

University of Baltimore Staff Senate

MINUTES

Monday, Oct. 14, 2013

12:15-1:30 p.m.

BC 143

Attendance: Stacey Marriott, Kristin Tull, Sarah Shouplin, Daniel Page, Ronald Vickers, Leslie Metzger, Karen Karmiol, Sasha Hudson, Theresa Mina, Karyn Schulz, Gigi Boam, Giordana Segneri, Magui Cardona, Ann Cotten, Toni Martsoukos, Carl Hudec, Michael Swaby-Rowe, Anita Becker, Jason Duncan, Sally Reed, Mary Maher, Susan Schubert, Dan Nagle, Beth Mizell, Anita Thomas, Jeff LaNoue

1. Chair's Report (Giordana Segneri):

- a. GSC Update: UBSS's feedback on the working GSC bylaws was provided to GSC. Revised bylaws have been posted to the GSC website. Please review and provide any final feedback soon. GSC will vote to approve the final version of the bylaws on 10/24.

- b. UBSS had two special meetings:

- The senators met with USM Chancellor Brit Kirwin on 10/9. He was meeting separately with all UB governance groups and the executive committee to talk about the process for the presidential search. During the meeting with staff senators, we discussed our hopes for characteristics in our future president. We shared with him the retreat documents, the survey results, and the characteristics list.

Chancellor requested suggestions for a search committee. All are asked to forward suggestions to UBSS by close of business on 10/18.

- Special session on 10/11 to discuss feedback on strategic plan. Memo summarizing the feedback has been drafted and will be posted on the website for feedback. Feedback period will be until Wednesday. Feedback will be forwarded to committee on Friday.

There will likely be a town hall in November about the strategic plan. This intention was confirmed by Jason Duncan, who is the UBSS representative on the Strategic Planning Coordinating Committee.

2. UB's Digital Initiative (Sean Carton): 15 minutes

Presenter was absent but has confirmed he will present at the November meeting.

3. Exempt Salary Study, COLA/Merit Increases (Mary Maher/Sally Reed): 15 minutes

- a. COLA: There will be a 3% increase effective 1/1/2014. To qualify, an employee must be on the payroll by 12/31/13. This will be managed through HR; departmental business managers don't need to do anything for this, as the amount is added to the department's budget.
- b. Merit is effective April 1, derived from performance ratings submitted in April 2013. This is a delayed merit increase from 7/1/13. To be eligible for this merit increase, employee must have been here to receive a performance appraisal in 2013. Merit is a

2.5% budget. Divisions will have flexibility in allotting the merit to exempt employees. Non-exempt, non-bargaining unit employees will receive the 2.5% merit. All other C2s will receive a 2.5% adjustment if they have a PMP from April 2013 and received a 2 or higher rating.

HR will be working with the Executive Committee and all UB departments to discuss suggested plans and relevant USM policy requirements.

To accommodate testing, HR asks departments to prepare their plans by mid-January.

Guidelines are available on HR's website at http://www.ubalt.edu/about-ub/offices-and-services/human-resources/compensation_class/FY14%20USM%20Chancellor%20Compensation%20Guidelines.pdf.

Open floor questions/discussion:

- Earlier this year, the senate was told there would be a possible .5-1% added to the merit budget. M. Maher/HR has not received confirmation of this and does not anticipate knowing about it until December.
- Communication about the merit increases will come from different sources. Departments/divisions should communicate the final allocation decisions to their employees. HR anticipates providing Web content about the merit increase and relevant policies. M. Maher encouraged UBSS senators to assist with communicating with constituents. G. Segneri agreed that UBSS could be a resource for communications.
- Merit in April 2014 will be based on post-COLA salary of January 2014.

c. Exempt Salary Study

S. Reed noted there is a system-wide exempt salary structure review occurring. The salary structures set by USM are reviewed opposite years: exempt one year, non-exempt the next. This examines the minimum and maximum salary range. The system-wide exempt review occurring now would be implemented in FY15. We don't anticipate UB experiencing changes from this review.

At UB, there is a faculty salary study currently underway (aka salary compression study). UB is working with a consulting firm on this effort. When the RFP was sent out, it included a second phase for a study of exempt staff salary. This phase would involve departments reviewing/updating job descriptions and then an analysis of market data to make determinations on where UB stands, and to look at internal equity.

Timeline: HR anticipates the initial information gathering to begin in spring.

4. CUSS Update (Kristen Tull): 5 minutes

Meeting was at UMB. They are doing a 5-minute roundtable of campus updates. UBSS can provide our CUSS reps with information on what we are doing at UB to help with this update.

- New Wellness vendor in the near future for a system-wide employee assistance program implemented 01/01/2014 for all campuses except UMCP.
- USM Women's Forum being held at Towson 11/15
- MD Charity Campaign – encouraging participation, even if the money amount is not high.

- Faculty Council update – tuition remission topic is coming up again; more information will be forthcoming
- Student Council update – textbook costs have increased 1000% since 1978
Floor discussion: This statistic should be provided in context of the rate of inflation. Our SGA reps are working on this issue as well and there is a system-wide initiative to look into open source textbooks
- Regent Staff Awards review – Jan 10 nomination packages are due from institutions.
Floor discussion: Want to reinstate discussion of ad-hoc UBSS committee for staff awards, to be discussed at the next UBSS Executive Board meeting.

5. University Committee Charges: 10 minutes

GSC drafted a communication process for coordinating the committees. There is a high-level charge for committees provided by the Plan of Organization but there is a need for more specific action items for the committees. The three governance bodies have to charge the committees with action items on an annual basis. Charges need to go to committees by Oct 1. (The date is Oct. 14 [today] this year.)

Proposed committee action plan items were circulated last month and the updates will be posted to the UBSS site.

Committee charges are relevant to UBSS and constituents because these are the goals UBSS wants the committees to focus on. These are based on discussions from the retreat and apply to our constituents. It is important to review and provide feedback. The plans can be adjusted throughout the year.

If a committee needs to bring an issue/questions to the senate, they can bring it to the senate via email or in person and, if appropriate, it can be a topic at the next monthly meeting.

6. CUSS Alternate: 5 minutes

CUSS expects an alternate in the event both our campus representatives cannot attend a meeting.

Proposal: Create a position in UBSS executive board and elect someone to it. Change would require an amendment to the bylaws and appropriate vote.

The amendment would stipulate the following for the CUSS alternate position:

- Alternate must be able to hold all CUSS meetings on their schedule, although alternate would not be obligated to attend CUSS meetings if seated representative will be attending.
- Would be elected from among the 11 elected senators, from the same internal election, but would not be a member of the executive board.
- The CUSS alternate would serve as a constituent representative
- CUSS alternate would vote at CUSS meetings if seated representative was unavailable.

Amendment language, to be discussed at the next UBSS Executive Board meeting, may be circulated in November.

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

Committee reports are posted to the UBSS website.
No issues raised.

8. New Business: 10 minutes

G. Segneri raised the need to convene internal staff senate committees. Proposed ad-hoc committee for staff awards.

Floor comments:

M. Maher explained that last year, an HR-chaired committee was looking at staff recognition programs and participation. Maher would like to see a standing committee for staff awards, particularly with support for marketing and communication.

Executive board will discuss and consider a resolution for a change in practice in staff award and recognition.

This would be in support of our priority of staff recognition.

Meeting adjourned at 1:20 pm.