Baltimore Staff Senate

## MINUTES

Monday, March 10, 2014

12:15-1:30 p.m.

BC 143

1. Approval of Minutes, Feb. 10

Introductions

Vickers approved minutes, Schulz seconded the motion.

2. Chair's Report (Giordana Segneri): 15 minutes

a. GSC Update:

- i. Committee Outreach and Outcomes: all committee chairs attended the Feb. 20 meeting to provide updates on action plans and committee activity thus far.

Outcome/feedback: everyone feels they are still getting on their feet, and starting to build momentum. There is the expectation and sense that committees will get stronger. GSC is implementing a plan for each committee to submit an annual report summarizing the year's activity.

Participation by all committee members has not been 100%. If you are on a committee and another staff member is not participating as expected, please provide this information to the Staff Senate chair and vice chair.

- b. Emergency Preparedness Update: faculty and students are going to undertake similar initiatives. Staff Senate is pushing for 100% staff participation in text alert service.

UBPD is available to present on emergency preparedness. Staff Senate sent email to all department heads to schedule presentations during their staff meetings or an otherwise-scheduled meeting. The goal is to embed this training as a regular event, not a one-time session or every 5 years. Some departments have already scheduled with UBPD.

Students' safety concerns are primarily about safety around campus. They are setting up Women's RAD sessions with Wellness Center, inviting faculty and staff to participate. These sessions have been difficult to maintain and schedule as they require a minimum participation.

- c. Mission Statement Revision: Provost has asked Staff Senate to review our mission statement for MHEC submission. The Staff Senate Executive Board will be reviewing.
- d. COLA/Merit Clarification: At February meeting, President Bogomolny provided some information about merit and COLA that needed clarification.

For clarification: staff received COLA in January. Receiving merit this April based on last year's PMP. Based on what happens in the legislative sessions, merit is being considered for FY15 and would most likely be implemented July 1 based on this April's PMP. There is no COLA for FY15 at this point.

3. Career and Professional Development Center Update (Lakeisha Matthews): 15 minutes

Lakeisha has been here since September as director of the Career and Professional Development Center. She distributed End of Semester Report and service brochures. Sessions have been popular with students. Presented strategic plan for the center. Center's momentum is building and has re-shaped its services. Three themes were identified:

1. Commitment to creating expert career managers by teaching students to make career decisions over a lifetime.
2. Engaging the UB community to deliver skills, resources, and networks. This is a charge for the entire UB community, not just for the center.
3. Facilitate synergies among students, alumni, and employers.

Other area schools have increased their focus on career services as it gives the school a competitive advantage.

UB Career and Professional Development Center is unique: the UB Career Cycle model, coaching model.

Center is partnering with many groups around campus. CPA has created a career-focused class, there are special programs with alumni, a Discover grant, and referral programs with ALC and counseling services.

Asked staff to focus on engaging employers. If you hear about a company or person looking to fill a position, refer them to the center so that we can take advantage of that opening to make a link with a UB student.

We're seeing a higher caliber of companies coming in for our job fairs.

Highlighted specific initiatives:

- "Discover: do what you love what you do" program. Funded by UB 21 Catalyst Grant. Launching in fall 2014.
- Destination Survey: obtaining information from alums for where they are working. Survey will be conducted every 6 months.

4. Elections (Segneri/Marriott): 15 minutes

- a. Schedule: elections will start April 1 and close April 10. April 14 Staff Senate meeting must be attended by the newly-elected Senators.
- b. Senator Turnover (looking for five new Senators): we have 6 returning Senators.
- c. Think about serving on the Executive Board!

5. CUSS Update (Dan Nagle/Kristen Tull): 5 minutes

Met in Annapolis for Annapolis Day. Spoke with various representatives but they were held over in a session so not all CUSS groups got to speak with a representative.

The focus during Annapolis Day was for CUSS representatives to thank state representatives for taking care of us (the USM budget) last year and convey the request for a strong USM budget come April.

6. Presidential Search Committee Update (Sasha Hudson): 5 minutes

Finalizing interview questions. Questions will reflect the feedback on desired presidential characteristics and UB's future. Prospectus is on the website now. Prospectus can be sent to people we believe would be good candidates.

There has been traction on applications but no numbers provided to them yet.

Interviews: hope to begin by end of April/beginning of May.

7. Staff Recognition Committee Update (John Brenner): 5 minutes

Met last week. Examined staff criteria for staff awards. Sent questions to HR. Response from HR will be discussed at this week's meeting.

Committee had questions for the Senate: What is this committee's role in the big picture? Is the committee the staff award review committee? No. That's a committee appointed annually to review submissions.

Concern that there is an expectation of the committee to play same role in developing nomination packets for the UB staff awards. Feedback from Senators was the committee is not expected to play that role for UB staff awards.

General comments: last month the three UB nominations for the Board of Regents awards were announced. A fourth nomination was submitted. The ad-hoc staff award recognition committee was not involved in this submission.

Recommendation for the committee to prepare a statement that can be sent to Executive Committee on the importance of staff awards in hopes it will encourage nominations.

8. Committee Reports (staff representatives): 10 minutes (if applicable)

Diversity committee: dividing up tasks from their action plan. Identifying data on the composition of our population. Also defining diversity.

9. New Business: 5 minutes

HR sent emails to managers/supervisors regarding training: these trainings are 3-4 hours. PMP training and job description writing. Email indicated trainings are mandatory. Times offered are on the same dates. If people register but don't show up there is a \$60 charge. Concern that this mandated training in a short period of time poses a problem for staff with busy schedules, forcing them to juggle these demands without much time to accommodate.

General comments: Email for job description writing timing may be related to budget call period. Hiring freeze is current fiscal year. Refills also. Why is there a mandated job description writing training while hiring freeze is in effect?

Suggestion; no objections from Senators: UBSS should provide feedback to HR about the imposition on already short-staffed areas related to the short notice and encourage more flexible scheduling. In addition, make clear that \$60 charge for no-shows is perceived as punitive and contrary to community building.

Motion to adjourn at 1:29. Seconded.