

***Staff Senate September Meeting
Thursday, September 3, 2020,
12:00 p.m. – 2:00 p.m.***

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

Call to Order (12 noon)

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

Attendees

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

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

Absent Members: Phelan, Mary; Volberding, Jenn

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.
- Taylor De Boer informed that the GRID (Graduate Research Innovation District) will be relocating to the UMB Health Sciences and Human Services Library (HS/HSL) effective September 15, 2020. At the time of the meeting, the GRID was located in UMB's BioPark.
- LaToya Ludd updated the group on her family vacation. She jokingly suggested that she has joined membership on the Parent Coalition for Learning Team and asked the group for prayers as she balances taking care of her children in a virtual format and work demands.
- Sarah Hokenmaier confirmed that Latoya Ludd is not a member of an official UMB Parent Coalition Taskforce.
- Kristy shared with the meeting that there were many discussions at the leadership level about the impact of teleworking and caring for dependents. She informed the group that at some point of the meeting the members would discuss the impact of Covid-19 telework mandate on work life balance.
- Sharese Essien spoke of her hectic schedule during the Covid-19 telework period. She told the group that she had to balance her personal life with her work responsibilities of managing an online program, ensuring that persons have access etc. She added that in her experience, teleworking can be compared with wine in that it gets better with time.
- Cody Sizemore shared with the meeting that he welcomed his baby boy a week ago six (6) weeks earlier than scheduled. Babyboy Sizemore is in the NICU and is doing well.
- Staff Senate members congratulated Cody on the arrival of his baby boy.

- Michael Azen announced that he and his wife were featured on the A& E television show, “What’s it Worth?” They were featured on episode 9 of the current series of the show.

Guest Speakers

- Kristy introduced the first guest speaker, James Mszanski, Assistant Director of Fitness, URecFit.
- **James Mszanski, Assistant Director of Fitness, URecFit**
- Mr. Mszanski introduced himself formally to the group. Currently, Mr. Mszanski serve as the Chair of the American Heart Association Committee presented information on the American Heart Association Committee.
- URecFit team has received many questions from staff, students, and faculty with regards to the reopening of URecFit and the current services being offered virtually during the physical closure of the fitness center. Leadership will update the campus on the reopening of the URecFit center.
- Using virtual platform, URECFIT is currently offering (Slides presented):
 - Online Fitness Classes
 - Virtual Cardio/Strength Training
 - Virtual Personal Training
 - Virtual Dance Classes
- Group classes will start on September 8, 2020 and will host about 20 -30 individuals in a group session.
- URecFit will also be offering weekly online postings of Workout Routines, Recipes, and Videos.
- On September 15 URecFit will host a virtual 5K run.
- URecFit is also offering other virtual and online resources for youths and families. The UMB Wellness and Academic-Life Balance Program Hub was created to support the University of Maryland students in pursuing self-awareness, professional and personal development, and academic-life balance through a variety of interdisciplinary workshops and lectures at the SMC Campus Center. The UMB POP (Peer Outreach Program) was formed by a group of educators in the graduate school. Their goal is to empower students to encourage their peers to prioritize health and wellbeing during their graduate school experience at UMB.
- The American Heart Association Committee will be hosting a Virtual Walk Experience from October 5 through October 10, 2020. Instead of the traditional 1 day experience the event will be held for 5 days; each day will involve new challenges. The committee has raised \$2000; the goal is to raise \$10,000.
- The committee is encouraging representation from each school. Currently only two schools are not represented.
- The AHA will also be hosting a UMB Heart Walk Bingo from September 14 through September 18, 2020. The committee believes that this will be a fun event in which employees can involve their families to participate. They are encouraging staff members to register for the event, which is free (donations are welcomed).

