

UMB Staff Senate
620 W. Lexington Street, Room 02-110
December 4, 2014

Roll Call:

Present Senators: Amanda Azuma, Colette Beaulieu, Nancy Bowers, Bill Crockett, Colleen Day, Ken Fahnestock, Angela Hall, Cynthia Hollis, Carl Jackson, Kate McManus, Janet Nance-Richardson, Sandy Rollins, Nakiya Shurman, Bernadette Taylor, Lois Warner, Kevin Watson, Yimei Wu

Excused Senators: Laura Bell, Craig Boegner, Danielle Brown, Susan Holt, Carol McKissick, Roy Ross

Absent Senators: Kiscia Cannon

The meeting was called to order by Chair Kate McManus at 12:00pm.

I. Welcome and Introductions; Guest Speaker – Mr. Kelly was not able to attend the December Staff Senate meeting.

II. Revisions/corrections/approval to November 2014 meeting minutes?

Cynthia Hollis was excused from the November meeting; the minutes should reflect this correction. A motion was made to accept the November minutes with the one amendment by Lois Warner and seconded by Angela Hall. The November minutes were approved.

III. Attachments/Committee Minutes: November 18, 2014 meeting with Joe Smith, Executive Director of Human Resource Services; Sustainability Committee meeting

- a) The HRS minutes should reflect the brief conversation the group had regarding the lack of training for senior staff.
- b) All notes accepted as written with the above amendment.

IV. Remarks from Executive Committee:

A) Meeting with Mr. Joe Smith, HRS, November 18, 2014

- i. Open enrollment has ended. All information had to be manually inserted. The verification process is underway for those who submitted the forms. There is no correction period for anyone who did not submit a form.
- ii. Mr. Smith acknowledged that the HR Partners forum also have problems with Communications. He volunteered to get feedback from this group on how information is communicated to develop ways to improve campus communication in light of the constraints imposed by the Office of Communications. An invitation has been extended to HRS to include in the new Staff Senate newsletter any information they would like to convey to the campus.

- iii. The Staff Senate Budget has been received. The Executive Committee will meet in January to discuss.
- iv. The AVP for HRS search is underway and is a national search; the goal is to have someone in place by the end of 2014.
- v. There was some discussion about the lack of training for upper managers or long-term managers. Mr. Smith noted that training for this population is extremely expensive but that he would pursue possible venues that would support the more seasoned staff. This issue will remain on the agenda for additional discussion and it will be added to the discussions with Dr. Perman as this should be part of the strategic plan. It was also noted that current on-campus training is inadequate. As a side note, Chair McManus spoke with Pete Gilbert about having a staff senator on the strategic planning leadership committee that includes the vice presidents, the deans, and some faculty. Mr. Gilbert declined to include a senator on the committee at this time.

B) Upcoming Meeting with Dr. Perman, December 8, 2014

- i. Topics of discussion will include leadership training for senior staff and UMB's communication regarding the upcoming budget landscape.

C) Staff Senate Monthly Meeting Speakers/Sites

January 8 - NO MEETING – The Executive Committee will meet on January 8, 2015 to discuss the Staff Senate budget.

February 5 - Dean Tobin, School of Law, location Krongard Room, 1st floor

March 5 – Assistant Vice President Flavius Lilly, Academic & Student Affairs, location TBD

April 2

May 7

June 4

July 2

V. Old Business

A) Staff Senate Newsletter

The newsletter will be distributed monthly; all senators are required to send in an article about anything to Laura Bell who will collect the articles and send the information to the Communications committee to refine. Information can be related to UMB or unrelated to UMB. First submissions are due by January 12, 2015 with the goal of sending the newsletter out to the campus by February 1, 2015.

