

# Staff Senate June Meeting Minutes

Thursday, June 1<sup>st</sup>, 2023, 12:00 p.m. – 2:00 p.m.

UMB Virtual [Zoom Meeting](#) ID: 925 5545 4275 Passcode: 100319

## 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  
Maria Drayton  
Danielle Harris  
Kecia Hitch  
Thomas Hockensmith  
Joe Howarth  
Jillian Iffland  
Elizabeth Main  
Nancy McDowell  
Shawnta Privette  
Gabrielle Ricks  
Shereece Singleton  
Nia Speaks  
Scott Stafford (A)  
LaToya Stubbs (A)  
Priti Wakefield  
Forjet Williams  
Lei Zhang

A - Alternate

- **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*
  - *Senior Leadership*
- **Presentations** 12:15 p.m.
  - *Enterprise Risk Management*
    - *Office of Enterprise Risk Management, Victoria Meadows, Manager of [Enterprise Risk Management \(ERM\) Program](#)*
- **Approval of May 2023 Meeting Minutes** 12:35 p.m.
- **Staff Senate Organizational Updates** 12:40 p.m.
  - *New Voting Senators – Allison Deitz & Gabrielle Ricks*
- **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**
    - *Campus Cleanup Debrief – Elizabeth Main*
    - *[Public Servant of the Year](#) – Form Committee and Call to Action*
- **Liaison Updates** 1:00 p.m.
- **Old Business** 1:05 p.m.
  - *Bylaws/Handbook Change Proposals*
    - *Review proposal – [CUSS Membership](#)*
- **New Business** 1:15 p.m.
  - *Staff Senate for 2024 Academic Year*
    - *Thanks to Outgoing & Incoming Senators*
    - *Executive Committee Nominations & Elections*
- **Open Forum** 1:55 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."

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## MINUTES

**Call to Order**

The meeting was called to order by Staff Senate President, Greg Brightbill

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**Attendees**

**Voting Members:** Irene Amoros, Ayamba Ayuk-Brown, Gregory Brightbill, Timothy Casey, Taylor DeBoer, Allison Dietz, Maria Drayton, Aaron Graham, Jill Hamilton, Danielle Harris, Kecia Hitch, Thomas Hockensmith, Joe Howarth, Jillian Iffland, Elizabeth Main, Nancy McDowell, Mary T. Phelan, Shawnta Privette, Gabrielle Ricks, Shereece Singleton, Nia Speaks, Priti Wakefield, Forjet Williams, Lei Zhang

**Non-Voting Members:** N/A

**Guests:** Ummay Ammara, Brigitte Bard, Amanda Barnes, Mark Brueckl, Anita Bryant, Alvette Chase, Justin Codd, Lauren Coleman, Linda Daley, Ashley DeMaio, Natalie Flowers, Joan Hooker, Vivian Hill-Lawson, Sumintra Janack, Bruce Jarrell, McKinley Keegan, Jon Kucskar, Lisa Kummer, Alex Likowski, Sebastian Martinez-Greiwe, Monica Maggiano, Victoria Meadows, Melanie Moore, Sakti Nandi, Trisha Nkenge, Tricia O'Neill, Christiane Pollock, Cynthia Rice, Fiama Romero, Terry Shaw, Reese Spindle, Angela Staten, Deborah Stevens, Raymond Stolle, Dawn Swierczewski, Kelly Ward, Theresa Washington, Linette Williams, Liyi Wu

**Absent Members:** Scott Stafford, LaToya Stubbs

**Establish Quorum (50% +1= 13 voting members): Quorum is achieved at 24 voting members**

**Welcome and Leadership Updates****Greg Brightbill**

Greg Brightbill welcomed existing and new senators, presenters, guests, and constituents and called the June meeting to order.