- There will be a Chipotle Fundraiser on September 29, 2020. The link will be sent separately to the campus community with further details on donation opportunities.
- Mr. Mszanski is encouraging Staff Senate to create a team for the Walk Event. He believes that recruiting coaches and walkers to form the team will help promote enthusiasm for the event. He is also asking for UMB team to be formed. Both teams will be promoted to individual departments and through Staff Senate communications.

Questions:

Sharese Essien asked if the virtual personal training currently offered by URecFit will require individuals to pay membership fees.

Mr. Mszanski confirmed that these services are currently free to staff, students, and faculty. Currently the only requirement is to sign a waiver/agreement. However there may be other programs that may require membership.

➤ **Chief Thomas Leone, Interim Chief of UMBPD**

- Kristy introduced the second guest speaker, Interim Chief of UMB Police Department, Chief Thomas Leone.
- Chief Leone introduced himself to the Staff Senate (slides presented).
- Chief Leone has over 20 year of policing experience; his assignment prior to UMB was at the Frederick County Sherriff’s Office. He values community relationships, honesty, integrity, and respect.
- Chief Leone joined UMB in 2016, and since then has been committed to UMB’s Core Values. He is currently pursuing a master’s degree at UMB in Crisis Management.
- Chief Leone’s presentation focused on the following services currently offered by the UMB Police Department;
 - SAFE Walk/Ride- The Safe Ride program is currently suspended until further notice. Chief Leone explained that the department is currently focusing on ways in which they may provide a similar service that will comply with the current social distancing and restrictions requirements. They are currently intending on collaborating with outside vendors such as Uber, and Lift to provide this service to the UMB Campus. The SAFE walk (410-706-6882) is still available 24/7; staff members, students, and faculty are encouraged to use this service. There are more security and police presence on the UMB campus than in the past years and the community should capitalize on this.
 - COAST-Community Outreach and Support Team- COAST was formed in October 2018 under the direction of UMBPD Police Chief Alice K. Cary, MS. The team provides opportunities for the UMB community and its neighbors, who often face a wide variety of hardships. COAST works with stakeholders, and community members to assess current community needs, and provide resources as appropriate.
 - The Police Athletic Club is usually involved in community outreach initiatives like providing lunch to school children during the school year.

- Victim Witness Assistance program provides assistance to victims and witnesses with court procedures, emergency assistance, medical access, and victim impact statements.
- The UMB Police Dept. has suspended Self-Defense classes until further notice.
- Chief Leone presented a new initiative that is being introduced by the UMB Police Department. Previously named titled, “Citizen Advisory Committee” the UMBPD is leading the establishment of a committee with representation from the UMB Campus (faculty, staff, students), the UMBPD department, and Baltimore community members. Chief Leone explained that current tensions between the police and community nationwide could impact UMBPD relationship the local community. The UMBPD wants to be proactive in establishing a forum where members of the community could voice concerns and have those concerns addressed-“be heard”. He explained that after much consideration of the mission of this committee, it was decided that it be re-branded with a name that supports the mission. The committee is now branded as the “Community Advisory Committee.” Chief Leone believes that collaboration among community members and UMB representatives will promote a more targeted approach to decisions involving the community.

Contact Information Provided:

Contact UMBPD-410-706-6882

Safe Walk; Non-emergency

Blue light Phones on campus-Talk with Police Communications Operator

Social Media

@PoliceUMB (Facebook, Twitter, and Instagram)

@OfficerLexi (Instagram)

Questions

- Kristy asked Chief Leone to elaborate on the most effective ways for Staff Senate to promote the Community Advisory Board Committee, and provide information to those interested (from Staff Senate, Faculty Senate, and USGA/affiliated groups). She also wanted to know if there was a decision on the frequency of meetings.
- Chief Leone confirmed that the committee will initially meet quarterly, and shared the UMBPD plans to distribute surveys/questionnaires prior to meetings so that concerns may be reviewed and added to an agenda for the meeting.
- Kristy reassured Chief Leone that she would promote a two way communication between the UMBPD and the Staff Senate, providing feedback when necessary on current issues.
- Chief Leone added that safety is the cornerstone of the UMBPD, and they would like to ensure that everyone has access to this service and they are communicating effectively.
- Kristy thanked Chief Leone for his presentation.
- Kristy informed the meeting that in an executive committee meeting with Dawn Rhodes, Chief Business and Finance Officer and Vice President, it was highlighted that there has been a reduction in crime rate at UMB. Current crime report indicates that crime at UMB is 50% lower than the same time last year. However the neighboring community-Central District is experiencing their highest rate in crime. This is a testament of the good work

