

Staff Senate February Meeting Minutes

Thursday, February 2nd, 2023, 12:00 p.m. – 2:00 p.m.
UMB Virtual [Zoom Meeting](#) ID: 993 7356 6002

EXECUTIVE COMMITTEE

President
Gregory Brightbill

Vice President
Jill Hamilton

Communications Officer
Mary T. Phelan

Secretary
Tim Casey

Member at Large
Irene Amoros

Equity & Action Officer
Aaron Graham

Past President
Christina Fenwick

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- **Call to Order -Welcome & Introduction** 12:00 p.m.
- **Senior Leadership Updates** 12:05 p.m.
 - *Office of the President, Dr. Bruce Jarrell, UMB President*
 - *Diversity, Equity and Inclusion, Dr. Diane Forbes Berthoud, VP and Chief Diversity Officer*
 - *Diversity Dashboard*
 - *UMB Campus Police, Thomas Leone, Chief of Police*
 - *Center for Dispute Resolution*
 - *Workplace Mediation Services, Aisha Samples, Senior Program Specialist*
- **Approval of December 2022 Meeting Minutes** 12:40 p.m.
- **Committee Updates** 12:45 p.m.
 - *Standing Committees:*

Board of Regents	Community Outreach	Council of University System Staff
Communications	Policy and Legislation	University Life
 - *Ad-Hoc Committees*

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Taylor DeBoer
Allison Deitz (A)
Maria Drayton
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Danielle Harris
Kecia Hitch
Thomas Hockensmith
Joe Howarth (A)
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Nancy McDowell
Shawnta Privette
Gabrielle Ricks (A)
Shereece Singleton
Nia Speaks
Priti Wakefield
Forjet Williams (A)
Lakeisha Wilson
Lei Zhang

- **Liaison Updates** 1:00 p.m.
 - *UMB Council on Arts & Culture, Camille Hand*
- **Staff Senate Retreat Planning Outcomes** 1:25 p.m.
- **Old Business** 1:30 p.m.
 - *Equity & Action Officer*
 - *Soliciting Inputs for Role & Duties*
 - *Discussion with School Deans, Updates & Check-In*
- **New Business** 1:40 p.m.
 - *Spring Service Day Updates*
 - *Elections*
 - *Spring Election Committee Formation*
 - *Executive Committee Elections*
- **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, Gregory Brightbill

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Attendees

Voting Members: Irene Amoros, Ayamba Ayuk-Brown, Gregory Brightbill, Timothy Casey, Taylor DeBoer, Maria Drayton, Christina Fenwick, Aaron Graham, Jade Grant, Jill Hamilton, Susan Holt, Jillian Iffland, Elizabeth Main, Nancy McDowell, Mary T. Phelan, Shawnta Privette, Shereece Singleton, Nia Speaks, Mishawn Smith, Priti Wakefield, Lakeisha Wilson, Lei Zhang

Non-Voting Members: Camille Hand, Forjet Williams, Gabrielle Ricks

Auxiliary Members: Allison Dietz

Guests: Ummay Ammara, Monica Castillo Maggiano, Wei Ming Dariotis, Ashley DeMaio, Julia Doherty, Diane Forbes Berthoud, Kristy Grose, Keith Groves, Eva Hanley, Justin Hanna, Bruce Jarrell, Jon Kucskar, Lisa Kummer, Thomas Leone, Jordan Lyles, Hope McGovern, Denise Meyer, Malika Monger, Eleanor Neijstrom, Joel Palachuvattil, Cynthia Pumphrey, Dana Rampolla, Zandra Rawlinson, Christopher Rhodovi, Freda Richards, Tom Rivera, Aisha Samples, Lauren Schmand, Terry Shaw, Deborah Stevens

Absent Members: Danielle Harris, Kecia Hitch, Thomas Hockensmith, Joe Howarth

Establish Quorum (50% +1= 13 voting members): Quorum is achieved at 21 voting members

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Welcome and Leadership Updates**Gregory Brightbill**

- Welcomed senators, presenters, guests, and constituents. Advised participants that Punxsutawney Phil saw his shadow and we will be experiencing six more weeks of winter
- **Dr. Bruce Jarrell, UMB President, Office of the President**
 - Dr. Jarrell was complimentary towards a presentation the Greg Brightbill delivered to senior leaders regarding The Learning Institute
 - Updates
 - A search will be commencing for the dean of the School of Pharmacy after the announcement of Dean Eddington stepping down
 - Dean Eddington will remain within the university and will be supporting initiatives in West Baltimore (EMBRACE)
 - This joins other searches for the School of Nursing, Graduate School, and Director of the Health Science Library
 - President Jarrell attended the inauguration for Governor Wes Moore
 - Governor Moore knows UMB well and the hope is that he will continue to pay attention to what is done here

