

Staff Senate Meeting February 6, 2020
12:00 – 2:00 p.m.
School of Dentistry

Call to Order

The meeting was called to order by Staff Senate President, Kristy Novak.

Attendees

Voting Members: Ayuk-Brown, Ayamba; Azen, Michael; Beaulieu, Colette; Boggs, Steven; Brightbill, Gregory; Buckingham, Kent; Edwards, Hillary Anne; Essien, Sharese; Fenwick, Christina; Gallico, Mary Beth; Hamilton, Jill; Hitch, Kecia; Hokenmaier, Sarah; Holt, Susan; Jackson, Casey; Keryakos, Riham; Lewis, LaToya; Novak, Kristy; Wakefield, Priti; Wilson, Lakeisha; Zhang, Lei

Alternate Members: Barkman, Emma; Deitz, Allison; Phelan, Mary; Thomas, Janet

Absent Members: Volberding, Jenn

Establish Quorum (50% +1 = 12 voting members): Quorum is achieved at 21 members.

Welcome and Introductions

Office of Philanthropy

Larry Kushner – Catalyst Campaign ongoing: \$750 million goal; \$516 million raised

Lisa Voulo – Faculty/Staff Initiative: Proud to Work Here/Proud to Give Here - more than 10% participation rate.

- New Campaign: Welcome Way – paved walkway in front of new Community Engagement Center; Several options to donate a brick – up to 600 bricks available. Deadline for the campaign is March 31st. More information at www.umaryland.edu/giving/WelcomeWay.
- CEC Giving Day: February 19, 2020 @ SMC Fireplace Lounge

Coronavirus Information – Office of Emergency Management

John Bratt and Laura Catheart

- For official communications and detailed information, see Coronavirus link at: <https://www.umaryland.edu/emergency/coronavirus/>
 - Information about the virus and links to CDC information about protections is available at this link.
- There are no confirmed coronavirus cases in Maryland at this time.
- You should:
 - Get your flu shot
 - Practice good health habits: wash hands, etc. (no personal protections recommended outside of protections normally recommended for flu vaccine)
 - For concerns about personal health, contact your primary care provider or visit University Immediate Care at 408 W. Lombard St.

Guest Speaker: Peter J. Murray, PhD, Chief Information Officer and Vice President

- Dr. Murray walked through the handout provided: UMB Information Technology Report (see attachment at end of Minutes). The document provides an update on collaborative technology initiatives at UMB.
- Casey Jackson: Is there Research Data Management Program go-live date?
- Dr. Murray: Data use agreements being finalized; should be complete within next 3 months. There will be a request process, likely through the IRB.

Approval of December Minutes

- Minor edits provided by Susan Holt.
- A motion to approve the minutes with changes made by Kristy Novak, 2nd by Jill Hamilton

Old Business

- Letter to the President: Environmental Services/Civility (5 min)
 - Letter (with input from Dawn Rhodes and Faculty Senate) presented to Dr. Jarrell
 - Included recommendations discussed at December meeting:
 - (1) communication from President's Office making Deans aware of the issue, and encouraging them to address in their respective school.
 - (2) A campaign similar to the Civility Campaign advocating for a culture change more in line with UMB's core values.
 - Dr. Jarrell requested more information re: needs/issues in each school
 - Comments:
 - Kent Buckingham: The majority of staff members in this group are union members, which are not represented by Staff Senate
 - Kristy Novak: The Staff Senate voted in the fall to move forward with this letter, and will do so appropriately even though we don't represent staff in unions.
 - Jill Hamilton: This is about civility; these staff members work with us and are important
 - Mary Beth Gallico: This speaks to civility, regardless of the classification of the employee
 - Amy Daniels: Will there be someone from the union working with the Staff Senate on this?
 - Dawn Rhodes: The focus has nothing to do with economics or other bargaining issues with the union contract. You can speak with HR to consult further on this.
 - Kristy Novak: We'll reach out to HR to discuss further.
 - Hillary Edwards: This type of campaign goes beyond the Staff Senate – working with other units on campus collaboratively - in the spirit of creating a culture of inclusivity on campus.
- Strategic Planning Process
 - Committee Meeting scheduled for 2/20/20
 - Invited Dr. Ward to participate in this process
- January Town Hall Follow-Up and Future Events
 - Town Hall was very well attended, considered a great success
 - Would like to open the floor to discuss whether to hold additional Town Hall events in the future, and if/how to involve other members of Senior Leadership and/or Student Senate

