

Staff Senate December Meeting Agenda

Thursday, December 7th, 2023, 12:00 p.m. – 2:00 p.m.
UMB Virtual [Zoom Meeting](#) ID: 910 0251 8857 Passcode: 458099

EXECUTIVE COMMITTEE

President
Aaron Graham

Vice President
Vacant

Communications Officer
Elizabeth Main

Secretary
Tom Hockensmith

Member at Large
Taylor DeBoer

Equity & Action Officer
Nia Speaks

Past President
Greg Brightbill

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STAFF SENATORS

Ummay Ammara
Irene Amoros
Amanda Barnes
Michelle Besser (A)
Greg Brightbill
Anita Bryant
Ronald Cisneros (A)
Justin Codd
Taylor DeBoer
Allison Deitz
Danielle Harris
Joe Howarth
Yolanda Langhorne (A)
Vivian Hill-Lawson
Sebastian Martinez-Greive (A)
Latrisha Nkenge
Mary T. Phelan
Fiama Romero
Reese Spindle
Ray Stolle
Kelly Ward
Forjet Williams
Lei Zhang
A - Alternate

- **Call to Order - Welcome & Introduction** 12:00 p.m.
 - Reminder to use chat / hand raise for questions.

- **Senior Leadership Updates** 12:05 p.m.
 - *Office of the President*
 - *Senior Leadership*

- **Approval of November 2023 Meeting Minutes** 12:25 p.m.

- **Presentations** 12:30 p.m.
 - PTECH School - Aram Boykin
 - Campus Projects – Anna Borgerding / Luke Mowbray
 - HR Training Updates – Zandra Rawlinson
 - Holiday Break Preparedness – Shawnta / Elizabeth

- **Executive Committee Updates** 1:00 p.m.

New Business

- **Retreat – Update** 1:15 p.m.
 - **January 11th**

- **Staff Senate Committee Updates** 1:30 p.m.
 - *Council of University System Staff (CUSS)*
 - *Standing Committees:*

Board of Regents	Community Outreach	Council of University System Staff
Communications	Policy and Legislation	University Life

- **Ad-Hoc Committees**

- *Staff Senate Retreat Ad-Hoc Committee*
- *Diversity Action and Equity Event Ad-Hoc Committee*

- **Open Forum** 1:45 p.m.

- **Adjournment of Meeting** 2:00 p.m.

Staff Senate Mission: "We 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. We also lead many University-wide community outreach activities."

Please be advised that this meeting will be recorded for documentation purposes.

MINUTES**Call to Order**

The meeting was called to order by Staff Senate President, Aaron Graham

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Christina Fenwick

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Danielle Harris
Kecia Hitch

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Joe Howarth (A)
Susan Holt
Jillian Iffland
Elizabeth Main

Nancy McDowell (A)
Shawnta Privette
Shilpa Shah

Shereece Singleton
Nia Speaks
Priti Wakefield

Forjet Williams (A)
Lakeisha Wilson
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Attendees

Voting Members: Tom Hockensmith, Greg Brightbill, Shawnta Privette, Elizabeth Main (she/her), forjet williams, lei.zhang, Joe Howarth, Trisha Nkenge, Mary T. Phelan, Kelly Ward, Nia Speaks (she/her), Amanda Barnes, Vivian Hill Lawson, Ray Stolle, Irene Amoros (she, her, hers), Taylor DeBoer, Allison Deitz, LCSW-C, Danielle Harris, Aaron Graham, Fiana Romero, Reese Spindle

Non-Voting Members: Ronald Cisneros, Michelle Besser, Yolanda Langhorne, Sebastian Martinez-Greive

Auxiliary Members: N/A

Guests: Christopher Rhodovi, Aram Boykin, stephanie, Anna Borgerding, Jenna Maher (she, her), Luke Mowbray, Joel Palachuvattil, Sakti Nandi, Ashley DeMaio, Terry Shaw, Liyi Wu, McKinley Keegan, Zandra Rawlinson, Rachel Coates-Knowles, Cindy Pumphrey, Roger Ward (Univ. of Md, Baltimore), Melanie Moore, Taylor Corporal, Dawn Swierczewski, Sumintra Janack (she/her/hers), angelawelchstaten, Rhea, Andy Lagos, Kerwin Nilles

Absent Members: Ummay Ammara, Anita Bryant, Justin Codd

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

Welcome and Leadership Updates**Aaron Graham**

- Welcomed senators, presenters, guests, and constituents.