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- UMB is monitoring the state legislatures’ discussions about budget and initiatives
- Events
 - February 7th - Rev. Dr. Martin Luther King celebration event
 - February 14th – President’s panel on Politics and Policy
 - Hosted by Nina Totenberg from NPR and Dean Hutchins
- Community Engagement Center recently had visits from the Director of the IRS and the Mayor in support of the CASH program that assists in completing income tax returns for local citizens
 - Working on two large state initiatives
 - Initiative in Montgomery County using Artificial Intelligence to process health care data and improve our ability to use data for patient care
 - Initiative on the Eastern Shore to provide care to Eastern Shore patients as well as support an initiative for residency of medical students in rural communities
- Lexington Market has opened and is about two thirds filled with vendors.
 - Encouraged everyone to check it out
 - Greg Brightbill mentioned a great ribbon-cutting and it is important to support the community
 - Jon Kucskar noted that Trinacria has a store there as well
- Greg Brightbill mentioned the CASH program and encouraged individuals to participate in tax preparation as it is free to single taxpayers making less than \$60K per year

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- **Dr. Diane Forbes Berthoud, VP and Chief Diversity Officer, Department of Diversity, Equity and Inclusion**
 - Provided status updates on several initiatives:
 - Diversity Strategic Planning
 - Working on planning that includes accountability and action
 - Reviewed 15 data sources from past and current surveys and other sources
 - Forming workgroups around four main themes:
 - Recruitment and Retention
 - Climate/Experience
 - Professional Development and Career Advancement
 - Research, Teaching, Scholarship and Service
 - Looking at all populations throughout UMB
 - Faculty
 - Staff
 - Students
 - Post Docs
 - Trainees

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- Hoping to have listening sessions on these topics
 - Over the next six months
- Launching Innovation Grant BJEDI (Belonging, Justice, Equity, Diversity, and Inclusion)
 - Mid-February
 - Open to all faculty or staff to propose an initiative that will support Theme Three of the Strategic Plan (University Culture, Engagement, and Belonging)
 - Must include both faculty and staff members
 - Grants will be up to \$7000 per initiative
- New Staff Member – Dr. Wei Ming Dariotis
 - Long career in ethnic studies
 - Former career at San Francisco State
 - Will be leading areas of faculty development, assessment, and grant writing
 - Will also act as representative on behalf of Dr. Forbes Berthoud
 - Dr. Dariotis introduced herself to the Staff Senate
 - 23 years as a professor at San Francisco State
 - Where Ethnic Studies was created
 - Co-founder of critical mixed-race studies
 - Vice Chair of academic Senate
 - President of the California Faculty Association
- Data Dashboard - <https://www.umaryland.edu/diversity/data/>
 - Prototype launched- still working through a few issues related to branding and formatting
 - Will hold off on broad presentations until issues ironed out
 - Located on the Diversity, Equity, and Inclusion website
 - Dr. Forbes Berthoud provided a preview of the data dashboard
 - Also noted the availability of the badge for the Forbes Best Employers for Diversity designation
 - Dashboard is a collaboration between her office with Mr. Michael Brown and Dr. Peter Murray
 - Dashboard covers three initial categories
 - Presence and Retention
 - Hiring
 - Promotion
 - Notation are provided on landing page to indicate limitations and definitions to aid in use of the Dashboard
 - Walkthrough of Dashboard revealed numeric and graphical data as well as slicers and filters (Organization, Personnel, Gender, Year, etc.)
 - Data can reveal trends in categories
 - EEO Categories are available along with rank and demographics
 - Can view data by racial representation and gender representation
 - The Dashboard is available now on the website
 - Faculty and staff data are available now
 - Student data available in the future

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- Additional parameters will be available in the future
- Greg Brightbill noted how quickly and well developed the Dashboard is and how important the Dashboard is for the University
- Lakeisha Wilson asked about the capability to drill down into data by departments
 - Dr. Forbes Berthoud indicated that there may be some data elements are available and took a note to look into school-specific data availability and to close gaps
- A chat question was resented about what if an error is found in data
 - Dr. Forbes Berthoud advised that data comes from different systems including Peoplesoft
 - When checking on specific data items that look erroneous, it may be related to how the data was categorized in the systems
 - A real concern would be if the categorizations change over time
 - Requested that individuals should reach out with any noted issues
- Question about when there would be presentations on campus by departments and units
 - Dr. Forbes Berthoud mentioned that there might be a video developed and she will be doing more presentations like this. Broad webinar presentation will wait until remaining minor issues are resolved

