

University of Baltimore Staff Senate

MINUTES DRAFT

Monday, Jan. 13, 2014

12:15-1:30 p.m.

BC 143

1. Approval of Minutes, Dec. 9

Introductions

Vickers motioned to approve December minutes. Nagle seconded.

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

a. New Senator Appointment

Bill Wells cannot continue serving as a senator. The Senate needs nominations for a new senator to serve a short term, serving through May. Bill Boyd was nominated to fill Wells' seat. Boyd accepted the nomination. Executive Board will use email to confirm nomination.

b. GSC Update – GSC will be meeting later this week

- i. UBSS Resolution- On Dec. 19, GSC endorsed the staff award resolution and forwarded it to the president's office. President Bogomolny's response was the Office of the President supports the resolution, and recommended the Senate follow up when the new UB president arrives.
- ii. Meeting Schedule – The GSC meeting schedule has been reduced to once a month, occurring on the third Thursday of the month. Meetings are 12:30 p.m. – 2:00 p.m. in the 4th floor conference room of the Business Center. This is an open meeting. All are encouraged to attend.
- iii. Committee Follow-Up – Committee chairs will be invited to January or February's GSC meeting. For discussion will be what is expected of the university-wide committees.

3. The Work Number: an automated employment and income verification service

(Judith McDonald): 15 minutes

Employees need income and employment verification for a variety of reasons such as loan applications. Currently, verifications take anywhere from several days to weeks to complete.

We have contracted with The Work Number to provide a faster and more convenient way of completing these verifications. With this service, after you've provided authorization for a new verifier, verifications take a few minutes.

For each verification: you provide the bank/company with your Social Security Number, your personal code, and UBs code. This also eliminates the need to provide pay stubs. You can setup the verifier as being able to access employment information or employment plus income.

Other points of interest:

- All information/transactions are encrypted.
- The system will retain your information for the duration of the loan.
- Supposed to go live in a few weeks.
- Information will be distributed via campus mail.
- Employment/income information is retained for 5 years after someone leaves UB.

4. Budget Priorities Working Session (all): 20 minutes

Input is due Jan. 17

Discussion/Input:

- Suggestion to focus on goals compiled through survey.
- Ask that managers indicate in their budget memo where their budget supports Staff Senate goals. Example: where in department's budget are you supporting retention.
- New priority suggestion: updated equipment for developmental math lab – equipment is old (comment that the lab is moving). A better lab could be directly tied to enhanced career-readiness for students.
- Other priorities mentioned: enhanced technology would improve efficiency; staff training and development; continued enhancements to the physical environment. Renewal and improvement of instructional spaces
- Regarding senate priority of equivalent hiring of staff: request for ability to measure workload across parallel positions. A review determining if positions need to be added or reclassified. The importance of staff hiring needs to be more than numbers of positions created. The quality of position is also important.
- Suggestion that departments have a budget for training and development.

- Comment that programs like Live Near Where You Work would help with retention.
- Suggestion to invite the new Career Center director to an upcoming meeting.

Group agreed to summarize the budget priorities in a ballot that will be distributed online. Those receiving a majority vote from the senators would be forwarded to the GSC, who will submit the priorities to the Budget Committee.

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

The committee selected Witt Kieffer as the search firm. Contact is John Thornburg. Firm seemed aligned with UB values. Job description was created and the opening will begin appearing in the *Chronicle of Higher Education* this Friday (Jan. 17). Committee is working with the search firm to develop the UB prospectus to engage candidates.

Question about what the firm's responsibilities are: The firm conducts background checks, they will weed out candidates, and will actively pursue/seek viable candidates.

6. Staff Recognition Committee Update (Magui Cardona): 5 minutes

Committee has met twice. John Brenner was named chair. Rushing to collect nominations and facilitate nomination packets for Board of Regents awards. Deadline is Jan. 23. Committee is focusing on 4 tasks throughout year.

- BOR nomination: assigning people from the committee work on the packets.
- Review current UB staff awards for comparison with faculty awards.
- Outreach and marketing.
- Identify other staff recognition opportunities.

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

No reports.

8. New Business: 5 minutes

No time remaining for new business.

Tull motioned to adjourn at 1:30. Marriott seconded.