done by the UMB police, and the UMB campus community should feel comforted knowing the Police overseeing the UMB campus is doing a great job. Kristy congratulated Chief Leone on this achievement.

- Kristy encouraged Staff Senators that are interested in participating in any of the discussed initiatives and/or becoming a part of the Community Advisory Committee to contact the Staff Senate Executive team. She added that Gregory Brightbill has collaborated with the UMBPD on several initiatives in the past and had a great experience.

Approval of July Minutes

- Any questions, or comments on the meeting minutes-
- Jill Hamilton commented that the Meeting Minutes were very detailed and complimented the author. Kristy agreed. LaToya thanked the group for the compliment and credited this accomplishment to Sarah Hokenmaier's training as past Staff Senate Secretary. A motion to approve the minutes without changes by Jill Hamilton; 2nd by La Keisha Wilson. Motion Passed Unanimously.

Updates from UMB Leadership (Staff Senate Executive Committee)

- Kristy invited Matt Lasecki to provide any updates from Human Resources.

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

Sick Leave Bank

- Matt shared that having a sick bank turned out to be a lot more complex/challenging than the department had estimated. They are currently working on a variation to that model in which an employee is able to donate leave hours to another employee in need. The HR department did a review and concluded that most employees had sufficient leave in their banks to use in necessary circumstances. Persons that have access to ASL (Advance Sick Leave)/ESL (Extended Sick Leave) in extreme circumstances may be able to access 12-15 months of paid leave.
- The department is currently working with the legal department on ensuring that the procedures, comply with all State and Labor Standards.

Voucher System

- The purpose of the Voucher System is to provide Care-individuals with resources to pay for daycare for kids at a licensed facility, or in-home care for kids. This program is intended to target persons with lower incomes who may not have the flexibility to work from home and may be required to report to duty on campus. This will be multi-year project and the details are still being finalized. The department is still working on the impact of this system on FSA (flexible spending account) for employees.

Social Media Hub

- The HR Taskforce and department were working on a social media site/hub for employees who are parents who may register and access resources like scholastic help (tutors for k-12), or finding nannies/daycares within their areas. It is the hope that this would be accessible in time for the fall

semester September 8, 2020. Jenny Owens, ScD, MS, assistant dean of the Graduate School and executive director of the Grid, has been providing assistance in creating a listserv email list that will specifically connect those that need these resources.

- This is currently available on the HR COVID-19 Coping Kit website.
- Other Resources are also provided through the HR department COVID-19 website that are specific to mental health and overall wellness of employees.

Performance Development Plans (PDP) Restructuring Update

- There were concerns expressed at last meeting that supervisors were not submitting annual Performance Development Plans (PDP) timely, which resulted in a “Meet Standards” performance evaluation. Staff senate would like to see more transparency and consistency among supervisors campus wide (especially when faculty is in the role of supervisor).
- Matt acknowledged that HR is currently working on PDP plan White Paper. However this is not in the immediate plans for HR as UMB is transitioning to a Hybrid Covid-19 reopening for the fall semester and there are other pending priorities. The focus is on managing the current system.