- **Dr. Bruce Jarell, President of UMB**
  - Sent greeting to the meeting attendees
  - President Jarrell acknowledged Greg Brightbill's contributions to the Staff Senate in his role as President
  - Updates:
    - Dean Searches
      - Nursing School Dean search is very active now
        - Hoping to have it completed during the month of June
      - Pharmacy Dean search is ramping up
        - Planning to have candidate on campus in upcoming weeks
      - Graduate School Dean is coming along
        - Candidate have come on campus
        - Will be seeing more activity there soon
      - University Counsel has a slate of four candidates being interviewed

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- Governor Moore has been to campus twice in the last two weeks
  - Met regarding campus vibrancy initiative
  - Heard presentations from four schools on activities of interest
  - Attended the special event two weeks ago
  - Lt. Governor attended the opening event for the Kahlert Institute for Addiction Medicine
- President Jarrell made note of the construction going on around campus including the Stoler Cancer Center Pavilion addition
  - Construction is an inconvenience but the price of progress and necessary for making a difference
- President Jarrell noted the graduation and thanked attendees for their participation
  - Soliciting suggestions related to graduations at UMB
  - Considering keeping the event at UMBC or moving back to Baltimore

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A - Alternate

**Presentations:**

- **Enterprise Risk Management - Office of Enterprise Risk Management, Victoria Meadows, Manager of the ERM Program**
  - Thanked the Staff Senate for opportunity to introduce senators to the Enterprise Risk Management Program
  - Provided a walkthrough of the Enterprise Risk Management (ERM) program via a [presentation](#)
    - Provided overview of ERM
    - Defined risk
    - Described ERM efforts at UMB
    - Described ERM Program Priorities
      - ERM program is a value add and contributory service
    - UMB ERM Program Objectives
    - Described ERM Team
      - Jon Kucskar – VP of ERM
      - Victoria Meadows – Manager of ERM Program
      - Two Committees exist to assist ERM efforts
        - CALIBRATE Committee – Executive Level Committee
        - ERMIC Committee – Mid-Level Committee – School-based
      - Aaron Graham discussed his experience on the committee and advised it was helpful to understand the assessment process when processing complex risk evaluations
    - FY2023 Accomplishments
      - Identified enterprise Risks
      - Developed an ERM Program Risk Assessment Process
      - Included the UMB ERM Program Risk Assessment Process in annual performance review to USM

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- Implemented ERM Program Risk Assessment Process within the Strategic Plan
- Next Steps
  - Establish Mitigation Action Plan
  - Analyze FY24 Strategic Plan data collection
  - Continue improvement and implementation of the ERM Risk Assessment Process
- Staff Senate Ask
  - How could ERM provide value to your school or unit?
  - What do you or your teams want to learn more about?
- Key Takeaways
  - Foster a culture of responsible risk-taking
  - “Risk management, when done intelligently, not only allows [institutions] to build in resiliency and protections but also inspire innovation and create value.” – *Surviving and Thriving in Uncertainty, Funston & Wagner*
  - “There are risks and costs to a program of actions. But there they are far less than the long-range risks and costs of comfortable inaction.” – *President John F. Kennedy*
- For more information:
  - Contact Victoria Meadows at [victoria.meadows@umaryland.edu](mailto:victoria.meadows@umaryland.edu)
  - Visit the website at: [Enterprise Risk Management](#)
- Victoria took questions from the participants:
  - Danielle Harris asked about difference between risk management within Environmental Health & Safety and the ERM Program
    - Victoria Meadows mentioned that the ERM Program looks at strategic risks and outlook as well as opportunities for the enterprise
  - Aaron Graham asked about the means of assessing risk and how can risk assessment be added to presentations
    - Victoria Meadows cited the example about International Operations
      - Suggested first step is to have an initial conversation to bring everyone up to speed about ERM
      - Introduce units to the Risk Assessment Process and tools
        - Identify Risks at organization level
        - Go through Assessment Process for their specific risks
        - Each organization would look differently from a risk perspective
  - Tim Casey asked about areas of concern that might not be known
    - Victoria Meadows mentioned that there were some areas of concern at the beginning, but development of the Risk Assessment Process has helped in managing new areas of risks as they are identified and developing mitigation plans
    - Process continues to evolve

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## Approval of May 2023 Meeting Minutes

- Approved the minutes by quorum

### Staff Senate Organizational Updates

- Allison Deitz and Gabrielle Ricks are now Voting Senators through June 30<sup>th</sup>

