

University of Baltimore Staff Senate

MINUTES

Monday, May 12, 2014

12:15-1:30 p.m.

BC 143

Meeting called to order at 12:16 p.m.

1. Approval of Minutes, April 14

April's minutes require one point to be clarified. Marriott will follow up with Mary Maher for clarification. The minutes were approved pending the clarification.

2. President Bogomolny

As noted in the President's monthly update, there was a significant amount of money required for salary increases. Bogomolny stated that UB is in the process of a 2.7% base budget reduction exercise to prepare for the possibility that UB needs to fund necessary expenditures not covered by the state budget. Items include health care insurance cost increases and COLA for July-December 2014. It is not known if these funds need to be tapped into at this point. Ideally, UB would "embargo" the money then if, come October, we met our enrollment goals, that money may become available. Bogomolny anticipates those embargoed funds could be allocated based on strategic priorities but that would be determined by the incoming president.

Bogomolny's Comments on UB Staff Senate

Overall, he has been impressed with UB's staff in his 12 years. He commented that staff consistently step up to take care of problems, even as staffing has not grown at the same rate of enrollment and faculty growth. This extra effort from staff members was carried with a sense of good will. Bogomolny addressed the efforts of the Staff Senate noting that after the shared governance reorganization, the Staff Senate has been the poster child for shared governance. The leadership, commitment, and meeting participation of the senate has been remarkable.

3. Legislative Update (Suzanne Tabor): 10 minutes

[Report online.](#)

Tabor provided highlights of the last Maryland legislative session. Included in those highlights were:

- \$6.2 million general fund cut to USM
- FY15 capital improvement includes \$2.6 million for Langsdale Library renovation.
- A bill to provide tuition waivers to homeless students passed.
- A bill to allow community colleges to confer bachelor degrees and to allow students to transfer up to 90 credits from a community college to a 4-year college did not pass.
- A bill to allow student loan repayment totals based on a percentage of the graduate's income did not pass.

Floor open to questions

Question: Will the minimum wage act (which goes into effect 4 years in future) affect our student employees?

Tabor: There is an under-20 stipulation. If they're younger than 20, the new minimum wage rates would not apply but it could affect our older students.

Question: What was the proposal for the three city schools: Coppin, UB, BCCC?

Tabor: In 2010, a report was produced addressing ways Coppin State University, Baltimore City Community College, and University of Baltimore currently collaborate as well as opportunities for future collaboration. There is an effort underway to update this report. The schools would provide the plans they have to increase collaborations related to all facets of the institutions, including academic collaborations that provide pathways for students to begin at one institution and transfer to another, administrative savings through cross-institution efficiencies, and student activities. The committees request that UB, CSU, and BCCC submit a report that provides a summary of the partnerships that currently exist among the institutions and specific plans to increase and enhance collaborations and partnerships. The report is due Nov. 1, 2014.

4. Middle States Accreditation (Catherine Andersen): 15 minutes

[Presentation](#) and [Timeline](#) online.

Preparation for accreditation is underway. Accreditation is a few years away. The primary goal of the efforts of Andersen's office are institutional effectiveness and accreditation.

Prior to UB, Andersen was at Gallaudet. During the middle of an accreditation review, the students protested because they didn't like the recent appointment selection for their president. The protest potentially caused greater scrutiny during the review. Gallaudet was cited for 8 violations. Within 1 year they were back in compliance.

UB undergoes a periodic review every 5 years, and an intensive review every 10 years. Last periodic review was 2 years ago. The Middle States Commission presents questions for follow up. ([See presentation.](#))

Andersen's goal/approach is to make Middle States accreditation not something that "has to be done" but that the process weaves its way into UB culture, and that outcomes of the assessment will make UB better. A committee will work on the assessment and resulting report.

Assessment Cycle example Andersen cited: measuring the timeliness of dispersing financial aid awards. The data is captured, measured, then analyzed against business processes to determine if there are potential improvements for the next cycle.

By 2017, Andersen will visit with every major unit on campus to identify the goals/objectives. This summer her focus is on student success, learning outcomes, academic affairs. She's also focusing on making data available and known to the UB community.

The school is given an opportunity to select their response method to the questions submitted by Middle States. Andersen would like to opt for an evidenced-based report rather than responding to each question individually.