- Casey Jackson: Agree that students should be included, should we also invite union representatives? It might be good to expose them to UMB climate and culture.
- Dawn Rhodes: Union representatives have a legal standing, we may not want to invite people as union reps to participate. However, we invite non-exempt employees to participate in all of this type of activity.
- Kristy Novak: We may consider ensuring that emails about the event are sent to non-exempt employees.
- Jill Hamilton: A larger room should be considered next time; also the temperature was very warm.
- Greg Brightbill: Yes, we were not expecting the size of crowd. In the future, a larger space can be booked.
- Amy Daniels: Is there data available on the number of staff and faculty? Were the numbers equal?
- Greg Brightbill: The data collected includes name and email address. It is not broken down by type of employee. We will be sending out a survey to try and collect that and other information/feedback.
- Kent Buckingham: More is not always better. The more frequently held, the less likely people will attend. Maybe 6 month intervals are too frequent.
- Janet Thomas: Utilizing the screens to show name/title of speaker would be very helpful.
- Ayamba Ayuk-Brown: It was great to hold in January, after the holidays to set tone for new year. Agree that annual would be better.
- Colette Beaulieu: The 3-5 p.m. time slot may be too late – we could consider a different time slot next time the event is held.
- Priti Wakefield: Provide online option to send in a question if not able to attend.
- Allison Deitz: Agree, a different time slot would be helpful.
- Greg Brightbill: Recording or live streaming would be beneficial and inclusive for Shady Grove campus.
- Casey Jackson: Could we collect RSVPs and include option for sending questions in the RSVP.
- Christina Fenwick: RSVPs will give an idea, but will not be an exact indication.
- Kristy Novak: The video of the event is available on the UMB website.
- Christina Fenwick: Senators can help marking within their own school – and send out the link to submit questions.
- Sharese Essien: Was encouraged to see it featured on the website, as not able to attend. The link should also be sent out via email.
- Ayamba Ayuk-Brown: We may want to consider more frequently than annual if there is a large amount of information to share.
- Kristy Novak: Fear if this done annually, will not be able to highlight as many people as we may want to. The University Life Committee should present recommendations at the next meeting. Also, if the Faculty Senate will be a co-sponsor, they should take part in the planning process.
- Mary Phelan: OCPA covered this with photography and video; can't guarantee the availability of this type of communication service/coverage at every event.

New Business Items

- I Heart UMB Day (Greg Brightbill)

- Campus Life Services is planning I Heart UMB Day; it is for students, staff, and faculty on campus.
- Many items have been ordered (food, shirts, hats, inflatables) – need financial partnerships to help support. This office is student focused and funded by student fees. This means that items purchased cannot be given to staff and faculty. The more funds donated means that more items can be provided to staff members.
- The Faculty Senate has also been approached to request donations.
- Staff Senate money is typically used for food so that staff members are able to get food. This is done using a ticket system. The number of tickets provided are equivalent to the amount of funds donated.
- Greg can provide additional data on how many tickets were provided to staff at previous events.
- Event will be held April 24, 2020 on SON lawn.
- Donation needed by March (will discuss at the March meeting).
- Do not have previous data on the number of staff who have previously attended.
- Lakeisha Wilson: suggests instituting a reduced fee for staff members to allow more to attend.
- Hillary Edwards: That has been done in the past, staff members were not happy with paying for tickets.
- Ayamba Ayuk-Brown: Agree that it doesn't go over well for staff to pay when others do not. Maybe we should promote this, noting that only the first XX will receive a ticket.
- Core Values Awards (Riham Keryakos/Mary Beth Gallico)
 - This new initiative will recognize faculty, staff, and students who exemplify UMB's Core Values of accountability, civility, collaboration, diversity, excellence, knowledge, and leadership.
 - These awards are bestowed by the UMB interim president recognizing members of the University community who, through their actions, work to foster and strengthen UMB's values-driven culture. Nominations open to faculty, staff, and students.
 - To nominate, visit: <https://www.umaryland.edu/president/core-values/award/>
 - Deadline February 21st at 5 p.m.
 - Announcements will be made in April