focus on managing the current system

Other HR Updates

- Matt shared the current UMB’s COVID-19 Coping Kit with the meeting. There is a link on the HR website as well as Launch Your Life website.
- The website provide resources that are intended to promote wellness, balance, and provide support forums to the UMB community. The website also offers resources through AEP and the Counseling Center, as well as tools for parents of children K through 12 (organized by age and grade).
- Matt acknowledged that the department is aware of Virtual Meeting Fatigue/Overload, and expressed his recognition that COVID-19 telework could be stressful for everyone. He assured the Staff Senate that leadership will be providing direct training to supervisors to provide them with tools and to help them promote flexibility of staff schedules. He provided an example of different flexibilities- an employee may work 8 a.m. to 2 p.m. but then needs to care for family between 3 p.m. and 6 p.m. but completes the work day between 6 p.m. and 8 p.m. Another employee may work for over 16 hours on a project and may take the next day off to get some rest or gain balance. Supervisors are encouraged to work with staff members and keep in mind that at times the assignment/project completion may be fulfillment of their duties and not just the hours.
- The Graduate school is working on a short infomercial to present to supervisors concrete examples of flexibilities in the telework schedule. This will be presented to UMB leadership first and then to the leadership at the individual school and departments. There will be more updates on this forthcoming.
- Matt spoke of his own personal experience in keeping the balance between work and life as he has two boys (one in 6th grade, and the other in 4th grade). He understands the importance of providing these resources and promoting work/life balance especially during this Covid-19 telework period.

- Matt thanked the Staff Senate members who served on the HR Taskforce for Covid-19, highlighting that the meeting schedules were very demanding as the group collaborated with COVID-19 clinicians, other work groups, and the legal department.
- Matt reminded the Staff Senate that there will be a Flu Season Drive sometime soon. This is a collaborative program between UMB and the Medical Center (UMMC). An update will be provided when dates are finalized.

Questions

- Gregory Brightbill asked for clarification on receiving the flu shot during the current advisory for staff/student/faculty that a COVID-19 test must be completed prior to coming to campus.
- Matt confirmed that the information regarding that is not available at this time but stated that he is hopeful that those details would be finalized closer to the date of the Flu Drive.
- Jill Hamilton confirmed that employees also had the option to get the flu shot from their personal doctors or local pharmacies.
- Matt agreed, and encouraged that employees sort the best options. He recalled calling his children's pediatric office and they did not have the Flu vaccine available at the time.
- LaToya Lewis informed that there may be an age limit for pharmacies providing flu shots to children, so employees may need to confirm with their local pharmacies prior to going.
- Matt reminded the Staff Senate that Open Enrollment will be completely accessible online Mid-October-100% electronic open enrollment. He confirmed that there will be no paper forms mailed out to employees. There should be an email sent during and around the time of Open Enrollment. UMB email addresses are defaulted to accept mail from DBM (Maryland Department of Budget and Management). There will be a multi-factor authentication (MFA) required for access. He advised that employees ensure that their login works prior to Open Enrollment to avoid any delays/hiccups.
- Kristy thanked Matt for his contribution to the meeting.

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

- Kristy provided the following update:
Update on MTA Sticker
- Kristy informed the Staff Senate that there was a concern submitted to the Staff Senate with regards to the MTA sticker provided to employees. A Staff member was told to report to his school/department to obtain the MTA sticker (employee MTA benefit to allow commuters to ride without purchasing tickets). The complaint stated the inconvenience of travelling to UMB during the pandemic when it is unsafe to do so, but also expressed the need to have the sticker since this is the primary mode of transportation.
- In a staff Senate Executive meeting, Dawn responded that the policies specific to accessing the MTA sticker was school/department specific and schools/departments made decisions based on their risk assessments and their comfort level of mailing out stickers. She added that generally, there may not be any issues with mailing out stickers and that the individual may need to contact

the Dean to find out options. Employees should work with their individual schools/department on an arrangement of obtaining the sticker.

- Kristy confirmed that this was a concern of one individual submitted to the Staff Senate Questions Website, but that she wanted provide the group with the guidance provided in the event that it was representative of more concerns.

