

University of Baltimore Staff Senate  
General Assembly, Open Forum

September 14, 2015  
12:15 – 1:30PM

Meeting called to order by JB at 12:16 PM

Motion to amend agenda to accommodate the schedules of Darlene Smith and Catherine Andersen.

Motioned by JH

Seconded by RH

Agenda Approved by Senate – 12:17 PM

Minutes from 8/3 UBSS Meeting approved – 12:18 PM

President Kurt Schmoke Provides UBSS an Update:

- Welcome all members of the UB community back to campus
- Enrollment Update
  - Enrollment is a key driver for the UB budget.
  - UB has moved towards a more targeted freshman class
    - Fall '15 saw a new freshman class of 169 students
      - SAT scores AND GPA for this year's freshman class have increased.
    - Transfer applications are up 20% YoY, and the total yield for transfer applications was around 5%. We are hopeful this is a trend for the future. We need to work on increasing our yield numbers.
    - We are more concerned with the quality of student we accept, not the quantity of students UB accepts.
    - The goal is to move towards the 7,000 enrolled students target.
      - Currently we are at 6,239 students, which is less than our goal of 6,400 students
  - Because we missed our 6,400-student target (short by 161 students) we can expect some “belt tightening” in the coming months.
    - We won't know the real impact for another month or so...
    - There will be a community discussion to be had once the extent of the “tightening” is known.
  - “I appreciate the community effort involved in increasing our transfer numbers.”
- A lot of time and effort has been spent on funding raising for the University.
  - Over 100 personal visits with Alum and other prospective donors to raise the profile of UB.
- Library Update
  - It is anticipated the governor will include budget in FY17 process for the Langsdale Library project.

- If budget is included, this will put the library on a track to re-open in January of 2018.
- Provost search update
  - The committee has 60-70 applications
  - The pool has been narrowed to 8 candidates, and there will be off-site interviews.
  - The pool will be further narrowed, and top candidates will be invited for on-campus interviews in October.
- Childcare options for the UB Community are still being explored and continue to be a priority for the President.
  - Neb Sertsu is developing a campus survey intended to understand the needs of our campus community (as it relates to childcare).
  - Seeking “lower-cost” opportunities for the campus.
  - The President is committed to finding an option for UB.

Middle States Report, Darlene Smith and Catherine Anderson, 12:28 PM

- PowerPoint Presentation provided (see link to presentation)

#### Chairs' Report

John Brenner, Chair, report

- Welcome to new Secretary, Michael Palmer.
- SGA working on a new bereavement policy for students
  - The UBSS Exec. Board has reviewed the policy and made recommendations back to the SGA
  - SGA would like UBSS support of the policy
  - SGA would like to complete the policy recommendation “quickly”
- Magui Cardona has been elected to represent the UBSS in the Middle States Steering Committee
  - She will be reporting to the UBSS on a monthly basis.
- Four GSC Committees have opening.
  - UBSS has filled its two remaining open seats:
    - Matt Poland was nominated for the Budget Committee; UBSS voted (9/14) unanimously approving the appointment.
    - Carey Miller was nominated for the Work-Life Committee; UBSS voted (9/14) unanimously approving the appointment.
- Call for committee members for the staff awards:
  - Currently only two nominations:
    - Shana Bynon
    - Erica Carter
- Please help promote the UBSS Facebook Page by “Liking” our page.
- The UBSS Action Plan is in the T: Drive and Needs to be updated.
- Announced the formation of the PMP Workgroup in collaboration with HR.

- Rod Harrison will be the Staff Senate lead, working with Executive Board member James Hale.
- Fund for Excellence Board wants staff applications for funding. The deadline was 9/25/15, but for future calls for funding, please encourages staff with ideas for funding to apply.
  - HR/Staff Senate working together to request funding for a staff professional development day (Mark Emmel and John Brenner).
  - Magui Cardona has offered to provide a grant writing training for UBSS.
    - Should she offer it to UBSS or the entire staff body?
    - JB to follow up.
- Board of Regents Awards approaching; call for submissions.
  - Rebecca Spence drafting a communication regarding submissions, and process.
  - Check the Facebook page for more information, once available.
- Bi-laws Review Work-group
  - A call for recommendations.
  - Keiver Jordan, our first meeting is in the afternoon of 9/14
    - Presenting updates at the next executive board meeting.

#### Megan Manley, Vice Chair, Report

- Updates from GSC Meeting from Thursday
  - The UB Faculty Senate has not reviewed the SGA Bereavement policy.
  - Students would like UB refunds to be directly deposited into their personal accounts, not their student accounts.
  - A sub-group on retention issues has been formed.
    - Specifically focused on retention issues among African American men.
  - A special guest spoke about accessibility issues (ADA)
    - Topic of concern was closed-captioning for all videos affiliated with UB.
    - To draft a policy related to the compliance of accessibility.
      - This will be a lengthy, and costly process.
      - There is an FFE grant to offset some of the cost.
  - Called attention to the upcoming enrollment retreat
    - October 1 and October 9
  - Paul Walsh to speak at our next UBSS

#### CUSS update (Eric Jones, Michelle Junot)

- CUSS Met in August at UMEC
- Wellness assessment deadline has been extended from 9/30 to 12/31/2015.
- Open enrollment starts October 15 and runs through November 16.
  - This is no longer an electronic process.
  - Must be done via phone.
  - Benefits fair will be October 20 from 11-1 in the atrium.
- Next CUSS meeting is at UB on 9/22 in the Bogolmony room.

- Information regarding the Live Near Where You Work Program to be included in the next CUSS newsletter.

#### OTS Update (Rod Harrison)

- Security on the T: Drive for UBSS
  - The process for election cycles:
    - Currently access is in two groups: Read Access and Read-Write Access
    - UBSS should notify the call center to remove out-going senators from the T: Drive access, and add incoming senators with the appropriate access group.
  - Need to review the UBSS Email Distribution lists, we currently have 5 distribution lists, none of which align with the existing constituents structure of the senate.
    - This should be addressed by the end of the month by Keiver Jordan.
    - Once the roles/distributions align, we need to call OTS Call Center to address the permissions of our senators.
  - The Master List of access and distributions is available to Executive Board members.
    - Need to change permissions to shared accounts so that only the shared account can send out messages.
  - Rod to create an Excel spreadsheet to outline the groups and permissions and instructions for making changes.
  - Keiver discusses the technical aspects of list/distribution structures in the system.

#### New Business

- James Hale – Is there a better way the UBSS can spend its food budget?
  - Could we offer it to another committee?
  - Could we schedule the UBSS Meeting at a different time so we don't have to buy lunch?

#### Open Floor:

- Teresa Callison, will the action plan be put on the website?
  - JB, It will be. Secretary needed training on website, scheduled to take place over the next month.
  - Could we have a comprehensive list of agenda items ahead of meeting? It would help prepare for upcoming meetings as speakers at the meetings.
- Barbara Aughenbaugh
  - Clarification on library funding, the funding is for FY17, not FY16 (these minutes reflect that; however there was confusion initially whether the funding would come in FY16 or FY17)/

#### Motion to adjourn:

- James Hale Motions
- Keiver Jordan Seconds

Meeting Adjourned at 1:15 PM