### Committee Updates

- Board of Regents (Member Tim Casey)
  - Advised that the committee is still awaiting final determination of the Board of Regents Staff Award Winners
  - We had four nominations for the award this year
- Communications (Chair Mary T. Phelan)
  - Newsletter went out and included new names of incoming senators
  - Will be adding new senator information to the website
  - Soliciting interest for participation in the communications committee
- Community Outreach (Co-Chair Taylor DeBoer)
  - Taylor DeBoer explained the role of the committee for new senators and its role in supporting the West Baltimore community
  - Advised that the “All Weather Kit” Drive is in full swing
    - Requested participants to share the [link](#) and donate if possible
      - Link will be open until June 15<sup>th</sup>
      - In partnership with UMB Police
      - \$800 collected to date
    - If you encounter an individual in needs, please let campus police know and they will distribute kits
- Policy and Legislation (Chair Priti Wakefield)
  - No updates as no new meetings
  - Advised new senators that role of the committee is to help facilitate Bylaw and Handbook as well as assist in campus policies review and updates
- Council of University System Staff (CUSS) – (Lei Zhang -POC)
  - Last meeting on May 16<sup>th</sup> was hosted by UMBC
    - President Valerie Sheares Ashby
      - First female president
      - Very passionate leader
      - Held 22 listening sessions upon start
      - Held a meeting of staff that had 175 participants
    - Focus on graduation rate for students
    - Serious focus on mental health
    - Working on accessibility on campus
  - Next term, half of meetings will be on-site and all will be hybrid
    - Thanked her staff as they help students graduate on time
    - Mental health and wellbeing have been an ongoing issue on campus
    - New buildings are being built on campus including Communications and Humanities

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A - Alternate

- CUSS Chair Report
  - Shared Governance Survey results have been distributed
  - COLA of 2.0% and Merit of 2.5% has been approved
  - Council of University System Presidents are talking about mental health impacts since the pandemic at all campuses
- Chancellor’s Liaison Report
  - HB982 was passed- provision gives a \$600 match if participating in the SRA

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- University Life (Co-Chair Tom Hockensmith)
  - Described the purpose of the committee as helping Staff Senate create and run various campus events
    - Include Town Hall and UMBs Got Talent
  - Preparing for handoff to next committee members
- Campus Cleanup Event (Elizabeth Main)
  - Had over 77 volunteers
  - Picked up over 179 pounds of trash
  - Enumerable cigarette butts were removed
  - President Jarrell participated as well
  - Thanked participants for helping at the event
- Public Servant of the Year
  - Greg Brightbill discussed the Staff Senate’s support of this award
    - Originally, Staff Senate was seeking creation of a “Lighthouse Award”, but proposal was not approved
    - Given interest in supporting campus staff, Staff Senate will now be responsible for the marketing, nomination, and selection of three top nominees to forward to the President’s office
    - Nominations are due June 30<sup>th</sup>
    - Web-based [nomination](#) is available through June 30<sup>th</sup>
    - Details available within the form
    - Staff Senate committee will review applications and select finalists
    - Greg Brightbill requested interested parties to email
      - Joe Howarth expressed interest in supporting the effort
      - Winners receive recognition as well as a plaque and a banner on campus
      - Nia Speaks asked if staff senators can be nominators
        - Greg Brightbill advised yes unless they are on the selection committee
        - Nia Speaks also asked about delays in receiving resume or CV
          - Greg Brightbill advised that all materials would need to be submitted by the deadline
      - Unclear regarding if persons can self-nominate
  - An ad-hoc committee will be formed
    - Interested parties should email the executive [committee](#)

**Liaison Updates**

- Middle States Re-accreditation Self-Study(Greg Brightbill)
  - Meeting and beginning to review materials

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- 2-3 year process
- Faculty Senate (Shereece Singleton)
  - Was unable to attend the last meeting due to conflict with DAC and requested feedback from Terry Shaw
    - Terry Shaw advised that new leadership was elected
      - Dr. Desikan Sarasihaa will be president
      - Terry Shaw will remain as Secretary
      - Qoot Alkhubaizi will be Vice President
    - Looking to develop a system-wide research council and selected a representative
- Diversity Advisory Council (Aaron Graham)
  - Attended a presentation of the Staff Experience Study hosted by Dr. Forbes Berthoud and Malika Monger
  - Also attended a presentation of the Future of Work hosted by Patricia Hoffman
- Student Senate (Allison Deitz)
  - Most recent meeting was in May
  - End of year meeting for USGA
  - Will be commencing activities in September
- School of Nursing Dean Search Committee (Mary T. Phelan)
  - The search committee has concluded its work and submitted candidates
- Parking and Transportation Work Group (Mary T. Phelan)
  - Meeting will be coming up in July
- Parking and Transportation Committee (Elizabeth Main)
  - New parking equipment will be rolling out in June and July
- Quantum Project Advisory Committee (Priti Wakefield)
  - Last meeting was held in March
  - Identified gaps existing in the system as a part of pre-implementation
  - Next meeting will be held on June 15<sup>th</sup>
- Irene Amoros thanks senators for their participation and requested reports be submitted via the Qualtrics form as well

