

# Staff Senate September Meeting Minutes

Thursday, September 2nd, 2021 - 12:00 p.m. – 2:00 p.m.

Virtual Zoom Meeting ID: 992 9293 3194 - Passcode: 636246

## EXECUTIVE COMMITTEE

President  
Christina FenwickVice President  
Gregory BrightbillComm. Officer  
Ayamba Ayuk-BrownSecretary  
Jill HamiltonMember at Large  
Mary PhelanPast President  
Kristy Novak

## Call to Order

The meeting was called to order by Staff Senate President, Christina Fenwick

## Attendees

Voting Members: Irene Amoros, Ayamba Ayuk-Brown, Gregory Brightbill, Edress Brunson, Timothy Casey, Taylor DeBoer, Allison Dietz, Christina Fenwick, Aaron Graham, Jill Hamilton, Keica Hitch, Susan Holt, Jillian Iffland, Laytoya Ludd, Mary Phelan, Shawnta Privette, Shilpa Shah, Shereece Singleton, Priti Wakefield, Lei Zhang

Non-Voting Members: Kristy Novak

Alternate Members: Maria Drayton, Nancy McDowell

Leadership: Dr. Diane Forbes Berthoud, Juliet Dickerson

Guests: Colette Beaulieu, Shilene Johnson, Dawit Ayele, Lei Sun, Chen Zhou, Kristi Corona, Adam Ziman, Aisha Samples, Alex Likowski, Amy Daniels, Buzz Merrick, Brian Scruggs, Bryanna Clark, Carl Jackson, Cynthia Pumphrey, Dawit Ayele, Dawntrell Thomas, Henry Cortez Diaz, J. Williams, Jady, Jen Galang, Jessica Bird, Julia Wightman, Kerwin Nilles, K. Watson, Lei Sun, Joanne Pinna, Praveen Kumar, Qi Cao, Sakti Nandi, Shafiq Rahman, Wana Jin

Absent Members: Sharese Essien, Jade Grant, Thomas Hockensmith, Sarah Jackson, Lakeisha Wilson

**Establish Quorum (50% +1= 13 voting members): Quorum is achieved at 20 voting members**

## Welcome and Updates

- Christina Fenwick welcomes everyone and thanks the Staff Senators for their commitment to Staff Senate.
- A Staff Senate Group photo will be taken at the December 2021 Meeting that will be in person.
- Christina encouraged everyone to watch the UMB Return to Campus Staff Senate video:  
<https://www.umaryland.edu/umb-together/>

## Approval of July Minutes

- Correction: Under Liaison Roles – Laytoya Ludd is representing Staff Senate on the Safety Awareness Committee, not Parking and Transportation.
- Motion to accept minutes (with correction) for approval 1<sup>st</sup> Kecia Hitch then 2<sup>nd</sup> by Susan Holt.
- Motion Passed Unanimously.

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Priti Wakefield  
Lakeisha Wilson  
Lei Zhang**Leadership Updates**➤ **Staff Senate welcomes Diane Forbes Berthoud**

- Dr. Forbes Berthoud, PhD, MA is the Chief Equity, Diversity, and Inclusion Officer and Vice President and she joined the University July 1, 2021.
- Dr. Forbes Berthoud has been tasked with leading the institutional equity, diversity, and inclusion strategy and implementation for UMB.
- At this time, she is mostly engaged in an environmental scan of campus, by looking at data and having conversations with everyone.
- She plans to create a framework in the next year with all the information and data collected from faculty, staff, and students.

➤ **Juliet Dickerson – Human Resources**

- Open Enrollment information will come out soon for UMB employees
- Benefit enrollment will be virtual again this year.
- The Benefits team is finalizing the dates to roll this out to staff.
- No information is available yet for the FY 2022 Rates.

**Question** I am hearing at my school that Human Resources is understaffed, and things are being processed slower than normal.

**Response from Juliet:**

- Staffing in Human Resources – things are not being processed in a timely matter and Human Resources is behind. Every function area is down a position.
- New people have been hired and are being trained in their positions. We will be fully staffed in a few weeks.

**Question** If I have gone through the normal Human Resource channels and not received resolution or need further help, who can I contact?

**Response from Juliet:**

- Please contact the Director of each of the functional areas.
- Please reach out to Juliet Dickerson if they are having issues getting response or resolution to their Human Resources concern.

**Question** - Will the insurance providers be the same for the insurance in FY 2022?

**Response from Juliet:** Juliet has not heard anything about vendors changing to date. She will confirm.

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**Question** – Is there an update list of who the best person is to contact for Human Resources or an organizational chart?

**Response from Juliet:**

- She will do what she can for the Human Resources side, to update organizational charts once positions are filled.
- Juliet reminded everyone that Payroll is not part of Human Resources. Payroll is part of Financial Services.

**Question** – Where are we in the process for the telework agreement?

**Response from Juliet:**

- It has taken time to get the language set for the telework policy.
- There have been having issues with the technical pieces of DocuSign and are delayed. She hopes to have this out soon, as they just finished the last round of testing.

