

**Staff Senate October Meeting Minutes****\*Thursday, October 1, 2020****12:00 p.m. – 2:00 p.m.****❖ Call to Order (12 noon)**

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

**❖ Attendees**

Voting Members: Boggs, Steven; Brightbill, Gregory; Buckingham, Kent; DeBoer, Taylor; Dietz, Allison; Essien, Sharese; Fenwick, Christina; Hamilton, Jill; Harrison, Shawndae; Hitch, Kecia; Hokenmaier, Sarah; Holt, Susan; Jackson, Sarah; Lewis, LaToya; Ludd, Latoya; Novak, Kristy; Phelan, Mary; Privette, Shawnta; Volberding, Jenn; Wakefield, Priti; Wilson, Lakeisha; Zhang, Lei

Alternate Members: Azen, Michael; Barkman, Emma; Hockensmith, Thomas.

Absent Members: Ayuk-Brown, Ayamba; Sizemore, Cody; Perri, Caroll.

**❖ Establish Quorum (50% +1 = 12 voting members): Quorum is achieved at 22 members.****❖ Welcome/Staff Senate Check In**

- Kristy Novak welcomed Staff Senate members and opened the floor to allow members to greet each other; she also provided the opportunity for Staff Senate members to share any updates as desired.
- Sarah Hokenmaier had the opportunity to visit the newly renovated UMB Community Engagement Center. She shared picture of the staff senate brick, which was purchased in support of the Welcome ay Campaign earlier this year. The brick is located at the middle top level. Individuals may register online for a tour.
- Kristy Novak asked about the status of construction inside of the Community Engagement Center building. Sarah Hokenmaier confirmed that all construction works on the inside have been completed and equipment is currently being installed.
- Kristy Novak provided an update on baby Cody Sizemore- baby Sizemore has been discharged from the NICU and is home doing well.
- Kristy Novak shared that her family has made an offer on a land in Mount Airy where they will be building their new home. She is expecting the final blue print early November.
- Christina Fenwick shared that the School of Social Work, under the leadership of Dean Judy Postmus, will be working on a new initiative-Environmental Justice Initiative-the main focus to transition into a paperless environment. The initiative is in the early stages but is expected to be gradually implemented over a six year period. Details on the timeline of the software will be provided as more decisions are finalized. Christina has also started a committee- Environmental Warriors, charged with the mission of encouraging recycling in the School of Social Work and decreasing clutter in the building.
- Kristy Novak suggested that Christina connect with Casey Jackson (former Staff Senator) as a resource for going “Green”.

**❖ Guest Speaker(s)**

- Kristy introduced Dr. Bruce Jarrell as the official UMB President. After serving as interim president since January 2020, Dr. Jarrell was selected as the seventh president of UMB by the University System of Maryland Board of Regents after a four-month search process. His appointment became effective Sept. 11, 2020. She added that Dr. Jarrell has worked closely with Dr. Perman (former UMB President, and current USM Chancellor) over the last years and we are excited that he will continue to serve us in this capacity.

**❖ Dr. Bruce Jarrell, UMB President**

- **UMB's Budget-** There are currently no new updates on the budget. It was noted however that the Governor has made adjustments to the State budget and updates will be provided when they are made available.
- **Diversity, Equity, and Inclusion Training-** the School of Social Work is currently developing a course that will focus on the history of oppression and structural racism. The course may be ready sometime during this month, however UMB leadership will be deciding on how the course will be disseminated to the UMB community (i.e. finalizing whether the course will be a mandatory requirement for employees or not). Dr. Jarrell shared that he would like the course to be impactful, and noted that at times when there is a mandate it is less effective than when persons are encouraged to complete for their own development.
- **White House Executive Order [Executive Order on Combating Race and Sex Stereotyping issued September 22, 2020]** - Dr. Jarrell informed the staff senate that the White House has issued an executive order - taking a position on structural racism that may be impactful to the University. He added that there is currently a University under investigation for having racist practices.
- **Community Engagement Center-**After months of anticipation, UMB is thrilled to announce that the new Community Engagement Center has been completed on time and under budget. Dr. Jarrell said that the structure is spectacular and encouraged Staff Senators to take a tour.
- **UMB Founders Week Gala-** The Gala will take place virtually on October 10, 2020 (next Saturday) and will feature a number of exciting activities including signature cocktail recipe from a mixologist, recipe demonstration by renowned chef Linwood Dame, and performances by Tony-nominated Broadway star Norm Lewis of Phantom of the Opera, and Les Miserables fame. Dr. Jarrell shared his excitement for the upcoming performance and encouraged staff to register for the event.
- **Telework/Didactic Classes-** There are no new updates to teleworking and didactic instructions for students. Remote work/classes may continue through early or late spring 2021; however he advised that staff members wait for the official notification from UMB leadership. Dr. Jarrell commented that although Maryland has not seen an increase in Covid-