Parking Update

- Currently, all garages are open except for the Saratoga Garage. Fayette and Peart Street garages are opened from 5:30 a.m. to 11:30 p.m., all other garages are 24/7.
- Leadership has been exploring ways in which they can provide more options for commuters amidst the COVID-19 restrictions (social spacing recommendations) which place limits on the number of persons that can ride the UMB Shuttle, or use SAFE ride as an option. They have been working with MTA to see if Buses may be able to add stops that were in the same geographic location of the traditional route of the UMB Shuttle that will allow commuters a closer distance to the campus. They have also been considering providing LIFT service so that commuters may not have to walk long distances during the fall, especially students/staff members living in the Southwest parts of Baltimore.

Update on UMB Chief of Police position

- A recruitment and search vendor has already been selected. The selection process will begin next year January.
- Kristy added that Chief Leone has been doing a great job and she believes that he will make a great candidate for the job.
- More information will be provided at the beginning of 2021.

➤ **Dr. Jarrell-Interim President, Jennifer Litchman- Senior Vice President for External Relations and Special Assistant to the President**

Work-Life Balance during COVID-19

- Leadership is aware that high stress levels are directly proportionate to unrealistic workloads/deadlines, and a profusion of WebEx meetings. Jennifer Litchman suggested that a 05-55 policy (meetings starting at 5 past the hour and ending 5 mins to the hour) may help provide down time between meetings, which will allow caregivers time to check in on their dependents. Leadership is currently seeking recommendations for ways to improve work-life balance during COVID-19 work at home.
- There will be an upcoming meeting with AVPs and Deans in which this topic will be explored further as leadership encourage supervisors to allow for flexibility to encourage work/life balance for their direct reports. Becky Ceraul, School of Pharmacy will be working with a committee in exploring more opportunities to promote a work life balance.

➤ **Committee Reports: Goals for the Coming Year** **BOR (Chair-Jenn Volberding)**

- Jenn was experiencing technical difficulty and could not log in to the meeting.
- Susan provided a brief update. The committee met and there were discussions on action items completed last year and action items to be completed this year.
- The meeting notes will be available on the Staff Senate SharePoint website.-not prepared discussed what was done last year and what we will be doing this year.
- Kristy commented that the committee did a wonderful job last term and UMB successfully won three nominations. She said that the committee had big shoes to fill this year. She added that Riham Keryakos (staff senator 2019/2020, BOR committee member), worked really hard and it paid off.

Communications(Not decided)

- Ayamba Ayuk-Brown provided a brief update.
- The committee has not decided on a Chair and had few members that were unable to meet to make a decision.
- The committee was able to discuss the role of the communications Committee and the upcoming action items.
- Emma Barkman provided an update on the “Know Your Senator Campaign” stating that she will be continuing this term with featuring senators and their roles on the Staff Senate. She encouraged members that did not submit profile narratives to do so. She will send out additional information in an email to all Staff Senators.

Community Outreach (Chair/Co Chair- Sarah Hokenmaier , Jill Hamilton)

- Sarah Hokenmaier provided an update on current and upcoming community outreach projects.
 - The Back to School Supply Drive is currently open to donations. In collaboration with the UMB's Office of Community Engagement, the Staff Senate is collecting school supplies for James McHenry Elementary & UMB CURE Scholars. Last date to donate is October 9, 2020.
 - Sarah reported that during the last week they have collected \$1,745.00
 - This year the committee collaborated with the Office of Philanthropy to update the website to allow donations to be made specifically to a fundraiser of the donator's choice. There are now separate links and codes to allow monetary donations to go to the charity of event of choice. Previously there was no option to choose, so that the committee decided where the collection of money was assigned.
 - The Thanksgiving Drive will also be held virtually.
 - The committee is still deciding on a Spring/Summer community outreach project and will inform the Staff Senate as the time approaches.
 - Jill Hamilton added that employees should be reminded that there will be no donation bins (blue) this year; the events will be virtual.
 - Kristy thanked the committee for the update and hard work.

