

**University of Baltimore Staff  
MINUTES**  
Monday, August 8, 2016  
11 a.m. | SC 301

**1. Logistics**

Meeting called to order by **UBSS Chair James Hale (JH)**

Agenda approved by Senate.

**2. Chair Report from UBSS Chair JH:**

**CUSS MEETING**

The University of Baltimore is hosting the Council for University System Staff (CUSS) Meeting on Tuesday, Sept. 27 on the 5<sup>th</sup> floor of the Student Center.

All senators are welcome to attend.

**STAFF AWARDS**

We're still working to get nominations for the UB Staff awards. These awards grant money to employees for their hard work. Senators, please encourage constituents to submit nominations (via HR or UBSS websites).

**Senator John Brenner (JB):** Are those who were nominated for BOR awards automatically considered?

**HR Rep:** You'll need to update the cover letter—HR can grant you access to that. The hard deadline is August 15.

**COMPENSATION CHANGES**

**HR Rep Rachelle Adams (RA):**

OHR is continuing to monitor as well as conducting FLSA duties tests to ensure positions are properly categorized as Exempt or Non-Exempt.

OHR will soon be conducting New Hire Orientations on a monthly basis to ensure all staff are "orientated" by HR less than 45 days from date of hire.

Professional Development Day was a success! Many staff comments reflect the desire for ongoing training and professional development opportunities. OHR will be looking into expanding our training program.

## **STAFF DEVELOPMENT DAY**

**Chair JH:** How do we continue this?

**Constituent:** It was awesome!

**Chair JH:** We're still aggregating the data from the surveys—there was a lot of energy behind this. The UBSS thanks HR and Judith for manning the table the entire day and supporting the staff in this. It was a huge success.

### **3. Admission Events:**

**Chair JH** introduced new **VP for Enrollment Management & Marketing Victoria Reid**

We're on track for goals for transfers and freshmen students.  
Graduate admissions is currently down (not just with new, but also with returning students)

Mark your calendar for these dates:

Today, Monday, Aug. 8	Graduate App Completion Day
Aug. 11	CPA Information Session
Aug. 18	MSB Information Session
	Instant decision day for transfer admissions
Aug. 22	Instant decision day
Aug. 26/27	Orientation

**There's a new program**—Freshmen Transition Program (CCBC + UB)  
It will be a one year pilot program with a capacity of 40 students.

#### **Law School Information**

Orientation is next week, Tuesday and Wednesday nights  
Classes start on August 22

### **4. Visit from President Schmoke**

In process is a new committee—university strategic planning committee. The provost has worked on it—there's a charter and several revisions. We'll get it to you as soon as possible—we'll want staff involvement on that process.

I also want to express just how sorry we are about Joe Belvins. I know this continues to affect the University and his colleagues.

We're wishing you a good year—any questions?

**CUSS Rep KJ:** UB's involvement in Bee Power?

**President Schmoke:** The chancellor asked UB and Coppin State University to take the lead in developing a program. The goal is to provide a higher education opportunity for students in Baltimore City. There will be a focus on outreach both here and at Coppin.

Not sure of the exact next steps, but we're modeling a program out of Atlanta. On Sept. 13 our Provost will be taking a look at that program.

## 5. Workgroups:

**Chair JH:** Participation is not limited to senators.

The Bylaws Workgroup will be the UBSS Executive Board along with anyone else who would like to contribute. We will meet Wednesday, 2-3 p.m. in BC015.

Looking at the action plan, here are the other workgroups we have to discuss: social, communication and engagement.

**VP VR:** How were the action plan and work groups determined? Is it based on a survey of constituent concerns through HR?

**Chair JH:** That's a good question. We developed this during our annual retreat in May.

**Senator JB:** The diversity committee is sending out a climate survey that can provide some feedback

**VP VR:** It would be great to have transparency at how this works.

**Chair JH:** You should have received an email from your staff senator. Let us know if you haven't.

We'll take a look at the strategic plan and start creating action benchmarks. Do we have any volunteers to work on that project?

Chair James Hale  
Secretary Michelle Junot,  
CUSS Rep. Keiver Jordan,  
Vice Chair Megan Manley

## 6. Discussion of UBSS Newsletter

**Chair JH:** What items should we include in the newsletter? And how should we distribute the newsletter?

**Secretary Michelle Junot:** We are aiming for a deadline of August 22. Please send information to include in the newsletter to me.

**Chair JH:** We should post the newsletter on Facebook, but also email it to our constituents. We will also post it online.

## **7. GSC Committee Action Items:**

We need to develop action items for the GSC Committees: diversity, budget, work-life balance, and facilities. The President has charged the Diversity committee.

We've talked about charging Work-Life Committee to look at Telecommuting. The Budget Committee is straightforward—we need to know more about the budget before budget call. And for Facilities, we thought we could look at pedestrian safety on the corner of Mt. Royal and Charles. St.

[General discussion of pedestrian and bike safety on and around campus.]

## **8. Open to Constituents:**

**Judith McDonald:** It would be good to have a staff senate presence at the President's Convocation.

**Senator JB:** Other Welcome Week activities as well and President Schmoke's open house.

**Motion to Ajourn:** CUSS Rep. KJ

**Second:** Senator MB