19 hospitalizations, scientists expects an uptick in cases as fall season and flu season approaches. The UMB campus has reported very few cases, which may be directly related to most employees and students functioning remotely. Only students who are involved in experimental activities and employees who are approved to work during the Covid-19 restrictions.

- **Covid-19 Vaccine-** Dr. Jarrell informed the Staff Senate that he is currently participating in a Covid-19 vaccine trial. He shared that this would be his 4<sup>th</sup> enrollment in a vaccine trial, and listed three others in which he participated in (e.g. Flu-H1N1, Swine Flu). He explained that he was motivated to enroll in the Moderna Covid-19 vaccine trial as he has been involved in the execution of rules and guidelines related to the virus.
- **Face to Face with Dr. Bruce Jarrell-** A special edition of Face to Face, “*The Legal Lens of Social Justice: Breonna Taylor and Beyond, which will explore a Kentucky grand jury’s decision not to indict police officers in the killing of Taylor. What are the legal implications of that decision, what role do concepts such as “reasonable use of force” and “qualified immunity” play, and what can be done to restore confidence in the concept of fair treatment under the law*” is scheduled for this afternoon (October 1, 2020). Dr. Jarrell explained that this topic will replace the original scheduled Face to Face, “*UMB Academy of Lifelong Learning: Inspiring, Engaging, and Educating Learners from Middle School through Retirement.*” He stated that he felt that the change was necessary as this was an issue of concern and interest to the UMB campus. He added that it was expected the Attorney General of Kentucky to release Grand Jury transcripts today but that has been postponed to tomorrow (October 2, 2020). He believes that the transcripts would have provided additional insights to the case proceedings and added to the discussions. The discussion panel will include David Gray, JD, PhD, Jacob A. France Professor of Law, University of Maryland Francis King Carey School of Law; Michael Pinard, JD, Francis & Harriet Iglehart Professor of Law and co-director, Clinical Law Program, Carey School of Law; and Maneka Sinha, JD, assistant professor, Carey School of Law. Dr. Jarrell stated that he stands for law, but is concerned when the law as written or as applied does not favor everyone. He joked that as a surgeon, it may not be comfortable sitting with a panel of all lawyers, but understood that the expertise in understanding how the law applies is important in the current climate.

### **Questions**

- Sharese Essien: Traditionally, the Staff Senate has been solicited for representation on various task forces especially when decisions made will impact the UMB staff. Recently, the School of Pharmacy has formed a Diversity, Equity, and Inclusion (DEI) Taskforce charged with identifying best practices, and consulting with internal and external experts as it advocates to inform and support DEI efforts at the School. Neither staff Senate representatives from the School of Pharmacy (Sharese Essien, Jill Hamilton), has been asked to be a member of the taskforce. Sharese asked Dr. Jarrell for his thoughts.
- Dr. Jarrell responded that although he agrees with the value Staff Senate representation will have on any committee, he will not want to force Deans to include staff senate representation.

He will have discussions to get a better understanding on the thought process of taskforce memberships. He mentioned that the Graduate school has also formed a DEI taskforce. He is willing to have discussions with Dr. Ward, and Dean Eddington to find out more.

