

NESS Meeting Minutes September 10, 2025

Attendance: Helena Dahlen, President; Barbara Ann Smith, VP; Brandy Darcey; Erica Davis; Makeba Ellis; Cathy Fu; Justine Gonzales; Shelly Johnson; Michele Kimery; Michele Mullins; Wendi Myers; Kyle Pokorny; Teresa Reese; John Roemer; Nett Smith; Lisa Thomas; Terisa White.

Guest: *Jess Wyatt*, Associate Director of Alumni Engagement to discuss Homecoming Week.

- Homecoming is a wonderful UMBC tradition, bringing together past and present Retrievers to reconnect and celebrate UMBC. There are a wide variety of activities starting Sunday, October 5. Homecoming weekend is Friday, October 10 - Sunday, October 12.
- [Here is the link to the Homecoming Slide Deck](#) - It will continue to be updated in real time.
- [Here is the link to directly sign up for volunteer roles](#)
- The Staff & Faculty Social is Wednesday, October 8 from 4 - 6 pm. [Please RSVP via myUMBC!](#)

Information from our first quarterly meeting with Lynne Adams, Chief Human Resources Officer, Helena, Barbara and Terisa

- We should expect to receive a letter about our promised salary increases no later than September 19. The increases will be retroactive to July 1, and we should see this retro pay in our September 26 paycheck.
- HRSTM will review all NESS-eligible positions to ensure that they are classified correctly (exempt, non-exempt bargaining employee, or non-exempt confidential employee). Reviews will need an updated position description (PD). [Here is a link](#) to the current template if we want to start filling one out for ourselves. Supervisors should also be able to provide a PD, and some PDs are part of the regular PMP process.
- USM is expected to review all non-exempt positions separately from our HRSTM department.
- We're starting to see executive coordinator positions on campus, sometimes replacing executive assistant (EA) positions. Executive coordinator is an exempt position, often including supervisory duties and extra responsibilities. Could this possibly be a career path for EAs? Lynne will look into this but, if the executive coordinator position requires a bachelor's degree, that may restrict some folks from moving into that role.
- Professional development opportunities for confidential employees? Helena will meet with Jill Wardell and Melody Wright to explore this.
- Shadowing programs in HR, finance, payroll, etc? Lynne will look into this.
- The PeopleSoft system will be enhanced so that we'll more easily be able to see our own pay scale.
- Please let Helena know if you have questions that the team can bring to Lynne at their next meeting.

Reports from previous Committee meetings

- Dining committee: John reminds us that we can sign up for a block meal plan with a payroll deduction.

Ad-Hoc Information: None

Open Committee Positions within NESS. Please let Helena know if you can serve here.

- Athletic Policy Committee
- Alternative CUSS rep. (Cathy Fu is primary)
- Pre School Committee
- Climate action Steering committee
- Transportation Working Group
- Inclusion Council Committee

The next meeting is tentatively scheduled for **October 8, 2025** at 11:30 am.

--- Cathy Fu, NESS Secretary