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- **Thomas Leone, AVP and Chief of Police, UMB Campus Police**
 - Mentioned that Lexington Market is open and encouraged meeting participants to visit
 - Eutaw Street Initiative
 - In partnership with the School of Social Work, coming up on milestone of 1000 engagements
 - Over 110 people placed in jobs
 - Some at UMB and the Hospital
 - Entered 50+ people in drug treatment
 - Helped 100 obtain vital records
 - Issue exists with communication strategy
 - Stakeholders do not hear enough of the good work being done at UMB
 - Working with OCPA and PIO to help spread the word
 - Polar Bear Plunge Coming up on Feb 3rd
 - Also on Feb 3rd, Mayor’s Public Safety Summit at Morgan
 - Office of the Fire Marshal is now a part of the Dept. of Public Safety
 - Will bring Andrew Roberts to an upcoming meeting
 - Learn about role of the Fire Marshall
 - Resilience Project
 - Working with the School of Medicine, project will enable security staff to better prepare for mental health crises
 - Question asked from chat regarding the UMB-UB security team merger
 - Chief Leone advised it is going well
 - Replaced some redundancies

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- Working on developing relationship with the community near University of Baltimore as well as campus community
- Greg Brightbill acknowledged Chief Leone achieving the role of AVP of Public Safety and his appreciation for Chief Leone’s ongoing support

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● **Aisha Samples, Senior Program Specialist, Center for Dispute Resolution**

- Manages Workplace Mediation Services (WMS) - [Handouts](#)
- Located within the Law School
- Part of the Center for Dispute Resolution
- Celebrating 20 years of service
 - Offers:
 - Communications and Conflict Resolution Programs
 - Events are Free and occur in October
 - Mediator Apprenticeships and Mediator Roster Program
 - Seven mediators on roster
 - Complete 50-hour training as well as annual training
 - Mediation for UMB Employees
 - Voluntary, non-judgmental, confidential, and free
 - Process
 - Help employees feel heard and understood
 - Respect employee self-determination
 - Provide mediators to help employees have their conversations and work towards collaboration
 - Compliment the other UMB resolution services
 - Mediation
 - A private conversation that is assisted by neutral mediators
 - Mediation Process
 - Intake conversation
 - Individual talking with WMS
 - Sessions
 - People talking together
 - What kind of issues are appropriate for WMS
 - Top Topics for FY2022
 - Communication -13 cases
 - Reputation – 9 cases
 - Equity of Treatment – 9 cases
 - Trust – 8 cases
 - Assignments/Schedules – 8 cases
 - Job Security – 8 cases
 - Work related stress – 8 cases
 - Asks from Workplace Mediation Services
 - Promote WMS for early resolution
 - Request, mention, and recommend mediation
 - Invite WMS to present
 - Attend WMS events
 - Upcoming event – March 2nd “Star Wars & Conflict Resolution”
 - Hybrid Event- Resister at www.cdsum.org

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- Aisha Samples
 - 410-706-4270
 - mediation@umaryland.edu
 - umaryland.edu/mediation
 - Law School – 500 W. Baltimore Street, Suite 411
- Question was asked regarding how this service is different than the services of the ombudsperson
 - Aisha Samples mentioned that there is some overlap between the services, but the ombudsperson will focus on policies and procedures and mediation is focused on group conversations
- Question was asked regarding how this service is different than the Restorative Justice program
 - Restorative justice is a similar restorative process. Differences exist in the way they are performed. WMS has a requirement of confidentiality
 - Aisha Samples recommends that individuals review what each service provides when looking to find a solution
- Greg Brightbill discussed how useful this information is and how it can be used by senators when assisting their constituents

Approval of December 2022 Meeting Minutes

- Approved the minutes by quorum

Committee Updates

- Community Outreach (Co-chairs Taylor DeBoer and Aaron Graham)
 - Meeting with Chief Leone to discuss weather kits and extending delivery over the seasons
 - Supports unhoused community
 - Fall Drives went extremely well
- Council of University System Staff (CUSS) – (Lei Zhang -POC)
 - December meeting was hosted by the System Office
 - Discussed budgeting system-wide
 - January meeting was hosted by Towson University
 - HR representative George Samuel discussed EAP programs and mental health
 - Received updates related to the Maryland legislative sessions
- Board of Regents (Co-chair Susan Holt)
 - Notified nominees of their selections and working on packages for the Board of Regents Award
 - Will be submitting packages on February 10th
 - Greg thanked the committee for their work
- Communications (Chair Mary T. Phelan)
 - Requested information for the upcoming newsletter
 - Discussing content to include in social media and the newsletter