Spring 2017: results of the accreditation will be known.

Floor open for questions.

Question: How will the committee be selected?

Andersen: Requests for nominations will go to the cabinet and deans and vice presidents. She will encourage them to ask staff/faculty for volunteers rather than selecting specific members. There will be a representative each from Staff Senate and Faculty Senate.

Question: Will there be student involvement as well?

Andersen: Yes. She has met with student government.

Question: What about a unit that is not truly student facing/purely academic? Will there be any assessment of those offices?

Andersen: All units have some services that are student facing or in support of students. All departments may see activity related to this assessment.

Question: Are previous reports online for review?

Andersen: Yes, but they aren't easily located. She will be working to make it easier. Most or all may be on the provost's Web page but not in one place. Creating a designated Web presence is on her to do list.

5. Chair's Report (Giordana Segneri): 10 minutes

a. GSC Update

End of year hand off meeting is this Thursday. New GSC members will attend. Chair/vice chair of each governing body. Kristen Tull and Bill Schnirel will be UBSS representatives. At the hand off meeting they'll review procedures, bylaws, and how to improve communication with the committees. Hope to put something into place so that the meetings with the Provost and President will continue in this upcoming year.

b. Retreat Planning

Planning started at the previous Executive Board meeting. Will continue this week at the next Executive Board meeting. Retreat is scheduled for June 12 9:30 – 3:30 at The Fitzgerald. Incoming and outgoing senators will be invited and committee members. Idea for retreat: possibly create a white paper for the new UB president.

c. Created T drive folder for UBSS. Working to move all documents into this folder to provide a central repository for archiving documents that do not need to remain on the website. All senators have read access. Executive board has write access.

d. Thank You/Passing the Baton

Chair offered appreciation to those who attend the meetings regularly, and to the Senators.

Schulz motion to thank Segneri as vice chair, and this year as chair. Cardona this year as vice and last as chair. Marriott seconded.

6. CUSS Update (Kristen Tull/Dan Nagle): 10 minutes

CUSS discussed BOR Awards. CUSS has concluded their review of BOR nominations CUSS' recommendations have been forwarded to Chancellor Kirwin for review and will then be submitted to the Board of Regents.

Tull is seeking clarification from Rosario about the PMP policy email questions.

Floor open for questions.

Question: What is your role in the BOR awards?

Answer: The group reviews and scores the packets then all of CUSS reviews. All packets are scored and then recommendation is forwarded.

Question: Are all packets forwarded or just those that CUSS recommends?

Answer: CUSS only has to send which packets were selected to be forwarded. It does not have to forward every packet.

Started nomination process for next CUSS executive board. Nagle was nominated for vice chair, but did not accept.

CUSF has put together a state of shared governance committee. CUSS may now be forming a similar committee. Nagle may be serving on it.

7. Presidential Search Committee Update (Sasha Hudson): 10 minutes

On target for interviews. After the interviews, the committee needs to choose 3-5 candidates to present to the board. Board will select from those 3-5 candidates.

Chair does not want to share information about the interviews at this time.

At this point, a start date is not known.

Floor open for questions.

Question: Can we get an idea of when the person would be introduced to the campus?

Hudson: Unknown at this point.

Question: Are there plans to update the Presidential Search Web page that's linked from UB's home page?

Hudson: No, it is not intended to provide continual updates.

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

The committee has 8 people serving now.

Recommending a designated physical space where awards can be posted, but also concern that it might collect dust.

Wanted to make changes to this year's awards but there is no time. (Categories, process, etc.)

Would like to introduce a team award with a special "gift" appropriate to that type of award like sky box to a ball game. There are questions about the process for changing the award categories. The committee is unclear on who would approve recommended changes.

Also talked about possibly moving staff awards recognition to an event related to staff more than Convocation is.

Committee will be crafting a motion to the new president outlining their awards wish list, which would also include a shared governance award.

Next meeting will be May or June.

9. Committee Reports (staff representatives): 5 minutes (if applicable)

Culture & Diversity: could not reach a quorum so could not meet.

10. New Business: 5 minutes

Motion to adjourn 1:19 – Vickers.

Seconded by Schulz.