Committee Reports

- Board of Regents (Co-Chairs: Riham Keryakos and Jenn Volberding)
 - Nominated 7 staff members (5 exempt, 2 non-exempt)
 - Nominees will be recognized at Awards Luncheon in April
 - President's Office will arrange pizza party for nominees and nominators
 - Awardees will be announced in June
- Communications (Chair: Hillary Edwards)
 - Get to Know Your Senator Campaign: Sent questions to first round of Senators (with terms ending 2020) to gather info; will release on website and on e-boards three at a time. Will focus on the next group of Senators next spring.
- Community Outreach (Co-Chairs: Jill Hamilton and Sarah Hokenmaier)
 - Holiday Drive was completed in December; thank you to all who helped with collections, managing bins, and donating. We are awaiting more details on the number of families served and will share when we have that information.
 - In 2020, the Committee plans to hold Back to School, Thanksgiving, and Holiday drives in partnership with the Office of Community Engagement (OCE). In addition, the

Committee is working with OCE on the possibility of involvement with a service project in the spring.

- Moving forward, any requests for donations, volunteers, or service projects should be directed to the Office of Community Engagement (via Brian Sturdivant, or through the Sponsorship Request Form (<https://www.umaryland.edu/oce/for-the-community/community-engagement-sponsorship-requests/>)). The Committee will work closely with OCE on any requests, and decisions regarding participation will be made in partnership.
 - Mary Beth Gallico: Interested in receiving information about CEC after it opens and needs are identified; we as Senators could volunteer for a variety of issues
 - Amy Daniels: Faculty Senate also has a community outreach committee
 - Allison Deitz: Organization “Clay Pots” has offerings similar to what the CEC will be offering; suggest reaching out to staff of this and other organizations re: training volunteers.
 - Casey Jackson: Every Monday at the CEC: Produce and a Snack; anyone is welcome to attend.
 - Kristy Novak: Suggest signing up for the CEC newsletter to learn more about this and other opportunities. Sign up at:
https://visitor.r20.constantcontact.com/manage/optin?v=001ovWCSSzfMSBA8jilupLiMffUW6BT_qKfgPyniNRwCDFaWMDQpxeln4wZ9xgJ-DbFO9QEsP4U0Z7gHc9zYtFZ64hmAvGI3Mleld3rpxtG7I1WC78-msOZQyKFeuiD_iKNGbdKw91ESKgaucVx0mh3AmtipjahMdsQg1pZrEPH_8OGaWwXU01kXvw%3D%3D.
- CUSS (Susan Holt)
 - CUSS Meeting was held at UMB in January
 - CUSS members were welcomed by Jennifer Litchman
 - A presentation was provided by Kristy Novak on the Staff Senate
 - Governor’s budget has been released; unsure of salary increases pending the results of the legislative session
 - BOR approved changes to supplemental retirement accounts
 - Advocacy Day is being planned for February 19, 2020
 - Policy and Legislation (Chair: LaToya Lewis)
 - The committee is working on the Staff Senate handbook.
 - Looking for procedures from each committee. Would like contributions by Friday, February 21st – submit to LaToya Lewis.
 - University Life (Chair: Casey Jackson/Christina Fenwick)
 - Have been focused on Town Hall, held in January. Will review feedback at next meeting and make recommendation for next steps.
 - Civility Campaign (Chair: Mary Beth Gallico)
 - As a result of feedback from Dr. Jarrell and Jennifer Litchman on the Civility Campaign, will use this campaign to springboard focus on core values
 - The Professional Development Day will focus on core values
 - Working with Jennifer Litchman to create a follow-up plan for those that have taken the pledge
 - Will be meeting with Norman Augustine (President’s Distinguished Scholar) to discuss further
 - Mary Phelan: Save the Date for: Core Values Month Celebration, April 3rd, 10:30 a.m. – 2 p.m.
 - Executive Committee (Kristy Novak)
 - PDP Focus Group

