

## Staff Administrative Meeting Minutes September 12, 2018

### Welcome – Rob Becht

#### New staff –

Johnny Gonzales – CIBER project coordinator – temp to permanent role  
Jorge Rodriguez, IT Help Desk Technician  
Yadira Llavena – Sr. Academic Advisor  
Casey Supple – Executive Director ARD  
Christine Vergari, Executive Director, Executive Education

Last year we focused on restructuring and getting our financial house in order. This year, we will continue to pay attention to finances – but we will have several overarching themes.

Operational Excellence – be the exemplar of excellence for the U  
Develop metrics and use data in our operations  
Be great stewards of our resources  
Continue to rebuild of financial foundation  
Reinvest in the future of MBS

### FY18 Fiscal results and FY19 Budget Plan – Alvaro Tijerino

Alvaro reported on overall FY18 results and compared FY18 Actuals with FY17 Actuals to show where the major changes or savings were. Alvaro mentioned that our FY19 Budget Plan calls for a deficit of \$1.8 million, but that we are working diligently to hit breakeven by the end of this fiscal. Alvaro thanked everyone for their hard work and dedication.

### HR update – Gabrielle Chudnoff

At the MBS all staff meeting on September 12, 2018, Gabrielle Chudnoff, HR Partner, provided the following updates. Gabrielle mentioned the recent upgrade to the homepage within Workday and the continuous customizations that will continue with the Workday tool (i.e. Workday Faculty & Staff Recruiting). Gabrielle also reminded staff who have not already done so, to meet with their leaders to discuss and set goals and expectations for the new fiscal year (FY19). The FY 19 goals and expectations should be summarized in a TALK form in Workday within the staff's performance profile. The MBS values all staff feedback and the school will launch a brief and anonymous Staff survey. The survey was distributed to all staff on Friday, September 7<sup>th</sup> with a deadline of Friday, September 14<sup>th</sup>. The deadline has since been extended until September 24, 2018. Gabrielle mentioned the University's 2018 Faculty and Staff Engagement survey would be conducted October 1 – October 12, 2018 and the University will now partner with Quantum (not Gallup). Several HR policies have been updated and an email will be sent out to all staff with a list of the impacted policies and a link to access each policy. Policies updated include: *Protection of Youth and Mandatory Reporting of Child Abuse, Neglect or Abandonment / Pets on Campus / University Declared Emergency, Employee Responsibilities and Compensation / Moving Allowance / Sick Time / Nepotism/Consensual Relationships / University Gifts & Discounts to Employees / Sexual Misconduct Policy / Influenza Vaccination – in progress/not yet finalized.* Additionally, within the update to the Sexual Misconduct policy, all "Responsible Employees" are required to complete Title IX training, specifically, *Harassment and Discrimination prevention training.* In accordance with the policy, Responsible Employees are identified as those employees who an individual could reasonably believe has authority to redress Sexual Misconduct and to report such incidents to the Title IX Coordinator. Responsible Employees are: all University faculty, non-confidential staff

in their supervisory roles, teaching assistants, institutional law enforcement, and personnel in Athletics, Residential Life and Student Affairs. To provide these employees with the knowledge about sexual misconduct issues and their obligation to report allegations, the University has partnered with an online education company to provide comprehensive training. All Responsible Employees will receive a notice regarding the training course assigned to them in their ULearn transcript. Gabrielle concluded by reminding all attendees that she is here to serve all staff and leaders and reminded all that her office is located in MBS Jenkins 314A.

MBS United Way – MBS United Way Ambassadors Scott Westphal, Margie Cruz, Johanna Meija, Ashley Price, and Lance Balding gave a presentation of United Way, what they do for our community and individuals, and how can participate as members of the U. There are goals for MBS as a whole and the ambassadors are coming up with ideas for how we can achieve those giving goals.

Christine Vergari mentioned that she was interested in local organizations in our community that we could consider for involvement or giving back. Maria Otero was asked to describe her non-profit as such an example.

This is Entrepreneurship/Leadership - Amarylis Wallace and Dr. Michael Wilson

Amarylis Wallace, Assistant Director, The Johnson A. Edosomwan Leadership Institute, talked about The Miami Leadership Challenge to be held at our school on Oct. 19-20, offered only to graduate business students.

The Miami Leadership Challenge is a corporate crisis simulation program designed by the University of Michigan that prepares students to lead in high-pressure, high-stakes situations. The students will play the part of senior executives tasked with responding to the crisis as it unfolds. Amarylis asked for the staff's participation as volunteers for Friday afternoon (registration and role play) and Saturday morning (Registration and Facilitators). Please visit [bus.miami.edu/miamileadershipchallenge](http://bus.miami.edu/miamileadershipchallenge) to register as a volunteer. She also wanted to have the support of those staff members who are in direct contact with graduate business students so that they can encourage them to participate. Dr. Sheryl Alonso, Academic Director, is the lead organizer of the event.

The Miami Leadership Challenge is sponsored by Graduate Business Programs, CIBER and The Johnson A. Edosomwan Leadership Institute.

Michael Wilson, Faculty Director, Entrepreneurship Programs and Senior Lecturer, Management Dpt., invited all staff to attend the Umagination Entrepreneurship event on Oct. 3, 2018 to be held in the Rooftop deck at the Lennar Foundation Medical Center from 5:30pm-8:30pm. He communicated to all the momentum that our school and the University are going through in Entrepreneurship via a "promo video" showcasing our past winners from the Business Plan competition. Amarylis finished the presentation informing all of the 2019 Business Plan competition and the first deadline for all students interested (undergraduate and graduate), which is Oct. 24, 2018 for concept papers. More information to be found online at: [bus.miami.edu/businessplancompetition](http://bus.miami.edu/businessplancompetition).

MBS rebranding and new brand campaign – Markham and Stein - Jeff Steinhour, principal of M&S, gave a presentation on the new branding campaign. He highlighted how the campaign was developed, what the new messaging means, and showed examples of public messaging as well as digital messaging that will be launched at the end of September.