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- Policy and Legislation (Jade Grant)
 - Ongoing review of the Staff Senate Handbook to clarify information about roles and responsibilities
 - Just wrapped up work on the Frequently Asked Questions (FAQ) document
 - Greg Brightbill thanked the committee for their work on the FAQs
- University Life (Ayamba Ayuk-Brown)
 - Steering away from the Town Hall approach for the upcoming event
 - Will be fostering Core Values
 - Focus on Wellbeing and Sustainability
 - Collaboration with Launch Your Life, the Community Engagement Center and hopefully, Faculty Senate
 - Concern about ability to connect with Faculty Senate
 - “Focus on Wellbeing and Sustainability through Kindness”
 - Working on speakers and details
 - Requested staff senators consider those they know who are particular kind and positive and send their names for follow-up request for quotes
 - Save the date will be delivered soon
- January Retreat Committee (Elizabeth Main)
 - Greg Brightbill complimented the team on a wonderful event
 - Elizabeth Main
 - Camille Hand
 - Shawnta Privette
 - Tom Hockensmith
 - Jill Hamilton
 - Shereece Singleton
 - Taylor DeBoer

Liaison Updates

- UMB Council on Arts and Culture (Camille Hand)
 - Provided a presentation
 - 1807 Magazine Issue 4 available online
 - Dana Rampolla and Camille Hand are working n an exhibit at the SMC Campus Center (Fireplace Lounge- First Floor)
 - 1807 Magazine Issue 5 (Milestone Issue)- Accepting submissions through February 14th
 - Greene Street Mural Update
 - Artist is still working on it
 - Issue with the rendering of children- working on correcting
 - Pearl Street Gallery
 - Presented images in the garage space
 - In December, met Pat Bernstein- presented images of Pareidolia (the tendency to perceive a specific, often meaningful image in a random or ambiguous visual pattern)
 - Art exhibit is at the Baltimore Visionary Arts Museum
 - Aaron Graham and Camille Hand both have content in the 1807 magazine

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- Enterprise Risk Management (Aaron Graham)
 - They are still formulating the tool and are taking a top-down approach to developing it
 - Hoping to announce it in a few months
 - Jon Kucskar and Victoria Meadows are doing interesting work
- Eutaw Street Strategy and Initiatives (Mishawn Smith)
 - Eutaw Street Strategy
 - Announced in January that vendors can have stalls within the plaza
 - Dy of service on January 16th and Ribbon cutting on February 1st
 - Resource Center is looking for donations of underwear, deodorant, and soap
 - Engagement updates:
 - 635 Total Engagements
 - 1331 Follow-up Engagements
 - Employment Assistance – 110 people
 - Vital Records – 80 people
 - Drug Treatment – 50 people
 - Basic Living Supplies – 166 people
 - Trained to screen individuals for the expungements for qualification
 - Looking for opportunities to bring health care to the community by way of the Eutaw Street Collaborative
 - Thanked everyone who donated winter accessories
 - Aaron Graham asked about the meaning of vital records help
 - Mishawn Smith mentioned that individuals are provided transportation tokens and assistance to obtain their records to complete applications
- School of Nursing Dean Search Committee (Mary T. Phelan)
 - Obtained training on implicit bias
 - Awaiting candidates to review from executive search firm
 - Greg Brightbill expects that Staff Senate will be requested to provide a search committee representative for the Dean of the Pharmacy role
- Jill Hamilton reminded liaisons to submit reporting through Irene Amoros

Staff Senate Retreat Planning Outcomes

- Elizabeth Main discussed the retreat completed in January
 - Spent an hour outlining accomplishments as well as things we would like to complete
 - Highlights
 - Success in the partnerships and drives and kudos to the Community Outreach Committee
 - Presence of the President at the Holiday Craft Fair
 - Creation of the Equity & Action Officer
 - Regular meetings with the Deans or senior leaders
 - Mix of in person and remote meetings
 - Increasing social media presence