- Sarah Hokenmaier commented on the Face to Face, “*UMB Academy of Lifelong Learning: Inspiring, Engaging, and Educating Learners from Middle School through Retirement*” “scheduled for October 15, 2020. She stated that this event provides a great opportunity for learning, especially for those interested in hearing from Covid-19 research experts.
  - Dr. Jarrell agreed and added that Nick Kouwenhoven, Executive Director, Academy of Lifelong Learning has been with UMB for over a year and has been very instrumental in providing this educational resource. The UMB Academy of Lifelong Learning was built to engage the UMB community by providing a free platform to learn about topics like infectious disease, virology, wellness, nutrition, stress management, public health, and the care of children and seniors. Dr. Jarrell said he is looking forward to the forum on October 15, 2020, and clarified that the decision to prioritize the legal discussion on the grand jury decision on the Breanna Taylor case was due to the release of the grand jury transcripts originally scheduled for today.
  - Gregory Brightbill commended the senior UMB leadership for taking a 5% salary reduction (Dr. Jarrell -10%) in effort to minimize the financial impact of budget cuts across campus. He asked if there were any indications of future cuts trickling down to the rest of employees.
  - Dr. Jarrell responded that he cannot predict the future, but as of now there are no plans for further salary reductions, furloughs, or lay-offs. Future decisions will be dependent on the Governor’s budget adjustments. He added that the cuts that leadership committed to will be for the year.
- \*Dr. Jarrell experienced technical difficulty and was disconnected from the discussion.*
- \_Kristy Novak commented that Sarah Hokenmaier represents the Staff Senate on the Funding Model Work Group and will be able to provide updates as well as advocate on behalf of staff. She agreed with Gregory and stated that it was admirable that UMB leadership took such steps to shield the campus from financial losses.

#### ❖ **Approval of September Minutes**

- There were 5 edits made to the September minutes; an email was sent on October 1, 2020 before the October Staff Senate meeting:
  1. Page numbers were added to the document
  2. Page 9, line 3-last date of donations for the Back to School Supply Drive was corrected to October 9, 2020.
  3. Page 11, line 1 reworded from “She believes that improvement is needed in providing more administrative support” to “She believes that improvement is needed to administrative systems in the virtual environment.”
  4. Page 12, line 8 reworded from “grim” to “challenging”

5. Page 12, line 26 added “Human Resources Face to Face”

- No further questions, or comments on the meeting minutes.
- A motion to approve September meeting minutes with edits by Sarah Hokenmaier; 2<sup>nd</sup> by Sharese Essien.  
Motion Passed Unanimously.

❖ **Updates from UMB Leadership (Staff Senate Executive Committee)**

➤ **Matt Lasecki, Associate Vice President, Human Resource Services**

Matt Lasecki provided the following updates (next Staff Senate Executive meeting with Matt Lasecki is scheduled for October 5, 2020):

Matt greeted the Staff Senate members wishing members a happy fall. He listed the following:

- **Covid-19** - Human resources are still working on Covid-related activities (e.g. implementation of guidelines).
- **USM Leave Policy**- the USM has authorized the temporary exception to annual leave “Carryover” limit through Calendar Year 2022. Due to circumstances associated with COVID-19, employees may be unable to use all of their available accrued annual leave, resulting in potential loss of this leave under existing policy. Under this temporary exception, through the final pay period beginning in calendar year 2022, an institution may permit a maximum of 480 hours (60 work days of 8 hours each) of annual leave to be carried into a new calendar year by all regular fulltime employees. This policy statement is directed to staff and not necessarily to faculty. HR is working to finalize how faculty will be impacted by this provision. Further guidance will be provided in upcoming communications from HR.
- **Telework Agreement**- HR is finalizing a revision to the current telework agreement. The new telework agreement will be issued to supervisors and disseminated to mandatory teleworkers using a virtual format. Agreement will not be issued in paper format. Supervisors and employees should be required to set expectations and agreed upon flexibilities.
- **Open Enrollment**- Open Enrollment begins on Oct. 19, 2020, and ends on Nov. 13, 2020 at 5pm. Matt reminded Staff Senate that open enrollment will be fully online. Staff members who wish to enroll for the first time, change plans, or change coverage will need to login to the SPS workday website. He advised that staff members login before the start of enrollment since there will be an influx of users during the enrollment period and to ensure no issues with creating a user name/password etc. He added that the SPS system is using a multi-factor authentication similar to DUO. Communications from State of Maryland Benefits will be sent through emails; employees should check clutter boxes/spam to ensure that they are not missing communications. There will be webinars offered weekly to answer questions regarding health benefits and Open Enrollment.
- **Diversity, Equity, and Inclusion Officer**- the search for the DEI officer will kick off tomorrow at a scheduled meeting.

- **Rewards & Recognition Initiative**- HR will conduct a virtual training within the next month with the leadership of the School of Pharmacy (deans etc.); training will include recognition based on UMB’s Core values.

