**University of Baltimore Staff Senate**

**MINUTES**

Monday, February 12
11:00 a.m. to 12:30 p.m.
AL 202

Present – J. Hale, K. Jordan, J. Brenner, E. Jones, S. Shirley, L. Harow, M. Junot, Z. Luhman

Absent – J. Chapin, B. Boyd

1. President Report (10 minutes)

[Provost Smith is out today. President Schmoke is stepping in to provide an update.]

* K. Schmoke:
	+ System issues – President of UMES is stepping down.
	+ Concern arising from the Town Hall meeting – comments seemed to lead me to believe we have a divided house. A few people’s comments indicated a split, faculty vs. staff/ staff vs. faculty. The faculty state we very much we need to work toward being a community. We talk about (6 topics) on the path to growth, require that we work together as a community. I’ve asked James and a select group to meet with me, so that we can talk. The late March Town Hall is to provide a better idea for the next two budget years. We are going to be alright. Mass layoffs are not being contemplated at all. We are reaching out to the Regents and the legislators.
	+ Some members of the staff senate and others came to the dinner on Thursday with the Regents. People were placed strategically at the tables to lobby for us.
	+ I believe that working together we will be successful.
	+ A website will be put up as a follow-up to the town hall for the 10-12 projects we said we would move forward on. It will include who is in charge of the projects and data. Updates will continue through March on the web site.
	+ Q. (J. Hale) – Would recommend a moderator?
		- K. Schmoke – Yes
	+ Q. (E. Jones) – How do you plan to help people to work together and fix divide?
		- K. Schmoke – I am trying to lay the groundwork for this by having these meetings in smaller groups. We need to get more information out, which will help for some. Some will disagree anyway. We hope the site will help give information out.
1. Chair Report (5 minutes)
* J. Hale:
	+ There are two policies listed for comments
		- Institutional Survey
		- Branding for affiliated web site
			* Today is the last day to comment on these policies.
	+ Support the Clothing Drive
		- No noticeable wear and tear. Garments should be dry cleaned.
1. CUSS Report (5 minutes)
* E. Jones:
	+ Update to the healthcare premium holidays. There will be an additional 2 healthcare holidays in March, which is an additional two you normally receive.
	+ COLA – they came to a contract agreement with unions. Legislation
		- 2% - for 2019
		- There will be another .5% and one time $500 if state meets certain revenue targets.
	+ Survey for how CUSS is working at all of the schools.
		- Information will be compiled to see that there is comparable feeling about shared governance at the institutions.
		- Struggled with how to maintain being anonymous in the responses to some questions.
		- The results will be compiled and presented as a single report. I am there to ensure it happens that way.
1. Retention and Discharge Rights (30 minutes)
* M. Maher presented a **PowerPoint Presentation**
	+ Presentation on turnover data and trends, using data back to fiscal year 2012.
	+ Concerns focused on employee turnover may be trending up. Concerns about the centralization of services. Organizational culture changes that need to happen. Academic affairs and administration will have a more “hands clasp-orientation” going forward.
	+ University of Baltimore Turnover Calculation
		- (Spreadsheet data shown)
		- (Line chart)
		- Vacant positions that get eliminated are not included in above information
			* What happens to that work, have we improved systems, is it reorganized, do we discontinue that type of work.
		- Involuntary – a good amount have to do with people who did not complete probationary period successfully, performance failure, etc.
		- See staff verse faculty
			* Generational differences
	+ Staff Turnover by Service Years Calculation
		- Shows how long employee has been at UB prior to leaving.
		- Concern at 0 to 2 years and 2 to 5 years, because it is a lot of resources out the door.
			* Certain areas of our organization that have high turnover. For example, admissions had quick turnover.
				+ Bench compare to the market. We need people to have more experience then what we currently get. It is also an area that tends to have some turnover.
	+ Q. (Constituent) – You do exit interviews. Do you see any trends with the information they are giving?
		- M. Maher – We uncover some things in terms of just the process of how they leave. There is wide range of things. About 45-50%, even up to 60%, it is positive, they have another opportunity. It is not always about the money that they leave, it is the logical sequence of jobs, the next position.
		- What we see on the other side, lack of opportunity, there is nowhere for me to go. I am the person in my unit and there is no hierarchy, so there is nowhere for me to go.
		- Not helping to develop skills or competency. We aren’t putting in new system. They are getting into things like predictive analytics.
		- Small percentage just don’t get along with their boss. The job isn’t what they thought it would be and the relationship with supervisor is not the same.
	+ Q. (Constituent) – On this first one, question of slides. The columns are incorrect. Numbers are copied from the top grid to the bottom grid.
		- M. Maher – Acknowledges error to clean up on the chart.
	+ Q. (Constituent) – Looking at the first grid, does this indicate there has been no involuntary turnover on the faculty side, or did you not pull that data?
		- M. Maher – It does not show involuntary on the faculty side. I focused on staff.
	+ Q. (J. Hale) – Has leadership expressed interest in this data?
		- M. Maher
			* They are aware of the data, because it has been mentioned. In the past three months, they have paid a lot of attention.
			* I have spoken to the Executive Team. The counseling center staff loss is a direct relationship to the conversation that their area was being looked at for shared services.
	+ Q. (Z. Luhman) – {Missed Question}
		- M. Maher – 20-21 vacant positions are being eliminated. If we had staff in any of those, that would change things drastically. If most people that have self-selected out, have already. You can’t predict that.
* M. Maher – Discussion on discharge rights/reduction in force (RIF).
	+ Exempt - 90 day notice period – normally, we don’t require that you continue working on site. We do what we can to help. We do refer people to EAP, the career service that they provide. We always encourage people, your family is impacted too, so EAP assists family members as well.
	+ Non-exempt – there are USM and MOU policy, displacement rights. There is complexity in looking at those.
		- Some rules, within the same job family about going into a lower job family.
		- Several criteria to meet displacement rights.
	+ At the town hall, it was mentioned that 5 positions that are filled would be reduced, but that decision is not final. A better case scenario is one or two of them may drop off. They will finalize at the end of March, so that the 90 day window happens in this fiscal year. No one has met with HR at this time to discuss their potential RIFs.
	+ Q. (J. Hale) – Does the employee access to EAP for the 90 day period?
		- M. Maher – They allow flexibility, but yes absolutely for 90 day period.
1. Budget discussion (30 minutes)
* B. Aughenbaugh
	+ What would be the fiscal impact if we stopped having freshman and sophomores? (**HANDOUT #1**)
		- We did the financial analysis, looked at revenue. We didn’t do mandatory fees/course fees.
	+ We were also asked to look at Shady Grove. (**HANDOUT #2**)
		- Multi-year trend of revenues and expenses at Shady Grove
		- In-state/out of state – program, etc.
		- If we decided to teach 0 classes at Shady Grove, we don’t know if we would not have to pay fee to regional center. Have not asked, because that would alert system to us looking at not being there.
		- Other expenses – you pay rent to use office, classrooms, classroom supplies, parking, etc.
		- Reimbursement - enticement to bring program to Shady Grove to get your program started.
		- Shady Grove is profitably for us as an operation.
	+ After the Town Hall, J. Hale came to us about position information (**HANDOUT #3**)
		- Data we readily had available. Wanted to get you something.
		- Regular and contingent 2 positions (Budgeted positions)
			* Vacant and Filled
			* permanent commitment (Fund 4010 as BASE)
	+ CFO Beth Amyot is in Annapolis today, but committed to being involved with future staff senate conversations.
	+ There is an effort to create a communication web site to show the data. You will also be able to submit feedback through this site.