**Question** – I attended the Supervisor open forum and supervisors will have to ask new hires, if they have been vaccinated or not, as that question has not been confirmed by Human Resources?

**Response from Juliet:**

- This process is still pending for new employees. Human Resources is communicating to new hires that they have to be vaccinated. It is in the job description, the offer letter and the welcome letters, that they need to prove their vaccination status.
- CITS is working on a new system with the onboarding process, to assist new hires with uploading their vaccines information immediately.
- Related to the vaccine mandate, every week the Deans and VP's get reports on the employees who have no information related to vaccine status or information that they are not vaccinated.
- Letters are being sent to employees describing the consequences of not getting a vaccine. The Benefits team in Human Resources is available to help employees get information in the system and also to help them update the most recent information.
- Medical and Religious exemptions are up to date for processing in Human Resources.

**Question:** – Does the teleworking involve full teleworking or partial teleworking?

**Response from Juliet:**

- It involves both. The telework agreement is an agreement between the supervisor and employee, including the guidelines for each school and administrative unit.

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**Question:** – Part of the current telework policy where teleworking and the vaccine mandate is that unvaccinated individuals are unable to telework and must be on campus 100% now I recognize the fact that we're using telework as a carrot stick mentality to get individuals vaccinated, however, as someone who is vaccinated, I think it may be a little counterintuitive to then require individuals who are not vaccinated to be on campus 100% therefore possibly putting those of us who are vaccinated at higher risk of being exposed. Research support this, individuals who are not vaccinated whereas, let's say I get the new Delta, I may spread it a little bit, not good, but I may spread a little bit. However, if someone is unvaccinated the amount of viral load that they spread is just like tenfold, and so I am curious why? I don't think that is the right choice because it is putting those of us who are vaccinated at a higher risk, and unfortunately, I do believe those that are not vaccinated should not be on campus, rather than what the policy has.

**Response from Juliet:**

- As we discussed, the consequences were decided in the April/May 2021, timeframe, as to how to handle those who are not vaccinated.
- Human Resources negotiated with the unions to get support.
- The University did not have a lot of tools, to negotiate these consequences, we were not in the same place as we are now with the Covid 19 variants. This situation is evolving so quickly. Juliet does not have an answer currently or additional information.
- At the highest level of the organization, exactly what you have expressed is exactly what they are discussing right now. Right now, we are committed to what we have publicized. These concerns have been raised in other meetings as well. This is under consideration for the path forward.

**Parking Follow-up Questions: Christina Fenwick**

- Angela Hall is seeking feedback from Staff Senate for the new Parking Revenue Control System (PARC) on the following questions
  - What is a pain point in our parking process?
  - What works well that we should be sure to include with the next parking equipment?
- Staff Senators go back to their schools and request feedback from other Staff
- Kecia Hitch is the Staff Senate Liaison, and she will take questions to the Parking and Transportation Committee meeting.
- All feedback should be entered on the Wufoo form created by Gregory Brightbill (emailed out to all Senators on September 5, 2021)
- Survey feedback is due by September 10<sup>th</sup>, 2021.

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**Committee & Liaison Expectations: Christina Fenwick on behalf of Mary Phelan**

- Christina thanked everyone for participating in the committees and listed the reminders for committees and liaisons.
- Christina thanked everyone for forwarding meeting minutes to Mary Phelan and Jill Hamilton.
- The expectation is that committees meet monthly, and all Staff Senators are fairly dedicating their time to each committee.
- Send Meeting Schedules to Mary – please keep Mary in the loop for what the committee is doing if meeting schedules are not set yet.
- Reach out to Mary Phelan if there are additional questions about committees or liaisons

**Committee Updates****➤ Board of Regents: Susan Holt**

- Board of Regents Awards: Go live September 6<sup>th</sup> with the nomination process. Dr. Jarrell will be sending an email to each school deans to get as many nominations as possible.
- The committee is reaching out to the winners of other UMB awards as well as past nominees to consider participating in the award process this year.
- The Board of Regents PDF flier was distributed. Please feel free to send that out to anyone that be interested in either nominating themselves or nominating someone else for this award.

**➤ Communications: Ayamba Ayuk-Brown & Jade Grant**

- Staff Senate Monthly Newsletter – previously weekly – now it will be monthly newsletter geared more towards staff. It will go live on the 15<sup>th</sup> of each month.
- Social Media - Facebook - new page will go live on September 15<sup>th</sup> - share with co-workers and staff to have people join the Facebook page.
- What is posted on the new Staff Senate Facebook page will then be shared by the Campus Facebook page.
- Senator Spotlight – Questions will be sent to all senators to answer to be highlighted. This will be sent out once to Senators to complete and submit for posting.
- If Senators have pertinent information from their schools, please share with the Communication Committee to post in the Staff Senate newsletter.