Roger Ward

- Representing Dr Jarrell and campus leaders
- Extend gratitude for work done throughout the year as the calendar year comes to an end.
- Appreciates continued support and participation in the Middle States Accreditation
 - Needs engagement to continue with Town Halls, etc
- Filled position - VP of Philanthropy
 - Greg Bowden
 - Reports to Jim Hughes
 - Came from Johns Hopkins
- Holiday season is upon us
 - In the past Governor may declare time leading up to the holidays as a day for staff
 - No information from Governor's office but wanted to mention in preparation just in case we get an additional state holiday
- No questions or comments for Dr Ward

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Meeting Minute Approval

- Approved
- 19 approved, 1 abstained

Presentations

Campus Projects – Anna Borgerding / Luke Mowbray

- Luke to present on Facilities Master Plan
 - Plan completed every 10 years with updates every 5 years
 - Last full plan was 2017, last update was 2021.
 - Typical for all USM institutions
 - Achievements since 2017
 - Showed future “land use” map
 - Some projects
 - SSW
 - Housing
 - Completions
 - HSF III – opened
 - Campus Electrical Phase I
 - Phase II underway
 - Row Homes
 - Acquired and cleared.
 - Developed block South of Lexington Market
 - Community Engagement Center - opened
 - Review of UMB’s Plan Update Process
 - To qualify for state funding planning process needs to be shown
 - Reviewed update process
 - 3 phases over 1 year
 - Phase I – Data gathering and analysis
 - Phase II – Develop updates
 - Phase III – USM Review
 - Reviewed “Major Topics”
 - Amenities and Green Space was most discussed topic
 - Outdoor Gathering Spaces
 - Campus Amenities
 - Campus Continuity and Pedestrian Experience
 - Campus Identity
 - Remote and Hybrid Impacts
 - Linking UMB to Partners
 - Now and Future planning
 - 4 MLK is example
- Anna – Putting the Facilities Plan into Action
 - Electrical Infrastructure Project
 - Starting Phase 4
 - \$85 Million Project
 - Expected to be completed in Fall 2027
 - Building redundancy across campus

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- New School of Social Work Building
 - Look at deferred maintenance on buildings and needs
 - Project planning started 2015
 - Approval May 2023
 - \$121 Million budget
 - Fall 2027
- Plaza Park Re-Design
 - Address issues
 - Water
 - Garage
 - Currently being reviewed
 - No current budget
- Questions
 - Old SSW once new is completed?
 - Will be decommissioned and sold
 - Sold = surplus and available for sell from state agencies or others
 - Building across Saratoga Street – West Metro
 - What is plan / story with building and campus
 - Federal government moved out
 - Private developer purchased
 - Department of Health is using space
 - Reactivated in 2025
 - Post Office being re-located to where?
 - Working with USPS to build new location
 - Location will be “across the street”
 - 615 W. Lexington
 - Plaza Park – Garage
 - Plans to renovate park?
 - Plan is for the Park not just the garage
 - Garage is small piece of project

PTECH School - Aram Boykin

- [Presentation will be uploaded to Town Square]
- PTECH at Dunbar program
 - Early immersion program
 - High School Diploma and no cost associates degree in one of six areas
 - Nursing
 - Surgical Tech
 - General Science
 - Respiratory Care
 - Health Information Tech
 - Physical Therapy Assistance
 - Founded and created by IBM
 - 4 to 6 year program

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- New Initiative – “Guest Speaker Series”
 - Tuesdays and Thursdays
 - Presentation to students to share with students in program
 - 45 minute presentation
 - Example
 - Michael Karanja
 - Dr. Brenda Nettles
 - Hayley Bartkus
- Where else can you help?
 - Mentorship
 - Internship
 - Workplace experience
- Questions
 - How can other school staff/faculty assist?
 - Mentorships can be helpful from all aspects of life
 - How do students apply, etc
 - PTech is it’s own school
 - Option for students
 - Several across Maryland and across US

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HR Training Updates – Zandra Rawlinson