CUSS (Chair: Susan Holt)

- Susan Holt provided updates on the most recent CUSS meeting.
- August CUSS meeting was hosted by UB, and featured opening remarks from USM Chancellor, Jay Perman, MD.

- Chancellor Jay Perman, MD commented on the decision to reopen the fall semester with a hybrid format combining at least some on-campus, in-person instruction with remote learning. He also spoke of the efforts at the University Systems level to deconstruct systemic racism.
- Subcommittees met and discussed upcoming goals for the New Year; the Benefits Committee will be sending out surveys on mental health services/resources, and lowering the parking cost for employees. The committee is proposing that all employees pay a standard rate for parking across campuses. The Communications Committee will be working on video presentation that will introduce CUSS and its functions. The Policy and Legislation Committee is anticipating an onerous task ahead for the next legislative session next February (2021). More information will be provided as the date approaches. The CUSS Executive team is initiating a mentor program to allow staff members across campuses to understand the role of the executive team and encourage staff members to volunteer for these positions.

Policy and Legislation (Chair-LaToya Lewis)

- Committee decided to maintain the Mission Statement from 2019/2020 term: To ensure that staff senate bylaws, guidelines, and procedural processes are aligned with the University's core values (Accountability, Excellence, Civility, Knowledge, Collaboration, Leadership, and Diversity) and Strategic Plan.
- Committee decided to adopt the Staff Senate 2020-2022 Theme 1 Strategic Priority as its strategic plan for 2020/2021- To enhance Staff Engagement: Responsibly advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees, work environment and staff morale, and issues impacting wages, benefits, and working conditions. This will be in a virtual/Mobile platform to allow staff members to remain engaged during the COVID-19 telework period and beyond.
- Action Items for the term 2020/2021 –Review of Staff Senate By-Laws; and Creating a Virtual Platform in the form of a Staff Senate App. La Keisha Wilson suggested that we create a staff senate mobile app that will allow staff members to be informed of policy changes, and other updates using their mobile devices.
- Sarah Hokenmaier suggested that we use a channel on the UMB mobile app, which will lessen the overall cost.
- Kristy Novak loved the idea and commented on the responsibilities that may be related to a big project such as this. She reminded the meeting that the committee took a huge project in compiling a Staff Senate handbook last year, and encouraged the members to review it.

University Life (Tom Hockensmith)

- Tom Hockensmith provided updates; he reminded the Staff Senate of the positive reviews that were received from last term's Town Halls with UMB leadership. Since Covid-19, Town hall meetings have become more frequent and there is now an overload on meetings infringing on work/life balance.
- The committee is discussing new ways to engage the UMB campus and will use surveys to generate topics of interest to the campus community (e.g. work/life balance, mental health, flexible work schedules).

- Kristy thanked Tom for the update and commented on the success of the Professional Day that was scheduled virtually this year. She encouraged the committee to explore town hall opportunities and stated that one might be surprised at the support by the campus community.
- LaToya Lewis suggested that the Staff Senate consider sending out Mental/Physical Health tips weekly or monthly via email/mobile app to the campus community.
- Kristy Novak responded that the suggestion was a good idea and was discussed some time ago but just never was established. She said it would be a good idea to pursue the idea, however a weekly communication would be more effective than monthly. It was also suggested that this could be executed in collaboration with UMB Launch Your Life.

Executive Committee (Chair-Kristy Novak)

- Kristy Novak reminded the meeting that she provided updates from the Executive Committee earlier in the meeting.
- Kristy Novak reintroduced the members of the Executive Committee and encouraged members to reach out to any of the members with any concerns.