- Focus group on the PDP process will be held from 11:30 a.m. – 12:00 p.m. prior to the Staff Senate meeting on March 5th. This meeting is optional.
 - Updates from meetings w/ Senior Leadership
 - Dawn Rhodes (12.16.19)
 - Crisis Communication Plan should be complete in Spring 2020; a communications campaign will be done when complete
 - Supportive of letter to Dr. Jarrell re: Environmental Services, Multi-Trades employees
 - More info to come re: “per ride” fee for faculty/staff shuttle riders, including process for setting up payment using One Card. Note: this is separate from SafeRide, which provides rides between campus buildings
 - Matt Lasecki (1.7.20)
 - HR is researching leave bank policies at other UM system schools after receiving staff inquiries about the possibility of instituting a leave bank
 - Results of Climate and Engagement Survey will be presented at March Staff Senate meeting (due to time constraints, will request that committee/liaison reports be shared/reviewed via Sharepoint for the March meeting)
 - We will schedule a Staff Senate focus group to discuss the PDP process either before the March meeting or on a separate date in late February
 - Will be expanding Rewards and Recognition Committee; Matt will reach out to Senators who indicated interest in this area
 - Dr. Jarrell (1.28.20)
 - Dr. Jarrell interested in stopping in to Staff Senate meetings whenever possible
 - Discussed letter re: Environmental Services/Multi-Trades employees, BOR, Community Outreach, Civility Campaign, and Town Hall
 - Comments:
 - LaToya Lewis:
 - At the Town Hall, Dawn Rhodes mentioned the work going on around campus. Is there any plan for a coffee shop or other location for food items available for campus members.
 - Can we ask Chief Cary if it is possible to provide safety tips to staff members?
 - Kristy Novak: We will share these comments with Dawn Rhodes and Chief Cary
 - Greg Brightbill: Safety cards are now available through buildings and through Student Services
 - Info about Reading Partners and request for volunteers (flyers available):
 - Reading Partners is a children's literacy program that brings community volunteers into neighborhood schools to provide one-on-one reading support using a proven, evidence-based curriculum to ensure students are on track to read at grade level by fourth grade. Join your fellow UMB staff who have already contributed 53 hours of tutoring this school year and register to volunteer for as little as one hour per week to ensure over 600 students behind in reading are served this school year. To learn more or sign up to volunteer, visit

<https://readingpartners.org/volunteer-baltimore/>.

Other Comments:

- Jill Hamilton: There is no specific UMB drop off for Harford Commuter Bus. This has been requested of MDOT, who has provided a denial for the request based on issues it would cause with the existing commuter bus schedule.
- Kristy Novak: Would you be interested in creating a survey to collect data?
- Sarah Hokenmaier: There should be a broader approach to this, looking at commuter buses that serve other areas. This should be investigated before any survey is sent out.
- Hillary Edwards: Agree that in order to advocate on this issue, we should take a broader look at this.
- Casey Jackson: Maybe Parking and Transportation should be contacted prior to the Staff Senate taking this on.
- Ayamba Ayuk-Brown: On the Parking and Transportation Committee – can mention this at the meeting and ask for more information.
- Janet Thomas: Works in Parking and Transportation – a similar issue has been brought up before. This lies with MDOT. If the request is for a UMB shuttle to visit these commuter stops, the resources may be limited.

Adjournment

- A motion to adjourn the meeting by Kristy Novak; 2nd by Ayamba Ayuk-Brown

Minutes submitted by: Sarah Hokenmaier, Secretary

Minutes approved: 3/5/20

ATTACHMENT: UMB INFORMATION TECHNOLOGY REPORT