

# University of Baltimore Staff Senate Minutes

July 8, 2019

11:00 – 12:30

**Bogomolny Room**

**Present:** John Brenner, John Chapin, Pavan Purswani, Emily Brungo, Keiver Jordan, Shana Bynon, Jessica O’Keefe, Constance Harris

**Absent:** Megan Manley, Suzanne Tabor, Laurie Harow

**Total in Attendance: 21** (Sign in sheet below)

1. Call to order
2. Welcome from Chair
- 3 . Logistical Items (10)
  - a. Welcome New and Returning Senators
  - b. Approve Agenda
  - c. May minutes will be approved online as they have yet to be finalized.
3. CUSS report (5)
  - a. Suzanne Tabor and Keiver Jordan CUSS Representatives
  - b. System wide Freedom of Speech Statement approved and should be being communicated soon.
  - c. Discussion of Presidential Search at College Park
  - d. Potential changes to the Board of Trustee Meetings
  - e. Newsletter being put together from CUSS
    - i. Focus on Best Practices
    - ii. Important news for staff.
  - f. Faculty decorum may be an area of discussion for CUSS moving forward.
4. Budget – Beth Amyot (15)
  - a. July is the official start to the new budget year.
  - b. Staff Senate appropriate body for questions to be posed regarding budget email.
  - c. University closed with a positive operating margin for Fiscal Year 2019.
  - d. 2020 fiscal year considered to be a challenge. Reduced base by 2.5million dollars.
    - i. 20 positions eliminated
      1. 17 empty
      2. 15 staff
      3. Two faculty lines
    - ii. Split somewhat evenly between exempt and non-exempt
  - e. 3 filled
    - i. Those individuals offered other open positions
    - ii. One individual accepted at UB.
  - f. RCM

- i. Law School has successfully implemented RCM at this time.
  - ii. Rest of the campus will be on that budget model by this time next year.
  - iii. Cannot predict savings under RCM. However, under RCM there are five areas (CAS, CPA, MSB, LAW, AUX) of the institution that generate revenue. Expected to cover direct costs or indirect costs.
    - 1. Tuition would go directly to the college and they would then help fund, call centers at the University.
    - 2. Typically implemented to incentivize revenue growth.
    - 3. Instead of Senior Administrators, Decisions would be made at a college level. Often causes a natural incentive to save money, to invest money in areas where revenue growth is possible.
    - 4. Areas without revenue generation will need to rationalize a cost center approach. Recognition that these areas are still critical is essential.
      - a. No agreed upon measure for indirect costs, as of now.
      - b. Law School, limited application to direct costs because of quick implementation.
      - c. Implementation differs from institution to institution.
      - d. (General Comments as decisions have not been reached as of yet) Central pool of dollars will still exist for other areas. Will need to match reasonable beliefs, relating to enrollment.
        - i. Law School was required to have very solid enrollment projections.
        - ii. Specifically instructed to hold contingencies.
        - iii. Most schools face this process in over time.
        - iv. Determinations of what areas must stay centralized will be an important part of discussion.
        - v. Will need significant discussion with colleges to determine shared services.
        - vi. Typically, student fees would be placed centrally and establish standards.
          - 1. If an area believes, it was better to be above standard, that cost would be responsible for funding that change.
            - a. Example, computers replaced every 4 years as part of RCM agreed upon standard, but college believe it was prudent to replace every two years. They would be responsible for additional cost.
- iv. Standards across the institution would still be managed and not allow for full control of decision making by colleges. Central subject experts will still make the decisions for the institution, regarding areas of expertise.
- v. Agreement on methodology ideally in place by Thanksgiving.
  - 1. Enrollment measures and projections must be in place, in congruence to ensure best implementation.
  - 2. Research and discussion in the past regarding enrollment goals was to inform not dictate budget management.

- a. (General) Projections should be widely discussed and go through an official approval process.
  - i. Largest revenue driver of our budget. Riskiest element of our budget and the whole institution is affected.
  - ii. Still quite a few decisions to be made, with goal of looking forward.
    - 1. Accountability should be a theme of discussion.
    - 2. Determining who is responsible for what areas will be essential.
    - 3. Goals vs Projections and the established difference.
  - vi. Beth does not want people to be intimidated by the changes of the process.
- g. Pressure on the budget is tied to enrollment and retention.
  - i. Pressure will continue until revenue begins to increase, because of enrollment declines
  - ii. Finances must continue to be managed prudently.
- h. Structural Gap has grown since last year, enrollment targets not met last year, and this year targets lowered. Right now, out of balance with current budget.
  - i. 4.3 million dollars is current gap.
  - ii. Continue to aggressively manage the budget.
  - iii. Positive feedback from System office.
  - iv. Too soon to tell, if mid-year cuts will be necessary. Difficult to cut mid-year.
  - v. In order to balance we will need 5-7 million dollars.
  - vi. It will take some time for improvements to take hold.
  - vii. Cash cuts have been identified for approximately half of the 4.3 million dollars.
  - viii. Fewer vacancies are affecting ability to utilize cash to offset budget.

5. HR Professional Development Discussion—Zandra Rawlinson (10)

- a. Employee Development Academy
  - i. Kick-off in occurred in June
    - 1. 80 people attended
    - 2. Low numbers in enrollment
      - a. Supervisor track eliminated; Employee empowerment and Leadership tracks remain.
    - 3. Class schedule also changed because of reductions.
  - ii. Sessions not currently open to all but open enrollment maybe revisited moving forward.
  - iii. Not clear why there was low enrollment.
    - 1. Lack of clarity one thought.
    - 2. Another thought is that some others are reluctant to be away from desk.
    - 3. Is July start time, problematic?
    - 4. Supervisor role in kick-off presentation may have been confused.
    - 5. Sally Reed, AVP of Human Resources shared information with Faculty Senate and Executive Team.
  - iv. If someone is very interested, they may be able to be added but they must let Zandra know by the end of this week. As the first class begins Jul 18, 2019.

- v. If there was any confusion or any misinformation individuals heard, please response to Zandra.
    - b. Learning Series, potentially attached to Staff Senate Meeting day.
      - i. Hope to kick this off in September
      - ii. Potentially provide drinks and encourage staff to attend in addition to Senate meeting.
    - c. Now once again part of Building Bridges Across Maryland
      - i. Universities in Maryland came together to share resources and professional development opportunities.
      - ii. Aimed at Administrative Staff
      - iii. 5 total slots, 3 of which have been claimed
        - 1. Total cohort of 35-40 staff from different universities.
      - iv. Program runs from August- March
        - 1. UB is responsible to host 1 class in March.
6. UBSS Action Plan review (10)
- 1. Will be discussed at the next Staff Senate Meeting
7. New Business (5)
- a) How can we break through the noise when trying to communicate with Staff?
  - b) Can staff senate be part of the solution?

Sign-in Sheet

Staff Senate

7/8/2019

DANIEL PATRICK OTS

Catherine Leidemer marketing

Katie Kauffman SSSS

Karyn Schulz SSSS/DAS

Magui Cardona OSR

Mary Beth Waak UBO

Sayed Mohammedi UBO

Leslie Joyce IA

Wabele Chitumbala UBO

ZANORA Rawlinson HR

Barbara Aughenbaugh AE

Kate Jordan OTS

Sharon Eynon OTS

Emily Brungo IA

JOHN BRENNER Provost/senate

Beth Amyot CFO

~~John Chapin~~ RUB

Winnie Harris

Dawn Taylor MSB

Jess O'Keefe EMM

POKAW PURSWANE SSSS