### Old Business

- Bylaw Change Proposal
  - Proposal - Proposed by Ayamba Ayuk-Brown and Nancy McDowell
  - Current
    - Membership  
Members of the Council of University System Staff (CUSS) consist of representatives of employees who are not in a collective bargaining unit having an exclusive representative, or who are in such unit but are excluded by law from participating in collective bargaining. At UMB, CUSS members are elected only from the current Staff Senate. CUSS members no longer on the UMB Staff Senate may maintain their CUSS position only until their current term in CUSS has ended. Staff Senators who are ineligible for reelection as a Staff Senator are precluded from being nominated to serve as a CUSS officer for the subsequent term.

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- Proposed
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- Vote
  - A vote was held via anonymous Qualtrics form provided to Voting Senators
  - Vote Results: Approve: 9, Disapprove: 10, Abstain: 1
  - Proposal change was Disapproved
- Accomplishments for Academic Year 2023
  - Greg Brightbill presented specifics for achievements that have been reported to President Jarrell and are [detailed](#) in the Town Square
  - Also advised of next steps to be pursued in the next academic year

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**New Business**

- Thanks to Outgoing & Incoming Senators
  - Greg Brightbill thanked every member of the current Staff Senate individually for their participation and achievements during the year
  - New senators were welcomed to the meeting and will be completing complete introductions at the July Staff Senate meeting
- Executive Committee Nominations and Elections
  - Positions were described by each current position holder
  - President
    - Previously Accepted Nominees:
      - Aaron Graham
      - Shawnta Privette
    - New Nominees:
      - Irene Amoros (Declined)
      - Tim Casey (Ineligible)
      - Tom Hockensmith (Accepted)
    - Each nominee provided a brief introduction
    - Election was held via anonymous Qualtrics survey
      - Elected – Aaron Graham
  - Vice President
    - Previously Accepted Nominees:
      - Taylor DeBoer
      - Tom Hockensmith

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- New Nominees:
  - Irene Amoros (Declined)
  - Mary T. Phelan (Declined)
  - Shawnta Privette (Accepted)
  - Forjet Williams (Declined)
  - Aaron Graham (Declined)
  - Jill Hamilton (Ineligible)
- Each nominee provided a brief introduction
- Election was held via anonymous Qualtrics survey
  - Elected – Shawnta Privette
- Equity & Action Officer
  - Previously Accepted Nominees:
    - Nia Speaks
  - New Nominees:
    - Shawnta Privette (Declined)
    - Allison Deitz (Accept)
  - Each nominee provided a brief introduction
  - Election was held via anonymous Qualtrics survey
    - Required two attempts due to Qualtrics issue
    - Elected – Nia Speaks
- Communications Officer
  - Previously Accepted Nominees:
    - Elizabeth Main
  - New Nominees:
    - Tom Hockensmith (Declined)
  - Election candidate was unopposed
    - Elected – Elizabeth Main
- Secretary
  - Previously Accepted Nominees:
    - Tom Hockensmith
  - New Nominees:
    - Taylor DeBoer (Declined)
  - Election candidate was unopposed
    - Elected – Tom Hockensmith
- Member-at-Large
  - Allison Deitz nominated by Priti Wakefield (Accepted)
  - Shawnta Privette nominated by Irene Amoros (Accepted)
  - Fiana Romero nominated by Aaron Graham (Accepted)
- Greg Brightbill thanked senators for their support of his presidency this year
- Greg Brightbill described the role of Senator-At-Large

**Open Forum**

- Reminder that information will be sent out by Aaron Graham for new senator on-boarding
- Elizabeth Main asked about where to find documents for transitioning.
  - Greg advised to send items to Irene Amoros

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- Elizabeth Main has some feedback pertaining to the EAP provider
  - Advised to send the information to the Executive Committee
- Greg Brightbill congratulated the new Executive Committee

### Adjournment of Meeting

The meeting was adjourned

**Next Meeting – July 6<sup>th</sup>, 2023, 12 noon – 2:00 p.m. via UMB Zoom**

Minutes submitted by: Tim Casey, Staff Senate Secretary

Minutes Status: DRAFT

### **ACTIONS**

1. **Aaron Graham:** Send out information regarding new senator on-boarding

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