### **Questions**

- Lakeisha Wilson asked Matt about the status/timeline for DEI training for faculty and staff at the School of Medicine.
- Matt Lasecki responded that training is available within the Learning Management Systems- there are 7-10 courses which focus on the principles of inclusion, diversity and equity, including understanding unconscious bias and how it influences decisions. He advised that interested staff members should reach out to Sheila Blackshear or Mark Emmel.
- LaToya Lewis asked for clarification of telework accountability and inquired if there was a standard across board for supervisors to confirm telework activities.
- Matt Lasecki responded that there is no standard, nor mandate for supervisors to require telework logs. He stated that it was a very complexed yet situational issue, explaining that it depended on the work environment (task oriented jobs), employee classification (exempt vs nonexempt). He added that they have advised that work should be assessed based on a body of work completed over a period of time (e.g. a week) and should allow for flexibility for employees who are balancing caregiving etc. For nonexempt employees it may be slightly different as they are paid hourly.
- Christine Fenwick asked about the revised telework agreement and the impact of employees working from any location.
- Matt Lasecki responded that the new telework policy would require that employees work from a commutable location. He added that the newly revised telework policy is written on the premise that the employee would be working from the home address on file. He explained that there are legal implications related to employees working in states that are not aligned with Maryland labor laws (minimal wage, injury liability, taxes etc.).
- Priti Wakefield asked about the apparent inconsistencies for employees that may qualify for FMLA leave. She explained that in her own experience and in speaking with others she noted that employees who have sufficient leave (sick, personal leave, vacation etc.) are required to exhaust their leave bank if they needed to be out of office for 12 weeks. Employees without sufficient leave are still allowed the 12 weeks leave/out of office. She is under the impression that in both cases employees are paid. She expressed that this seem unfair to the employees who are exhausting leave from their leave bank.
- Matt Lasecki responded that without knowing the specific details he may be unable to fully answer her question appropriately. He explained that subject to eligibility, employees may request and be granted up to 12 weeks of FMLA per calendar year for “qualifying events” defined by the FMLA. In all instances where leave is granted pursuant to the FMLA,

employees must exhaust all accrued paid leave, including sick, personal, annual, and holiday, prior to entering unpaid family and medical leave status. He noted that the persons that she may have communicated with may not have disclosed if they were granted unpaid FMLA. Alternately, there are instances where employees who may not have sufficient leave may be granted advance leave with the expectation that this is return through accrual up to 60 days. He said he is unable to say which circumstances the individuals may have qualified for without having the specifics. However he stated, to his knowledge, HR administers policies equitably to all individuals. He offered to speak with Priti at the end of the meeting to discuss further.

- Priti agreed. She will meet with Matt to discuss further.
- Kristy noted that this was an important topic especially to her as she is expecting to take FMLA in the near future. She added that FMLA provides a protection during the leave period but does not necessarily specify that the employee is paid.
- Gregory Brightbill noted that this topic is of interest to him as well. He added that he may consider starting a family and he was thinking of individuals who may have just started with UMB and may not have accrued enough leave and how that will impact them if they did not have sufficient leave at the time when they needed it.
- Kristy Novak thanked Matt for attending the meeting and informed Staff Senate of the upcoming Executive Staff Senate meeting with Matt. She encouraged Staff Senators to reach out to any of the executive team members if there are questions or concerns that can be addressed at the meeting.

Kristy Novak provided the following updates:

- **Chief Thomas Leone, Interim Chief UMB Police Department**
- **Crime Statistics:** Chief Leone reported a 60% increase in crime within the peripheral areas surrounding the UMB campus; however there is a 55% decrease in crime reported on campus. He stated that there were many service calls from the areas around the Lexington Market, Utah Street, and Howard Street. These service calls included reports of theft, larceny, and 1 homicide. Overall, crime outside of UMB is on a rise. Kristy Novak commented that she recently received an alert from the Penn Street garage where she would have parked if she was not teleworking. She stated that she appreciated all the UMBPD was doing to keep the campus safe.
- **Security:** Less security personnel assigned to buildings that are closed (Lexington, Saratoga); however the same resources are being assigned towards the presence of officers on the streets during this time. The UMPD is still conducting escorts through the SAFE walk program, campus members are encouraged to use this service.
- **Post Covid Preparations:** Steps that UMBPD are staking to prepare for the UMB campus resuming normal activities post Covid-19- the changes being implemented now will lay the foundation for when things resume post Covid-19 (i.e. increasing security presence on campus).

