

University of Baltimore Staff Senate

MINUTES

Monday, Jan. 12, 2015

12:15-1:30 p.m.

BC 143

1. Approval of the Agenda

Meeting called to order at 1216

Current agenda approved

2. Strategic Planning Tracking Process – Peter Toran – VP Communication and Planning – 10 minutes

- Peter distributed paper copy of strategic plan.
- Gave background of strategic plan; the UB Strategic Plan replaces the old institutional report card, which wasn't a management tool and merely collected and reported data with nothing done with that data
- Workgroup gathers data centrally then reports on performance. Goals can be aligned with units.
- Workgroup aggregates info and does not make decisions. A big component of the Strategic Plan plays into Assessment, such as institutional effectiveness tracking, which includes a feedback loop (what is done with the information).
- The Strategic Plan works within a philosophy of not generating "additive work." That is, how can we use what we already have, institutionally? Peter then gave examples of effectiveness.

Kristen Tull: How can UBSS be involved in the Strategic Plan workgroup/committee, such as with representation?

PT: What has UBSS done in terms of the Strategic Plan goals? UBSS could produce documentation of accomplishments that align with SP goals, send them to the workgroup, and centralize info for the UB community.

3. Budget Committee Report – Ed Gibson – Associate Professor – School of Public and International Affairs – 25 minutes

- Ed explained the purpose of his report is to look at enrollment, budget, and especially staffing. This report to UBSS is an overview; additional detail is in submitted documents. 1/3 of 2000 employees, roughly, are full time staff.
- Information came from budget for 3 fiscal years. About 5.5% growth in staff (exempt and non-exempt) and faculty (library and full-time faculty) – over 2 years. Non-permanent staff numbers aren't totaled because they don't represent "realities" such as that staff often teach as adjuncts.
- Student-facing position info was not able to be obtained.
- Fig. 2 includes part-time employees along with full-time.
- 1900 unique individuals work at UB. (Fig 3)
- Fig 4 shows "work effort" data by combining part-time employees with full-time employees
- Chart shows total permanent positions in numbers similar to fig 1 (5.5% growth); Revenue growth is 1.4% growth, while total spending is up 2.3%; compensation includes COLA and merit increases. Growth in compensation will occur even if no employees are added because of COLA and merit and how they're reported in fiscal years such as 14-15.
- Explained "squeeze effect" when spending increases at greater growth than enrollment, for example.
- Fig 5: Permanent positions account for about 90% of total compensation.

Const: (Addressed to HR.) Where are we on a staff compensation report?

Mary Maher: The effort is ongoing; HR wants to be sure any report reflects changes due to legislative changes. HR is collecting updated position descriptions with intent to make them available on the website.

Const: Doesn't HR regularly do a study in the system?

MM: Yes. UB is unique in how salary ranges are calculated and employed.

Const: What was the original impetus behind the request from UBSS?

Const: Has the growth of staff been on par with growth of faculty? The answer, according to this report, is yes.

Const: This report wasn't done by staff position

EG: More detail and answers are in the submitted documents.

Const: Fig. 5 includes all faculty and staff?

EG: Yes: adjuncts, contracts, permanent. Adjunct faculty who aren't staff or faculty are in their own category. Some distinctions among categorization are a judgment call.

4. UB Staff Awards – John Brenner – Program Associate – Office of the Provost - update from 12/8/14 (resolution information) – 10 minutes

Const: Does the UBSS do anything to market?

KT, JB, and Constituent: The committee and HR have engaged in many marketing efforts.

KT: We've done more and still need to do more outreach.

Const: We should strive to get more competitive packages.

Const: We should share packages that won on website and social media.

Const: How do we know what's worthy of BOR?

Karyn Schultz: Bulleted list of qualities? Examples of what is and isn't competitive?

KT: Does CUSS provide examples?

MM: Regents site includes examples.

KT: Ask CUSS to compile bulleted lists to share.

Const: We should share names of nominees also.

KT: Put names of nominees on UBSS website

MM: We should use every avenue.

KS: Begin process more quickly, perhaps right after announcements

Const: Make things easier for people to nominate.

Vote on Staff Recognition Committee resolution: unanimously passed

5. Approval of Minutes (November 10, 2014) – 5 minutes

Motion by Karyn Schultz. Seconded. Minutes approved.

6. Approval of Minutes (December 8, 2014)

Motion by Karyn Schultz. Seconded. Minutes approved.

7. Chair's Report – 5 minutes

- a. Update – Kristen: Will take Staff Recognition Committee resolution to USC.

Start thinking about upcoming Staff Senate elections.

- b. GSC Update – Bill: absent (nothing to report)

8. CUSS Update – Fred, Sasha, Keiver – 5 minutes

Last met Dec. 9. Talked about HR policy review. CUSS will be reviewing the policy for consistency. Annapolis Day is coming; CUSS will meet with elected officials to convey awareness of USM. Worked on template for contact online with state representatives. Listing of employee discounts is on CUSS website; newsletter is up now.

KT: Please share this link to discounts.

9. UB Committee Updates – 10 minutes

Diversity: Has not met since just before break. In December the committee went over its action plan. Committee is continuing to work on initiatives and goals. Next meeting is 1/26.

Work/Life: Information is on HR website

10. New Business – 5 minutes

Kristen reminded senate that we're gearing up for elections.

Mary Maher: Anticipate Title IX training on 2/19. An outside consultant is involved.

Meeting adjourned: Motion: Sasha Hudson, seconded, adjourned at 1:21.