- Employee Recognition Awards
 - Nominations for
 - James T. Hill Scholarship award
 - Community Service Award
 - Service Awards and Luncheon
 - April 15, 2025
- Learning Opportunities
 - Management Essentials
 - Spring 2024
 - Starting March 2024
 - Registration January 2024
 - Career Essentials
 - Spring 2024
 - February 2024
 - Registration January 2024
- Team Assessments
 - 4 different options
 - Cost associated with each option
- Questions
 - Can HR help facilitate?
 - Yes there is form on HR site’s

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Holiday Break Preparedness and Sustainability – Shawnta / Elizabeth

- Sustainability
 - Power Down un-used devices
 - Turn off Lights in your space
 - Move items from heating units / radiators
 - Turn down thermostat if possible (60 is recommended)
- Safety Tips
 - Protect your personal property
 - Secure your office door
 - OneCard access is limited during Holiday break
 - If needed make sure access is updated if needed
 - Be aware of surroundings
 - Put phones and headphones away
 - Walk in groups in well lit areas
 - In emergency situations
 - Call 911

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Executive Committee Updates

- Shawnta Privette
 - Resigning from UMB
 - No Longer UMB Staff Senate VP
 - Shared her thoughts, thanks and feelings
- VP position is Vacant
 - Past President – Greg Brightbill
 - Fills in while vacant
 - Nominations for VP will be taken

New Business**Retreat Update**

- Scheduled for January 11th.
 - Time will be 10am-3pm
 - Outline
 - Core Values
 - New Core Values Director
 - Breakout Sessions
 - Games, etc
 - Location
 - Will be “on campus”
 - Being finalized

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Committee Updates

- Community Outreach
 - HUGE Success for Thanksgiving Drive
 - Taylor thanked all partners
 - We raised about \$9K
 - Nearly double last year
 - Total about \$17K
 - 900 families fed this year
 - Christmas Store Drive
 - Links sent this morning
 - Donate or Spread the word
- CUSS Updates
 - Tuition Remission Fee removal still in progress
 - Pet Insurance to be offered at USM state level is in progress
 - Update after December meeting
 - Every USM institution will be required to have ombudsman
- Board of Regents
 - Board of Regents Awards
 - 7 current nominations
 - Review process underway
- Policy and Legislation
 - Working on reviewing ByLaws
 - Ensuring separated from handbook
 - Confirming
 - who staff senate represents
 - who is eligible to run for staff senate
 - present February / March
- Communications
 - Call for items for upcoming newsletter
 - Working with Office of Communications and Public Affairs for new staff onboarding flyer
- University Life
 - Discussed upcoming get togethers for staff senators
 - Community Outreach discussed Dr Rhodes request to help promote Lexington Market
 - UMB's Got Talent
 - Coming February 13th
 - Staff Senate represented at UMB Craft Fair
- Liaison Updates
 - Transportation Workgroup
 - Survey a few months ago
 - Town Halls upcoming
 - In Person February 13th 10-11:30am OR 1-2:30pm
 - Virtual February 1th 10:30am-12pm

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Ad-Hoc Committees

- *Staff Senate Retreat Ad-Hoc Committee*
Update provided under Executive Committee
- *Diversity Action and Equity Event Ad-Hoc Committee*
Looking for volunteers for Spring event
In Person
Need help securing speakers, space, etc
Form sub-committee by end of December
Meet in January

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Open Forum**VP Nominations****(returning senators only)**

- Alison Dietz
 - Nominated by Taylor DeBoer
 - Accepted nomination
- Forjet Williams
 - Nominated by Greg B
 - Declined nomination
- Nia Speaks
 - Nominated by Vivian Hill Lawson
 - Declined nomination

Future of Work Taskforce

Any updates on report, etc
Our understanding that documents still being reviewed by campus leadership
Update in 1st quarter of new year
Scheduling updated town halls for new year

Dissertation Research on Shared Governance

Colleague of Greg Brightbill interested in volunteers to participate in study on
Shared Governance
Greg to email senators calling for assistance

University Life – Town Hall

Use Town Hall format or not?
What to highlight?
Staff Senate and what we do?
Previous Town Halls were well attended
Used RSVP for question submission

Adjournment of Meeting (1:58pm)

A motion to adjourn the meeting 1st by Lei Zhange, and 2nd by Alison Dietz.

Next Meeting – February 1, 2024, 12noon – 2:00 p.m. via UMB Zoom

Minutes submitted by: Tom Hockensmith, Staff Senate Secretary

Minutes Status: Approved

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