VI. New Business

A) CUSS

- i. A joint faculty/staff/student meeting was held at UMCP. Chief Mitchell spoke about reaching problem students before they spiral out of control. He also discussed new technology to identify a shooter within seconds of a gun being fired.
- ii. There was some discussion about the new governor's transition team that includes two USM presidents.
- iii. The group strategized on how to become effective with shared governance as well as how to distribute information to incoming governance as it is anticipated that more changes than ever may occur that could impact USM.
- iv. The CUSS newsletter is produced annually; the group is looking at ways to revamp the process that could include an online link-based version.
- v. The non-exempt market salary report has been submitted to Chancellor Kirwan that includes a 4% increase on both ends of each grade. Employees who fall out of the minimum will be brought up to the minimum.
- vi. USM has given a directive to all campus presidents to spend down due to some give-backs during the mid-year adjustments. All plans are due to be submitted to Chancellor Kirwan by 12/8/2014; a deficit of possibly \$300M is anticipated in FY 2015.
- vii. FY 2015 challenges include a lower than anticipated enrollment, grant funding is down, the System does not know what the mid-year give back will be, the Chancellor is waiting for campus plans before determining a number, USM is 10% of discretionary funding, and there is an anticipated \$600M shortfall for FY 2016.
- viii. The Cola was funded and expected in January 2015.

B) Volunteering, both Staff Senate and the Auxiliary Volunteers

Chair McManus encouraged everyone to collaborate and volunteer. She asked the School of Social Work, the School of Law, and a rep from Lexington Building to put a toy box in their lobby for toy collections. Toys will be distributed to three schools this year vs. just one location as has been done in the past. We will accept donations during the Crafts Fair that will be held on Friday, 12/5/2014. Collections end on 12/12/2014. Volunteers are needed to man the Staff Senate table for 30 minutes or more. Coleen volunteered to create a flyer to give out as reminders to buy toys.

C) Budget

The Executive Committee will meet on 1/8/2015 to review the budget for accuracy.

D) Agenda Items for Dr. Perman's Meeting on 12/9/2014

Two items were suggested for Dr. Perman's meeting – how information regarding the upcoming budget will be communicated to the campus; training opportunities for upper managers or long-term managers.

E) Other Issues

Bill met with the USGA to advise that the BioPark Fitness Center will close down effective 12/31/2014 due to finances and low usage. No decision has been made regarding disposal of the equipment. Anyone with a current membership will be allowed to use the uRecFit Center until that membership expires at no extra cost. Once membership expires, patrons will be required to purchase a new membership at the current uRecFit fee.

There was some discussion about the length of Staff Senate meetings which are scheduled from 12:00pm – 1:30pm; the meetings are routinely running until about 2:00pm. It was suggested that agenda items be timed; however, that idea was rejected as the group opted to move the meetings to end at 2pm instead of 1:30pm.

Due to changes in content management initiated by the Office of Communications, there are some errors in the Staff Senate website. Colette has been working with Communications to make changes; however, if any other changes are needed, please let Colette know and she will forward that information to Communications.

VII. Staff Senate and Campus Committee Reports

a) University Life – Craig

This group is reviewing the HR website related to benefits to the staff and will assess how best to get this information out to the staff. They are also looking for ways to engage local businesses to encourage offering employee discounts.

b) Communications - Yimei

A communications table for Staff Senate will be available during the Craft Fair. Volunteers to staff the table are requested; slots are available for ½ hour intervals. The Auxiliary volunteers were contacted to see if they wanted to join the Craft Fair table. This group will be asked to help with random projects like staffing the communications table at different fairs. Colleen will create a flyer to give out at the Craft Fair as a reminder to buy toys.

c) Community Outreach – Laura

See new business

d) BOR STAFF AWARDS – Colette

The BOR information packets are now available. Dr. Perman has met with senior leadership to push the staff awards program. Information is due by January 16, 2015 for submission.

Lois Warner motioned to adjourn the meeting. Colette Beaulieu seconded the motion. The meeting was adjourned at 2:00pm.

Respectfully submitted,
Bernadette C. Taylor
12/8/2014