**➤ Community Outreach: Taylor DeBoer & Aaron Graham**

- School supply drive is virtual again this year – Thanks everyone who has reached out to individuals and spread the word – the drive closes on Friday, September 10<sup>th</sup>.
- We have 45 donors so far.
- There is School Supply Drive language and a link that can be shared with you - please contact Taylor or Aaron for more information

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- Brian and Camille requested scrubs as a school uniform, and these were purchased for the students for the school year- this is the school uniform for the Vivien T. Thomas Medical Arts students.
- Guests also, please share the School Supply Drive with your contacts and other staff members and your schools – please share this far and wide to raise funds for the students.
- The Thanksgiving Drive and the Holiday Drive are the next fundraising activities for the Community Outreach Committee.

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➤ **Council of Staff Systems:** *Susan Holt*

- First meeting of the year, virtual and hosted by Salisbury University on August 17<sup>th</sup>
- President White welcomed everyone by thanking staff and acknowledging staff are critical to USM success, and we have made the USM proud.
- CUSS meetings will remain virtual until further notice.
- Since this was the first meeting of the year, the committees did not meet.

➤ **Policy and Legislation:** *LaKeisha Wilson*

- Committee met and reviewing the bylaws – confirming to see if there is anything they can add.
- The Handbook was reviewed last year, and they are considering adding some new items – telework policy – new normal – anything related to telework will be reviewed and added to the handbook.

➤ **Returned to Campus Ad Hoc Committee:** *Jillian Iffland & Shilpa Shah*

- The plan it to put together another short survey, like what was done last fall.
- The survey will ask about telework and the experience now – get peoples thoughts and concerns with the return to campus.
- Looking to revamp survey, how things went, thoughts and current concerns and we are working on getting the questions updated.
- This will go out to staff in the next few weeks.

➤ **University Life:** *LaToya Ludd & Tom Hockensmith*

- Committee has met and brain store ideas to implement in the coming months.
- We did receive an update from colleagues in Faculty Senate – Josh (Faculty Senate President) is still interested and parenting to host another UMB has talent show.
- This event will take place sometime between Thanksgiving and Christmas holidays. A date will be forthcoming.
- Send any ideas to LaToya Ludd and Tom Hockensmith, you may have to support the University Life committee.

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## Campus Liaisons Updates

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- **Faculty Senate:** *Lei Zhang*
  - The group has not met yet this fiscal year
  - Next Meeting – September 15<sup>th</sup>
- **Funding Model Working Group:** *Ayamba Ayuk-Brown*
  - The group has not met yet this fiscal year
  - Next Meeting – September 24<sup>th</sup> from 9am – 11am
- **President’s Diversity Advisory Council:** *Gregory Brightbill*
  - They did meet recently and there is a new chair and vice chair – very little updates, excited to have a new Chair and Vice Chair.
  - If anyone has anything to share with the Council, please let Greg know.
- **Parking and Transportation:** *Kecia Hitch*
  - The group has not met yet this fiscal year
  - Next Meeting – October 12<sup>th</sup>, 2021
  - Send any questions in regard to parking to Kecia and she will bring these questions to the meetings and get answers.
- **President’s Council for Women:** *LaKeisha Wilson*
  - The group last met on December 15<sup>th</sup>, 2020
  - The group is working on establishing an equitable childcare program at UMB
  - The next meeting is TBD.
- **Safety Awareness:** *Latoya Ludd*
  - The group has not met yet this fiscal year.
  - In process of scheduling the next meeting, TBD (end of September?)
  - If anyone has any questions, comments, or concerns – please send them to Latoya and she will bring these up during the Safety Awareness meeting.

## New Business Items

- **UMB Craft Fair (President Signature Event) – Friday December 3<sup>rd</sup>, 2021**
  - Staff Senate will have a table at this event, in the SMC Campus Center.
  - Kecia Hitch volunteered to staff the table.

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➤ **Future Speakers for Staff Senate Meetings**

- Let Christina know what type of speakers you would like at future Staff Senate meetings to address common staff concerns.
- The Executive Committee will work with and coordinate, having the speaker at future Staff Senate meetings.

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➤ **Staff Senate T-shirts and Pins**

- Staff Senate t-shirts have been ordered.
- Please let Christina know when you will be on campus – send her an email – so she can drop off the Staff Senate t-shirt and pin.

➤ **Staff Senate Retreat**

- Details will be shared at the next meeting.
- The winter retreat will be on January 20<sup>th</sup>, 2022 and will be geared around how we are doing. Are we meeting our goals as a Staff Senate and within our committees?
- More information to follow in future meetings.

➤ **True Colors & Your Personality Type: Presented by Gregory Brightbill**

- Greg presented the True Colors and Your Personality Type – what color are you?
- Part of the Myers Briggs Family – as a tool to provide more insight into others.
- The True Colors are: Blue, Gold, Green, Orange
- This teaches you about your personality and about engaging with others
- Teamwork takes different perspectives, identities, and skills
- Break out to a Zoom room, broken out by Blue, Gold, Green and Orange.
- Important to know this about one another, so we are purposeful in what we do and how we work together.

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**Adjournment**

➤ A motion to adjourn the meeting at 1:49 p.m. by Ayamba Ayuk-Brown, 2<sup>nd</sup> by Timothy Casey.

**Minutes submitted by:** Jill Hamilton, Secretary

**Minutes approved:** October 7, 2021

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