- **UMBPD Communications:** The UMBPD is working on sending out communications to remind the campus community of the services provided, as well as to reiterate safety tips such as walking in groups, using the SAFE walk, and alerting police of concerns.
- **Update on Community Advisory Committee-** UMBPD has been drafting policies and collaborating with Kevin Kelly (chief government affairs officer at UMB) in finalizing these documents. He estimates that there would be progress made by the end of this month. Kristy Novak informed the group that Susan Holt has volunteered to join the committee and stated that she could not have thought of a more appropriate person for this committee. Susan Holt has always been an individual that shared in the interest of campus/community initiatives and concerns.
  - Susan Holt responded that she have not heard from Chief Leone to date.
  - Kristy Novak responded that it is her expectation that the committee will not be active until the beginning of 2021. She added that Chief Leone in his role as interim chief may be prioritizing other affairs as is expected as he adjusts to his new role.
- **Campus Alerts-** the consistency of alerts have been confusing at times to UMB employees, especially those sharing space at the medical center. Alerts system follows the Clery Act which can be complicated or difficult for some to understand. It was suggested that the UMBPD provides information on the Clery Act in layman terms so that it is understandable by every staff member. This will help UMB employees distinguish between the variations of alerts, knowing the difference between alert vs alarm email. It was also suggested that a map should be included so that staff could understand UMB campus jurisdiction. The UMBPD will also consider an UMBPD identifiable number so that staff will distinguish alerts from UMBPD and spam.
  - Kristy Novak asked Gregory Brightbill if he would like the opportunity to expound on this topic, since it was a concern raised by him at the Executive Staff Senate meeting with Chief Leone.
  - Gregory Brightbill explained that he felt that there was some ambiguity with the alerts. He added that the Clery Act which guides UMBPD on mandatory reporting (e.g. information vs. crime) could be confusing. He suggested that UMBPD provide more clarification the campus community of the reporting system and how it works.
  - LaKeisha Wilson commented that she was recently asked to differentiate between “strong armed robberies” versus other violent crimes- a recent UMB alert informed of a strong arm robbery. She said that it was her assumption that strong arm may involve some sort of force whereas a violent crime may involve a weapon of some sort. The recent alert made her question the actual event that occurred and she wondered if someone snatched a phone from an individual or was there a weapon.
  - Kristy Novak responded that it may be a good idea for UMBPD to include a vocabulary section to the Clery Act tutorial/informational.

➤ ***Dawn Rhodes, Chief Business and Finance Officer and Vice President***

Next meeting scheduled for October 20, 2020.

- Kristy encouraged Staff Senators to submit questions/concerns to members of the Executive Committee so they may be addressed at the future meeting with Dawn Rhodes.
- Sarah Hokenmaier inquired of an emergency fund on behalf of staff members by faculty (School of Pharmacy). She remembered that this was a question to Matt Lasecki prior to the Covid-19 pandemic.
- Kristy Novak asked Latoya Lewis to add this to the agenda for the upcoming meeting with Matt.

❖ **Committee Reports: Goals for the Coming Year**

- **BOR** (Update provided by Jennifer Volberding)
  - The BOR Committee has received a new packet for this upcoming BOR evaluations. The committee will be meeting in October to discuss future goals and reviewing the goals from the last term. Jenn stated that one of the committee goals from the last term was to have 10 eligible candidates. They were able to review 7, which she felt was close to the target. The committee will be finalizing the checklist and reviewing the advertisement process.
- **Communications** (Update provided by Mary Phelan)
  - The committee is continuing to communicate information on behalf of Community Outreach Initiatives/Drives. Mary Phelan encouraged Staff Senators to share emails about upcoming Face to Face forums and contribute to topics by submitting issues of concern that may be addressed at these forums.
- **Community Outreach** (Update provided by Jill Hamilton)
  - Jill Hamilton was excited to share with the group that has purchased items for the Purchase items for Veterans Drive.
  - Information for the Back to School drive have been published in the Elm. Jill also shared that to date they have received a total of 77 donations, and \$2, 875.00; she is very happy for this achievement and stated that it is an attestation to the hard work of the committee and the support of donators.
  - Thanksgiving Drive links have been prepared and the committee has begun planning.
  - Jill Hamilton commented that she was very happy to see that Ashley Valis, Executive Director of Strategic Initiatives and Community Engagement, promoted current and upcoming initiatives during a recent Face to Face forum with Dr. Jarrell. She added that the more “plugs” the better.
  - The committee is working on a future/potential initiative focusing on nursing homes. This is expected to be a virtual educational event, in collaboration with the Community Engagement Center. The initiative will focus on providing insights on the ethical issues involved in

navigating through various community services, including services involved with nursing homes.