➤ **New Business**

Work Life Balance During Covid-19

- There are current discussions among leadership with regards to creating a work-life balance during COVID-19 transition to telework for employees. Leadership is aware that high stress levels are directly proportionate to unrealistic workloads/deadlines, and a profusion of WebEx meetings. This imbalance results in employees working longer hours and additional days to complete their job responsibilities.
- Kristy spoke of School of Nursing's No-Wednesday policy, which encourages teams to not meet on Wednesday to allow staff members to catch up on other duties. She commented that working at home may result at times in the lines between work and personal becoming blurred.
- Susan Holt shared an ongoing challenge she has been experiencing with an employee not responding to emails timely. She stated that this could be a challenge for staff members who are attempting to connect with supervisors who are needed to respond in order for some tasks to be completed.
- Lakeisha Wilson spoke of her own experience sharing that she works with a large staff and explaining how difficult it has been to balance virtual meetings, and addressing issues timely. She made a comparison between in-person working which allows an individual to step away from a meeting and immediately address an issue and return to the meeting. She added that if an individual had a busy schedule before the telework transition, then that individual is twice as much busy now. She encourages departments to establish structure that allows more effective communication and workflow.
- Jill Hamilton stated that he department has an organized structure that sets a time for staff members to check in with their direct report. She believe that it has been effective.
- Kristy Novak commented that it would help if there were established relationships that allows an individual to text if there is an item pending or an issue need immediate attention. However

- she acknowledged that this become a little more complexed with larger teams and working with clinicians who may legitimately be attending to life altering issues at the time.
- Sharese Essien stated that she has found that flagging an email has been effective once the recipient accepts the flag. The flag will send a reminder to both the recipient and the sender so that pending issues could be addressed timely.
 - Kristy asked Susan Holt if in the situation she referenced earlier if they had attempted using Microsoft Teams.
 - Susan Holt confirmed that it was used in the past but the individual has since deactivated the feature.
 - LaToya Lewis commented that staff members may need to consider the changes made during Covid-19 restrictions that may make communication harder, example a clinician may not be able to get to his phone due to being in an environment where phones are no longer allowed due to Covid-19 clinical guidelines. She also noted that flexible schedules may make communication harder.
 - Gregory Brightbill Gregory spoke of his personal experiences prior to COVID-19 telework as well as during COVID-19. He referenced his husband's ability to keep things balanced by scheduling breaks (for example scheduling a break for a walk). He encourages building a routine that incorporates habits that create balance.
 - Taylor-DeBoer shared his experience in adjusting to teleworking. His role at the GRID requires him to collaborate with departments (e.g. Facility Mgt., SOM etc.), and teams (clinicians etc.) which results in him walking across campus for varying times during the work day. He stated that on any given day he may have spent only 4-5 hours at his desk. He is now adjusting at home to virtual meetings and collaborations from a distance. He encourages that staff members include social related topics when meeting virtually to help create a balance. He believes that having a separate area for work at home will help with creating balance; he suggested walking away from the area without the computer. He stated that employees will need to make the effort to separate work.
 - Sarah Hokenmaier shared her experience. Her role requires her to collaborate with faculty and staff; she has noted that during the Covid-19 telework it has become difficult for some clinicians to function fully without administrative support. She believes that improvement is needed to administrative systems in the virtual environment.
 - Jill Hamilton reminded the meeting of the statement, "We are all in the same storm but in different ships."
 - Kristy suggested that maybe employees can use an email message during high peak times to let others know that there may be a delay in response.

Telework Resources

- Kristy shared with the meeting that in an Executive Committee meeting with UMB leadership there were concerns about whether employees had sufficient resources (printers, paper,