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- Policy and Legislation changes in progress
- Presence on search committees
- Things remaining to complete
 - Ramping up social media
 - Fleshing out role of Equity & Action Officer
 - Increase community presence year-round
 - Relationship with other shared governance groups
 - Planning for Town Hall Event
- Greg Brightbill approved the distribution of the list
 - Planning to develop content into a visual product for distribution

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Old Business

- Equity & Action Officer Role
 - Aaron Graham discussed the need to define the role of the new position
 - Recognizing that the role is best suited to impact change initially with the Staff Senate and then outside the Senate
 - Aaron will solicit inputs from the Staff Senate and stakeholders to help define the role
 - Greg Brightbill advised that he suggested that Aaron listen to our various populations and groups about DEI
 - Opportunity to get feedback
 - Look for opportunities for growth
 - Aaron Graham acknowledged that the role would grow
 - Mentioned that diversity and inclusion is a constantly expanding universe
 - Bear in mind what we would want to bring to the role for the future
- Discussions with School Deans
 - Heard some great feedback from leadership regarding meeting with the deans and senior executives as well as feedback from the senators
 - Great way to build bridges between Staff Senate and leaders at UMB
 - Compile information about what we are doing so that deans are informed
 - Touch base with Irene Amoros and fill out update forms

New Business

- Spring Service Day
 - Greg Brightbill reminded senators that each employee is allotted four hours to perform volunteer work
 - Elizabeth Main advised that the first meeting for planning the Spring Service Day will be on February 6th
 - Soliciting for volunteers to assist with the event
 - Staff Senate will be collaborating with the student governance group for this event
- Elections
 - Fast approaching
 - Re-elections for current senators
 - Election of new senators
 - Election of new Executive Committee

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- Shawnta Privette will be chairing the Election Ad-Hoc Committee
 - Need more people for the committee
 - Must not be participating in the election
- Jill Hamilton has requested information regarding interest of senators to run again
- Consider Executive Committee positions for next year
 - Contact Greg Brightbill if any questions about Executive Committee positions
- The Ad-Hoc committee will be following the established process for elections
 - Making information available for the ELM
 - Update the website and prepare nomination online forms
- The work is short term but time sensitive
 - Time bound tasks
- Open Forum
 - Career Development Week is coming up
 - Starting Feb 27th through March 3rd
 - Open to staff, faculty, and students
 - Soliciting volunteers to perform resume reviews and mock interviews
 - Greg Brightbill discussed The Learning Institute (<https://www.umaryland.edu/ile/the-learning-institute/>)
 - New initiative within the Division of Student Affairs
 - Open to faculty, staff, and students
 - Provides micro-credentials
 - Sourced throughout the institution
 - Hoping to create a catalog of courses to gain experience and knowledge
 - Asynchronous and available online
 - Most are one to five hours long
 - Increasing demand for content
 - Most attendees are staff members
 - 480 Total badges awarded in Academic Year 2023
 - Can link micro-credentials to LinkedIn profile or shared online
 - Credentials are verifiable online
 - GRID Pitch
 - GRID Pitch applications are live
 - Pitch Showcase for UMB students interested in entrepreneurship
 - Two tiers
 - Vision Tier
 - Start of process
 - Venture Tier
 - More developed stage
 - Provides six weeks of mentoring
 - Opportunity to work on pitch deck
 - Small grants are awarded

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.

- Present to a small group at The GRID in April

Adjournment of Meeting

A motion to adjourn the meeting 1st by Greg Brightbill, and 2nd by Susan Holt

Next Meeting – March 2nd, 2022, 12 noon – 2:00 p.m. via UMB Zoom

Minutes submitted by: Tim Casey, Staff Senate Secretary

Minutes Status: APPROVED

EXECUTIVE COMMITTEE

President
Gregory Brightbill

Vice President
Jill Hamilton

Communications Officer
Mary T. Phelan

Secretary
Tim Casey

Member at Large
Irene Amoros

Equity & Action Officer
Aaron Graham

Past President
Christina Fenwick

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STAFF SENATORS

Ayamba Ayuk-Brown
Taylor DeBoer

Allison Deitz (A)

Maria Drayton

Jade Grant

Danielle Harris

Kecia Hitch

Thomas Hockensmith

Joe Howarth (A)

Susan Holt

Jillian Iffland

Elizabeth Main

Nancy McDowell

Shawnta Privette

Gabrielle Ricks (A)

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Nia Speaks

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Forjet Williams (A)

Lakeisha Wilson

Lei Zhang

***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.”*

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ACTIONS

1. **Mary T. Phelan:** Add information about the CASH Tax Preparation program to the next newsletter

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