

Thursday, July 13, 2023
GAC 401 - Boardroom
Agenda

Members in attendance: Dave Gutoskey, Frank Bowen, Rachel Faust, Joe Benyish, Steve Blankenship, Jennifer Ellis, Isabella Chow, Megan Raymond, Lisa Gray, Shannon Hardester, Tabitha Pilchard, Tony Sampson, Candace Henry

Absent: JJ Remo

Guests: Eli Modlin, Lynn Adkins, Christine Benoit

I. Call to Order

II. Approval of May Meeting Minutes

- a. *Motion to approve: Isabella Chow*
- b. *Second: Jennifer Ellis*

III. Welcome to New Senators - Introductions

- a. *Rachael Faust (Recycling Coordinator, Physical Plant)*
- b. *Frank Bowen (Assistant Director, Horticulture & Grounds)*
- c. *Tony Sampson (Area Director, Housing & Residence Life)*
- d. *Dave Gutoskey (Director, Housing & Residence Life)*

IV. New Business

- a. *Nominations & Election of Staff Senate Leadership*
 - i. Chair
 - 1. Nominations: Joe Benyish
 - 2. Elected: Joe Benyish
 - ii. 2nd Chair
 - 1. Nominations: Steve Blankenship
 - 2. Elected: Steve Blankenship
 - iii. 3rd Chair
 - 1. Nominations: Jen Ellis
 - 2. Elected: Jen Ellis
 - iv. Secretary
 - 1. Nominations: Megan Raymond
 - 2. Elected: Megan Raymond
- b. *Recommend change to committee chairs*
 - i. Change HR committee chair to Secretary
 - ii. Change Events committee chair to 2nd Chair
 - iii. Motion to approve: Joe Benyish
 - iv. Second: Steve Blankenship

V. President's Office – Updates – Eli Modlin

- a. *HR Consultant Process*

- i. One-on-one office hour opportunities will be offered soon at the end of July; link will be emailed out.
 - ii. Already held 41 meetings, mostly group meetings, as well as 13 scheduled focus groups.
 - iii. Final recommendations will be issued August 28th.
- b. *Higher-Level Job Searches*
 - i. Deans, CHHS & Perdue
 - 1. In the early stages of putting position descriptions together.
 - ii. VP, DEI
 - 1. Once the VP of Admin & Finance search is over, will start the VP of DEI search. Since the search categories have similarities will be using the info from one search for the next.
 - iii. VP, A & F
 - 1. Moving into on-campus interview phase soon.
- c. *President's Office Structure*
 - i. Changes
 - 1. Special Events – Brian Koehler back at Foundation; filing position is currently on hold.
 - a. Marketing & Communications – Sue Eagle retired; filling position is currently on hold.
 - b. Sports Information – now under Athletics instead of Marketing.
 - c. Campus Health – no full-time staff any longer. Natalie Holloway will now be under Student Health. Have a doctor that is contracted with the University for consultation if a pandemic or other critical situation arises in the future.
 - 2. Oversight changes during VP of A&F search
 - a. IT, Procurement, Staff Senate liaison – Lynn Adkins
 - b. Police, Capital Management – Eli Modlin
 - c. HR – Michelle Stokes
 - 3. Michelle Stokes took Tracy's PIN but has different responsibilities. She will be planning Commencement (possibly bringing to campus in future ceremonies), as well as several other special projects, including HR review and future searches.
 - 4. New admin that is being hired will be primary admin for Eli, as well as assisting deputy chiefs, Michelle, and assisting with events.
- d. *HR Administrators*
 - i. Will be meeting with 3 different individuals for open PIN; new administrator has already been hired and is being trained.
- e. *Leave Bank*
 - i. USM leave bank but not everyone qualifies. No institution in USM that currently has a leave bank, due to the complexities of the system.
- f. *Future Enrollment*
 - i. Looking at possibly 1700 in total new students for the upcoming semester.

- a. *Still shooting for Workday implementation for next year. In data-loading & integration modes currently.*
- b. *FY23 & FY24*
 - i. Still crunching numbers for FY23. Will have a better handle on where we landed in August, but did not land in the red.
 - ii. FY24 01 line will look different than previous; however, will be able to see actual expenses in a summary line. Will not track by code.