- monitors) during the Covid-19 telework. Kristy asked for feedback from the Staff Senate on this concern.
- Susan Holt commented that employees are not allowed to purchase chairs, but that her department is able to do some purchasing through the foundation account. She added that there is not much communication on what exactly is allowed, and what will be reimbursed.
 - Sharese Essien confirmed that reimbursements are now being processed through the eTravel system.
 - It was suggested that if a department is using a Pro card it will allow for some purchase and a curbside pickup.
 - Jill Hamilton commented that there may be some concerns with regards to employees having to fit the cost of resources (e.g. a chair) upfront and then be reimbursed. She noted that this may be difficult for some employees.
 - Ayamba Ayuk-Brown noted that the new method of using the etravel reimbursement system will most likely have a 2 week turnaround time which may be helpful for some.
 - It was not that permission maybe needed prior to making purchases.
 - LaKeisha Wilson commented that the old mechanism of reimbursement was less efficient and she is happy that a change was made to make the improvement. She also shared her satisfaction with new policies allowing for individuals intending to go to the campus to collect supplies not having to do a Covid-19 test (if on campus for 15mins or less) prior to entering campus.
 - Gregory Brightbill commented on the infrastructural cost that was transferred to employees with the Covid-19 telework transition. He believes that there should be more discussion about how this is compensated.
 - Sharese Essein reminded Staff Senate members of the cellular/mobile phone discount. She stated that she was very surprised to learn how many employees were unaware of this benefit and felt that it should be widely communicated.
 - Jill Hamilton commented that there are many staff members that were unaware of rules and policies and stated her disappointment.
 - Kristy summarized that discussion stating that the overarching theme seem to suggest that there is insufficient information for employees to understand what purchases are allowed and not allowed and how they will be reimbursed.

Return to Campus

- Kristy asked the Staff Senate if there were concerns with regards to returning to work. She stated that she believes that in her role she may continue to telework at least twice a week.
- Susan Holt is interested in finding out where they will store all the equipment that employees were allowed to purchase during this telework period. She noted that the purchases were considered UMB's equipment but she believes that returning all the items to the campus may create storage issues.

- Sarah Hokenmaier stated that she is a member of the Funding Model Work Group and spoke of the challenging forecast for the upcoming 2021 Budget. She asked that staff members be mindful of this when engaging in discussions of compensation of purchases during the pandemic.
- Kristy Novak noted that time and thanked everyone for their contributions to the discussions. She stated that additional time for discussion on these topics will be provided at the October Staff Senate meeting.
- Jill Hamilton commented that in her role she works on grants/contracts, and works closely with SPAC (Sponsored Projects Accounting and Compliance) and financial services. She wanted to note that Laura Scarantino, Acting AVP, issued communication that she felt was well written. She also noted that supportive staff and administrative staff work really hard and she hopes that they are being recognized by UMB leadership during this time and are provided the support that they need to function.
- LaKeisha Wilson agreed, and stated that in her role she observes the strain placed on staff to do more and more beyond the usual workload. This has magnified during Covid telework.
- Jill Hamilton stated that more discussion is needed on the topic of supporting administrative staff.
- Sarah Hokenmaier stated that she was unable to ask Matt her question with regards to the new telework policy and when it will be issued (Matt left after his presentation). There are concerns with the new wording and whether it will include restrictions on geographic location on teleworking limiting employees who may be off site and may not be in Maryland. She noted that it was asked at a recent virtual Human Resources Face to Face with Dr. Jarrell, but she did not think that the response was clear.
- Kristy responded that this was discussed at the executive meeting with Matt and recalled that Matt cited occupational laws.
- LaToya Lewis added that Matt did confirm that there will be an inclusion of “telework from a commute distance” in the language of the new policy. She recalled that Matt cited the variation in Labor Laws across regions. If employees are allowed to telework in a state outside of Maryland then UMB would be required to follow that state regulations on wages, and taxes.
- Gregory Brightbill reminded the Staff Senate of the upcoming Town Hall with the search firm Issacson Miller for a VP and Chief Diversity, Equity, and Inclusion Officer.
- Kristy noted that this event was specific to Staff Senate and encouraged members to attend.

Adjournment

- **A motion to adjourn the meeting by name Kristy Novak; 2nd by Sharese Essien. Meeting adjourned at 2: 05 p.m.**

Minutes submitted by: LaToya Lewis, Secretary

Minutes approved: October 1, 2020.