**University of Baltimore Staff Senate**

**MINUTES**

Monday, January 12  
11:00 a.m. to 12:00 p.m.

1. Chair Report

* BOR Awards nominations are due Tuesday
* New senator
* Budget Town Hall will be held Feb. 2.

1. CUSS Report

* USM headquarters
* AG office: Family Leave policy (updating wording)
  + Will transition from calendar year to rolling year
  + Changes haven’t been approved at this time.
  + Changes agreed upon but has to go through the other senates.
  + Once changes are through the approval process, HR will update.

3. Budget Update

S. Mohammadi:

FY18 Update > reducing expenses, highering freeze, reducing travel  
any remaining will be covered by savings (?)

Spring trending toward most likely scenario

some programs are trending to best case

at this point, no info on mid year cuts from USM or State

FY19

gov will release state budget in the next few days

UB has a hearing mid feb — house and senate hearing

Seyed Mohammadi

EMM - some areas reaching best case scenarios. We continue to monitor spending. Mid year cuts, there are no cuts at this point that we are aware of. For FY19, governor will release state budget in the next few days. Legislative session began January 10. We didn’t have a hearing last year, so we will have one this year in February. One with the house and one with the senate. We have prepared estimated revenues, expenses and cuts we need to take to balance the budget. We know the state appropriation, then it is the tuition and fees we generate. EMM seems conservative and realistic with their models. Initial models have been discussed with the Executive Team, consider the 5, 10, 15% cuts that each division modeled earlier. Facilities optimization, program prioritization and other needs. This plan is being prepared for February 2 meeting. Plan is to address issue over two years, FY 19 and FY 20. Anticiipating a modest increase in enrollment for the long term, but expect it at best to be flat for FY 19.

Constitutent - What is the legislative hearing?

We will give them any information they ask for about our operations.

Governor releases budget, the senate can only reduce, they can not add to it.

JH – Can I put you on our February agenda? SM – Yes.

JH – Budget Presentation

We didn’t want to play blame game or attack. We wanted information to see where money was being spent.

3 recommendations made initially.

* All practices and policies for compensating staff and faculty
  + We have a number of ex-deans, ex-provosts, ex-president making large salaries. This is not good practice. They can go to tenure faculty, but should not be above a certain percentage above colleagues.
  + All practices and policies for awarding additional or secondary contracts
    - Increase and decrease faculty as needed
    - This has been an issue for a long time, but no action has been taken. What is a secondary contract? I am staff and I have an adjunct teaching contract.
    - Constituent question: Why is secondary contract concerning?
      * For staff, are you teaching a class during work hours? While our main goal for faculty is to teach, are they getting contracts for things that are part of the process.
      * Senator JC - We don’t need to weed out, but we need to be careful the differences in job descriptions, where some have a strong connection to the students. Teaching makes sense in their positions.
  + All practices and policies for awarding faculty course releases
    - Faculty senate awarded their vice chair a course release for the work done in faculty senate.
    - Constituent: What is a course release?
      * It is given to chair of faculty senate, research, etc. It is a reduction in the normal courseload.
* Requested enrollment, salary, dollars spent, adjunct contract amount, etc for over a 10 year period. They provided 3 years: 2007, 2012, 2017.
  + Reviewed the chart on enrollment numbers by school
  + Staffing – it is the changed and filled headcount. ALC is in the library in all three categories.
  + Some of the data we didn’t get, so we were not able to tie how the money was being spent in relation to the headcount
  + Constituent: What is the vacant rate?
    - JH – Vacant rate has probably been the same for faculty and staff.
  + Constituent: C2s conversions
    - BB If you look at AF you can see the reduction of but the changes in C2 are not moving to exempt.
    - JH – the centers and grant funded are not included in any of this data
* I would like some feedback. My personal recommendation of what we tell our leadership.
  + Lose the vacant positions, if we can do that and save money and people keep their jobs.
  + If there are layoffs, let’s talk to HR and Exec Team to see if that person can be repurposed to another place on campus that has a need.
  + HR - coming in February to discuss retention and what happens when someone is laid off. It is unfortunate but we want people to know what to expect.
  + There are difficult decisions to make, but we are eager to hear what your thoughts.
  + Constituent: Earlier you mentioned looking at former leaders who are now faculty, are there any discussions about faculty who have been here a very long time to have buyouts? Then you bring them back as adjuncts, or new hires at a much lower salary.
  + Constituent: One of the difficulties in figuring out what to do next, just because someone retires doesn’t mean you can a position vacant for long? Example Debbie Walcott. We have to look at what vacancies are occurring and how essential are they?
  + Senator ZL: I think losing vacancies are already part of the plan. I think we can see from the charts where the number of employees has not matched the headcount in employees.
  + Constituent”
  + Constituent: They have not changed their numbers based upon enrollment. It is part of the staff senate. It needs to be spread out and they need to look at the faculty side as well.
    - Keiver: The last time the layoffs occurred, Faculty said not us. Then it went to not student facing areas. How much further can we cut in these non student facing areas? If you have 600 less students, how many less faculty do you need to fairly support that?
    - Constituent – There needs to be the same scrutiny of faculty as there has been on staff. We did not see the percentage of increase in staff as there was to support students on the faculty side when we got bigger.
  + JH – these charts have been looking at these charts before we requested them. They may have tweaked what we got, but they have had this information for several months.
  + Constituent: Faculty staff ratio is not going away, but until you tie money to it, lets see headcount and dollars spent on that.
  + Senator Steven: What is faculty willing to do to support increasing student headcount? What is faculty willing to do to rectify the situation?
    - Senator KJ: Faculty are waiting. They have Victoria come in a present, they are teaching those people. Talk about budget, we have cuts, cuts, cuts. The big thing now is the program review, the data behind the numbers and the data behind the data. Okay we are going to all these things online now,
  + Senator Steven: We are just waiting for students to come here, but how can faculty try to help get more students to attend UB.
  + JH – Darlene was supposed to come today, but had to reschedule due to Exec Team.
  + Constituent: What do faculty currently do as far as prospective student engagement? Maybe we need a more holistic view from the Provost and Admissions. Can we have a voice in suggesting initatives?
  + Constituent: Have you also discussed budget modeling?
    - Senator: Can you explain that more?
    - Constituent: Base budgets roll over each year with exception of any reduction/increase from state budget.
    - Activity based, hybrid models, there are other budget models that could be considered.
    - Senator ZL: Could we look at the additional models and what is possible?
  + Constituent: I see a lot of good discussion here, but Executive Team is meeting to address this problem for FY 19 and FY 20. We need to come up with recommendations for them, because at some point it is going to be too late. You can have a long term list and short term list. All the data seen here, they have already seen this information. The question is where do we go from here. If staff senate has an idea you want them to seriously consider, provide it as soon as you can before it is too late.
  + JH – Presentation and recommendations will be posted on the web site.
  + Senator E – I think recommendation of buy-outs needs to be considered.
    - Senator KJ– You have to have money to pay them to walk away. While they would walk away, we wouldn’t see the net effect for a couple years. Coppin is going through a similar.
    - Senator Eric – Coppin is going through voluntary retirement, not an actual buyout. They have people in system that are 85 years old and they are trying to get them to retire. Coppin went through several voluntary retirement initiatives.
    - Senator JH – We can make the request.
      * Sounds like the senators will probably have a closed meeting next week to determine course of action. That will be posted online. If you have any recommendations, please send them over to us.
* Any new business
  + No.
  + Meeting adjourned