VII. Human Resources Updates – Christine Benoit

- a. *New HR administrator, Wednesday Smith, started this week. Zoom interviews for other open HR admin position will be happening this week. Hirings are both for positions that were posted months ago.*
- b. *Still have two vacant positions, as well as two unapproved seats that will most likely be considered after the HR review with Deloitte.*
- c. *Employee Orientation & Onboarding*
 - i. Was on pause with current decreased staff in HR but have resumed planning for onboarding programs.
 - ii. Initial pilot program in work for staff mentors with SU Lead graduates.
- d. *Professional Development committee hasn't met in several months but will be working on reconvening.*
 - i. USM virtual program for professional development will be going forward in September; registration link will be available soon. Dr. Dockins-Mills will be a keynote speaker.
 - 1. HR will be sending an email to supervisors encouraging them to allow their employees to attend. Working on getting more top-down support from VPs, directors to encourage professional development opportunities for their staff.
- e. *SU Lead 2nd cohort in planning; email for applications will be going out soon.*
 - i. Encouraged to have email state explicitly that program is open to Assistant Director level and below.
- f. *Great Colleges to Work For Survey*
 - i. Had approx. 36-37% participation from campus. Did not make the list but will be getting additional reporting that will be reviewed by the President's Office & shared with campus.

VIII. Old Business

- a. *Employee Appreciation Day*
 - i. Survey Results – Jen
 - 1. Overall positive comments. Some critiques:
 - a. Because cupcake decorating timing overlapped with other events, couldn't participate in everything that was offered.
 - b. Some felt lines were too long for some of the events.
 - 2. Over 400 were able to attend the lunch.

3. Was a 50/50 split on whether people were interested in keeping the gift raffle vs. events; however, people preferred Zoom presentation of gifts instead of in-person.
4. Petting zoo & ice cream were the top events of the day.
- ii. Meritorious Service Awards will be moved to the Service Awards presentation, so will not be included with EAD next year.
- iii. Would like to have HR take a more visible role in EAD in next year, whether it be a table or a promoted event.
- iv. SWOT Analysis – Joe & Bella
 1. Strengths
 - a. Variety of activities
 - b. Volunteers – had a lot of people that were interested in participating outside of Staff Senate
 - c. Expanded food options
 - i. Will try to expand food options even more in the coming years
 - ii. Lisa will talk to Owen in Dining about food options, as well as how & when to appreciate the staff that works the day
 2. Weakness
 - a. Dining Services staff continuing to feel that they cannot participate in EAD
 - b. Long lines for mug and sign events
 3. Opportunities
 - a. Gift basket raffle RSVP
 - i. Can give us their employee ID in the RSVP so they can be entered in the raffle if they cannot attend.
 - b. Reduce the amount of raffle gifts and make the gifts larger with higher value.
 - i. Give out tickets for people to drop in a basket to go for the gift they want.
 - ii. Person must attend the lunch to win the in-person gifts.
 - iii. People that cannot attend would have a limited number of gifts that they would be eligible for.

IX. Staff Senate Reports

- a. *Staff Senate Chair – Joe*
 - i. Will be sending Staff Senate meeting invite for the upcoming year to entire team.
- b. *CUSS Update – Lisa/Shannon/Dave/Megan*
 - i. BOR Staff Awards approved in June; SU had two winners, both non-exempt employees.
 1. Have opportunity to submit 10 nominations in the upcoming year. Only submitted 7 this past year.

- ii. June 18, 2024 – Hosting CUSS meeting
- iii. Moving to 50% Zoom meetings; 50% in-person.
- iv. Dave & Megan will join meetings in August when new year starts
- v. Each campus was supposed to appoint an ombudsman within their organization. We have a website where inquiries are directed to the President's Office & General Counsel, but there is not an appointed person.
 - 1. CUSS chair will be taking the issue to the Chancellor that not all schools have appointed an ombudsman.
- vi. Looking to collect more information about telework policies and working on removal of duplicate fees.
- vii. Frank recommended that we broach the subject of job reclassification and updating job descriptions to CUSS, as there are many jobs that we do not have USM classifications for because the jobs didn't exist when the descriptions were created.
- c. *August Meeting*
 - i. Should come up with list of priorities for the year that we will be working on. Can also address what we were able to accomplish during the past year.
- d. *Snack & Chat*
 - i. Reach out to Steve for topics
 - ii. Will try to schedule a Town Hall for the upcoming year as well.

X. Adjournment