

University Staff Senate
November 9, 2015
12:15 - 1:30 PM

Meeting called to order @ 12:16 PM

Welcome back Bill Boyd

Approval of Agenda: 12:16 - Approved.

Approval of October Minutes: 12:17 - Approved.

Chairs Report - John Brenner

- Need a new representative on Diversity and Culture Committee due to Michael C's departure.
- GSC message to University committees asking for memberships, chairs and charges.
 - It's coming together, we need to take care of our vacancies.
 - GSC meeting is next Thursday
 - Q: Does the nominee need to be someone we rep.?
 - Yes
- Executive Board did not have enough members to meet last meeting. Talked informally.
- FFE Grant was awarded for Professional Development Day, for \$12,000. UBSS/HR co-grant.
 - Thank you Mark Emmel for your service!
 - Will need to form a work group for planning of the event.
 - Bill volunteers to assist.
 - Target audience is "aspirational middle"
- Making the rounds talking to new hires at UB. New hire reports in the T: Drive.
- Memo supporting Bereavement Policy, feedback due Thursday 11/12/15.
- GSC Update
 - Met with President last week, quarterly meeting.
 - Rumor of UB merging with Morgan State has resurfaced.
 - USM has been granted an extension to respond to the coalition law suit, please squash the rumor.
 - Talked about the enrollment management retreat and the outcomes.
 - Groups being formed.

Middle States Update - Darlene Smith

- We need to do an assessment of governance, is it being discussed at the GSC?
 - Last week it was brought up, but we will be diving deeper in the future.
 - Darlene would like this to be a priority for the GSC and staff senate; to find a way to gather data from constituents about what has worked well and what could be changed.
- Review the "Proposal" for Institutional Effectiveness
 - How are we driving our academic mission?
 - What are the internal processes that we use to identify opportunities for improvement to enhance our mission?
 - Academics: all programs are required to submit detailed program reviews every 7 years.
 - Administrative: No real structure to do an in-depth reflective review of performance.
- Draft Proposal
 - Units will look back at performance over a 5 year period.
 - What has worked well? What are the areas of opportunity?

- Survey constituents, effectiveness of operations.
- Benchmark that unit to external units
- Use all data to reflect and identify opportunities for improvement.
- President has agreed to a pilot, including:
 - Institutional Adv.
 - OTS
 - Career Services
 - Langsdale Library
- Pilot will be this year with a review in April/May/June
- This is CRITICAL to meeting standard #7
 - Not a questions of if, but how we do it.
- Looking to include other units next year in pilot.
 - Will look at pilot to see how best to proceed.
- This is not an evaluation, it's meant to be a reflection of how we are doing meeting our goals.
 - Between the unit and their VP, not to be shared "with the world". Not punitive.
- Candice is introduced to the Senate, Starr's replacement hire.
 - She has experience with processes like this and getting them in place.
- Middle States Hot Tickets (currently) as shared from partner institutions
 - Planning
 - Assessment
 - Budget Allocation
- **Question John Brenner:** Will all units cycle through the plan?
 - Darlene, every unit will go through it once every five years.
- Are we moving the needle? What has been the impact of the unit on the mission of the university? These are the target issues for the plan.
- **Question Keiver:** What tools will be given to benchmark?
 - Currently, Catherine, Darlene and IR will be meeting with the groups to review their groups against the national and peer data, and surveys (IA just received permission to survey alumni), and be a guide for the units.

University Committee Report

- Budget Committee has had some turnover, should be regular meeting. JC Wise will probably be the Chair and lead.
- Blair, Facilities Committee. Has not met recently, but will be meeting soon to discuss some "issues" set forth. Had met in Spring, but not since then.
- Email distribution Update: Close to being complete, will provide update EOW.

Report: Bylaws Workgroup

- Needs to meet again.
- Priorities: Bylaws need to be amended to form standing committees.
- Would need to be voted by the entire constituency.

UBSS Budget Discussion - James Hale

- James has a presentation/discussion on UBSS Budget.
- Memo passed out. UBSS to President asking to postpone the use of funds for lunch.
- How can we best use the funds?
 - Support the student?
 - Professional Development Day
- Need to determine a plan for the balance fund.
- Review memo and provide feedback by COB Thursday.
- Michael will send the memo to the absent senators.

New Business

- **Keiver Jordan**

- Faculty Senate Meeting, Technology Committee (handout with Tech Committee Call to Action).
 - Formation of a Technology Committee made up of 7 members.
 - One from each school, library, OTS and Provost Office
 - Advisory to Senate, President, CIO on technology at the University.
 - Doesn't believe it should stand as is and how it reports directly to the UFS. Should report to the GSC.
 - Technology seems overarching and should not be reporting only to UFS.
 - Has this formally been enacted? No, this is just a draft of what's proposed.
 - What should we do now?
 - Let's ask clarification on the call to action. John to draft memo, circulated to UBSS for review, within the next week.
 - **Mary Maher** - desire to create committees is due to an issue related to transparency. How well are we communicating to these groups the ins and outs of technology related decisions? Are we communicating well?
- How often are we operating in silos? Should we send a member of the UBSS to each senate meeting (faculty/student)?
 - Mary Maher - There was a time where faculty senate reps. would come to our UBSS meeting.
 - John Brenner has sent out informal invitation to attend UFS. We have also invited UFS and SGA to attend the UBSS meetings.
- UFS will be submitting a feedback doc. related to the Provost Candidate to the President. Does UBSS want to draft its own statement?
 - To communicate via email to solve this issue of how to move forward.

Open Floor

Mary Maher - one of the challenges found, we discussed letter - the constituents are not able to follow along without context. It would be helpful if there were some context provided.

- Specifically speaking to the letter related to the SGA Bereavement Policy.

Teresa Callison - As we discuss endorsing the policy, how do we go about whether we decide to endorse the policy?

- Chair sends out policy to senators for review and asks whether we endorse or not, and provide feedback.

Mary Maher - Do ex-officio have a role in these processes, or are they only involved with called upon?

- Only when called upon will they have a role.
- As an advisor of the group its hard to advise if we don't know what's going on.

Motion to adjourn Keiver, Seconded by James Hale.