- The committee will also be exploring other ways to remain engaged with the community. There are current needs that can be addressed, specifically providing grocery and sanitation products to the community and those in need.
- The committee plans to join faculty senate, and USGA to discuss upcoming initiatives and plan collaborations.
- **CUSS (Update provided by Susan Holt)**
  - Susan Holt noted that much of the updates that are specific to the CUSS committee was provided during Dr. Jarrell's and Matt Lasecki's update.
  - The next meeting will be held virtually, hosted by Frostburg University. Dr. Jarrell will be making a guest appearance for the first 30 mins of the meeting.
  - Advocacy Day, which is usually held in Annapolis will be virtual this upcoming February. More information on the format will be provided as the date approaches.

Kristy Novak informed that Staff Senate that there is an open membership for the CUSS committee. A Staff Senator who had previously committed is unable to continue. She opened the floor for volunteers and encouraged interested senators to send her an email.

- **Policy/Legislation (Updates provided by LaToya Lewis)**
  - **Review of By-Laws:** The following amendments are to be made-
    1. Addition of two alternate memberships
    2. Addition of auxiliary membership positions-

The committee noted that the staff senate did not finalize the total number of auxiliary members, and the selection process; although the 12 month term was agreed upon.

The revision of By-laws involves a self-evaluation of staff senate operations to determine if the purposes and functions of the Senate are being fulfilled, and a verification of the composition of the membership to ensure all eligible categories are fairly represented. The committee would like to know if there have been formal reports from the Policy and Legislation committee in the past to record that these requirements were met.

- **Virtual Platform:**

It was noted that the current mobile UMB app presented the following issues:

- Not user friendly in that it requires DUO verification for each sign in, navigation issues reported;
- The application features currently are tailored more to students than staff.

Kristy Novak responded that the concerns of the Policy/Legislation will be discussed at the next Staff Senate Executive Committee meeting, and guidance will be provided. She advised that the Policy/Legislative Committee provide recommendations for the auxiliary membership selection process, which will then be discussed further at a future Staff Senate meeting.

- **University Life (Updates provided by Tom Hockensmith)**
  - The committee is finalizing a survey to send out to the UMB campus community to solicit questions/concerns that may be used focus areas in discussions with UMB leadership at

future/potential virtual town halls. The survey should be disseminated by end of October/beginning of November.

- Kristy Novak shared that the committee may also be collaborating with Joshua Abzug-Faculty Senate, and USGA to host an event – UMB Got Talent. She shared her excitement and is anticipating a very good response. She believes that there may be a lot of hidden talents on campus.
- **Executive Committee** (Updates provided by Kristy Novak earlier in the meeting)

#### ❖ New Business

- **American Heart Association (AHA) Heart Walk -Staff Senate Team [October 5-10, 2020]-**

- Kristy Novak reminded the Staff Senate of the American Heart Association (AHA) Heart Walk upcoming events. She encouraged senators to participate and to send an email to her if interested. She added that if we have a few senators we may be able to form a Staff Senate team.

- **Changing Staff Senate Format to Zoom to Allow Open Meetings**

- Kristy explained that a change in format will allow the Staff Senate to conduct open meetings but remain in control of meeting settings (mic controls, separate rooms, and voting polls).
- A motion was filed to open a discussion to change the meeting format to zoom; 2<sup>nd</sup> by Sharese Essien.
  - Jill Hamilton shared her excitement for the change in format, she added that she has had a positive experience using zoom.
  - LaToya Lewis agreed that zoom will be a good format as long as the logistics are decided prior to the meeting. She suggested that the first 10-15 minutes of the meeting be reserved to vote on meeting minutes, and confirming attendance.
  - Sharese Essien suggested that there be an additional person assigned to monitor the chat. She shared that in past zoom meetings that she has attended, the chat can become overwhelming quickly.
  - Latoya Ludd asked if this change will be effective next meeting.
  - Kristy Novak confirmed that it will be effective for November Staff Senate Meeting.