J. Hale

* Items from the Senator only meeting discussion and the items we want to discuss with the President include:
	+ Information was not coming out all bodies.
	+ 20 administrative positions were being cut. We want to put together a plan, as it seems the data disproportionately affects staff. Based upon what information we have, understanding this is not yet finalized, we want to make certain the President is aware.
	+ We want to have a quicker resolution. For staff and faculty to not know if they have a job for 2 months and then only receive 90 days, it is a difficult situation.
* Q. (Constituent) Are we aware of any plans the faculty are doing to protect faculty positions?
	+ J. Hale – I don’t know, but GSC is meeting this week.
* Q. (Constituent) Mary, you had said 5 staff, does that mean no faculty are being eliminated.
	+ M. Maher – No – that was all staff. There are different policies associated with faculty. There are a few positions, non-tenure/non-tenure-track who will get final contracts and notification.
		- 20 administrative; 5 instructional.
* Q. (Constituent) {MISSED QUESTION}
	+ M. Maher
		- Financial exigency
		- When vacant positions go away, you have to think about work redesign? More classes are going to move toward tenured faculty. Adjunct faculty use will go down.
		- Staff performing adjunct contracts during their staff hours.
		- Scholarship research vs. teaching
		- Program prioritization – are we offering students packages that are contemporary.
* Q. (K. Jones) – When associate deans/deans return to the faculty at inflated salaries? Is this review moving forward for correction?
	+ M. Maher
		- 20% reduction of your dean or decanal salary when you return to faculty.
		- Looking at how to bring that within the market range, recognizing that the experience has been enhanced because you’ve been a dean.
		- Looking at different formula. It is seriously under discussion. I don’t think you will see another of those agreements occur in the future.
* Q. (J. Hale) – looking to have reports on course release. The questions we asked Kurt to look into, review of course release, secondary contracts, salary and compensation. Ask for reports, ask for the process. Become informed, then if we see errors, we can seek correction.
	+ M. Maher – Ask for a multi-year review of these areas. Secondary contracts are decreasing some, but maybe not.
* Q. (Constituent) – I have a FY18 question. What is the status of the hiring freeze?
	+ B. Aughenbaugh – It is still in place. I would say in FY 19, people will move forward with those recruitments. Hiring exceptions have been made.