

**University of Baltimore Staff Senate
MINUTES**

**Monday, November 14
11 a.m. to 12:30 p.m.
SC Bogomolny Room**

1. Logistical Items

Chair JH: We're going to remove the Middle States update from Catherine Anderson from our agenda. She will present at another meeting. Motion to approve the agenda?

Motion: **Senator Zach Luhman (ZL)**

Second: **Secretary Michelle Junot (MJ)**

2. Chair's Report

Chair JH: Eric Jones has stepped down from the Senate. We will need to fill his position—his term ends May 2016. Margie Bivans will fill his CUSS role—we'll vote for this via email.

There will be a GSC working session to revisit bylaws on Friday. Please take a look at the bylaws and plan of organization and send any questions, comments, or concerns to UBSS. The biggest change would be the committees. Any changes have to be approved by senators, and all changes will be communicated to our constituents.

I will send the new Student Complaint Policy around to the senators that came from the SGA for review. The final draft will go through the GSC.

Please remind constituents of the Campus Climate Survey.

3. FLSA Update:

[Mary Maher, HR (MM) presented on the changes of the FLSA changes. Please see slide show (available on ubalt.edu/staffsenate) for full presentation.]

- If you are exempt at UB, you should complete your timesheet with 40 hours. If you want to track extra hours beyond 40, we can talk about other avenues of tracking those hours.
- If you are non-exempt, you must fill out an accurate timesheet of hours worked.
- Under the new FLSA, 13 of UB's employees will convert from exempt to non-exempt
- USM institutions may be classifying positions in question differently—even in the cases of the same exact job

- Employees who have gone from exempt to non-exempt will now earn vacation at the non-exempt accrual rate

CUSS Rep Keiver Jordan (KJ): What duties classify someone as exempt vs. non-exempt?

MM: We have a test that managers have to complete. It looks at matters of influence to the institution and the ability to impact those decisions.

If you have any other questions, please contact HR. This week we will talk to the 13 employees affected—those employees have not heard yet.

4. Budget Update

Barb Aughenbaugh (BA): The state will have an 82 million reduction for FY17—this was passed about 2 weeks ago. USM was impacted by 14 million dollars. Last Wednesday we were told what our portion is: UB will have to cut 401,000.

Basically, what we're asking the units to do is hold back 0.5%. We don't need to know how or what, we just want to address it here if we can't otherwise.

There will be no layoffs. We will have to give three positions—"pins"—back to the state, but there will be no layoffs. When we get back from winter break, we will hear more if the state needs any more FY17 reductions, and we'll also have more info on FY18. There are other talks of reductions for FY18, but we don't currently know anything else about that beyond this base reduction.

We've done some modeling and submitted it to the system—we always revise this on Dec. 26. When we're back from winter break, the Governor's budget will be released because the legislature will be in session. The legislature can add to, but not cut from the Governor's budget. This all happens in the public forum of the legislative session.

The cuts that were talked about a few weeks ago were 4x this much, so this is positive.

5. Staff Senate Committees

Chair JH: We have four committees—employee recognition, communication, professional development, social/engagement. Can we vote on the names and descriptions of these committees as they appeared in the October Newsletter?

Motion to approve: Senator Margie Bivans
Second: Senator ZL

Chair JH: We'll get these descriptions up on the website and will accept nominations for all four committees.

6. Bylaws

The executive board has proposed revisions to the bylaws:

The parliamentarian's duties have shifted to the vice chair. We believe a communication coordinator would be more valuable. His or her duties would include the website, facebook, newsletter, etc.

We've also added a chair elect that should be elected from the senators. He or she will serve an interim role as chair. He or she would have no voting rights. The purpose is to create a mentoring process to help with continuity on the UBSS.

We've also included the immediate past chair on the executive board (in an advisory, non-voting role).

Another piece that's been added is the ability to remove a senator if he or she is unable to carry out their duties.

7. Open Items

Senator John Brenner (JB): What's the status of the UBSS budget? Is that still on the radar of the president?

Chair JH: We need to look into it.

Motion to Adjourn: **Secretary MJ**

Second: **CUSS Rep KJ**