A motion to approve change in Staff Senate Virtual Meeting format; 2<sup>nd</sup> by Sharese Essien. Motion passed unanimously (22 votes). Communication will go out with the zoom link.

- **Return to Campus**

- Kristy Novak opened the floor for discussion. She stated that there may be concerns with regards to returning to campus; persons may want to know- What it will look like? If we return during early spring next year or closer to the end, what will be the next steps if there is a resurgence of Covid-19? How much notice do we need before we return? Would we like the return to gradual (5days or 3 days)? What about the equipment purchased by employees during the mandatory telework?

- Sharese Essien suggested that a survey be sent out the campus community prior to any decisions to get feedback from employees on their preference for returning and what that will look like. She added that returning back to work will look differently at different departments, and maybe be the best way may be to work specifically with individual departments/offices on what will be needed for a successful return. Sharese added that with a potential vaccine in the future there will still be considerations- Would the vaccine be widely distributed? Will the vaccine be available in February or March? She shared expressed that she may continue wearing a mask even if a vaccine become available. She ended by stating that the biggest concern for her would be feedback prior to final decisions on returning to campus, so that there is not an influx of employees returning to campus at the same time.
- Susan Holt commented that returning to campus will be impacted by when schools are reopened for in person learning, and if there would be a hybrid format. She also shared concerns about equipment (chairs, monitors) purchased during the telework mandate.
- Kristy Novak commented that her preference would have been 3 days a week, but stated that she understands that telework will be supervisor dependent.
- Jill Hamilton stated that she believes that teleworking has been working and that should be taken into considerations. She also stated that she was of the understanding that the items purchased would be returned. She added that structural changes including installing partitions, and placing social distancing floor marks should be considerations for returning.
- LaToya Lewis commented that there should be plexiglass installed in offices spaces that do not have partitions, as well as cleaning carts made available so that employees may clean their spaces as needed.
- Tom Hockensmith informed that there are currently cleaning carts in each building and/floor. He provided the following link: <https://www.umaryland.edu/coronavirus/testing-hygiene-and-health/#d.en.485280>
- Kristy Novak added that placing markings on the floor will be an important consideration for offices and departments that provide in person services to students.
- Priti Wakefield shared that these are concerns of hers. She has personally experienced in her role circumstances where she is in close contacts (no social distancing) with employees with special needs, processing paper time sheets, and having to remove her mask to facilitate communication with a hearing impaired employee. She also expressed concerns of other employees not respecting social distancing guidelines. Priti stated that although her job can be completed remotely that she was not allowed to telework because her department was not structured to facilitate remote functions. She added that having a young baby and being in situations as she described earlier is an uncomfortable situation for her.

A link was shared in the Staff Senate in Staff Senate meeting

chat: <https://www.umaryland.edu/ehs/reporting-face-covering-or-physical-distancing-concerns/>

- Kristy Novak empathized with Priti. She stated that there should be a platform for employees to submit concerns and report incidences to supervisors or UMB leadership. She added that the infrastructure should be in place for essential employees who are at the campus right now; if there was a plexiglass between Priti and the hearing impaired employee it would have created an extra barrier if she needed to remove her mask to facilitate lip reading.
- Sarah Hokenmaier commented that this exemplifies that question raised to Matt Lasecki with regards to having a checklist for returning to campus. This will prevent departments being subjective in their understanding of what is needed for a safe return.
- Kristy Novak promised that these issues will be raised at the next Staff Senate Executive meeting with Dr. Jarrell, and Matt Lasecki. She encouraged senators to email members of the executive team any other questions/concerns that could be addressed at the upcoming meeting.

#### ❖ **Adjournment**

A motion to adjourn the meeting by Kristy Novak; 2<sup>nd</sup> by Jill Hamilton.

**Minutes submitted by:** LaToya Lewis, Staff Senate Secretary

**Minutes approved:** November 5, 2020.

*\*Note: Due to modified UMB operations in response to COVID-19, the October Staff Senate Meeting was held via WebEx Meetings as a closed meeting.*