

Staff Senate March Meeting Minutes

Thursday, March 2nd, 2023, 12:00 p.m. – 2:00 p.m.
UMB Virtual [Zoom Meeting](#) ID: 987 6610 3470

EXECUTIVE COMMITTEE

President Gregory Brightbill	• Call to Order -Welcome & Introduction	12:00 p.m.
Vice President Jill Hamilton	• Senior Leadership Updates	12:05 p.m.
Communications Officer Mary T. Phelan	○ <i>Office of the President</i> ○ <i>Dr. Dawn Rhodes, Senior Vice President and Chief Business and Finance Officer</i>	
Secretary Tim Casey	• Human Resource Services Presentations	12:15 p.m.
Member at Large Irene Amoros	○ <i>Performance Development Program (PDP)</i> ▪ <i>Human Resource Services, Ms. Sunday Jones, Director of Labor & Employee Relations</i> ○ <i>Human Resource Services Strategic Plan</i> ▪ <i>Human Resource Services, Ms. Malika Monger, Associate Vice President of Human Resources</i>	
Equity & Action Officer Aaron Graham	• Approval of February 2023 Meeting Minutes	1:15 p.m.
Past President Christina Fenwick	• Staff Senate Organizational Updates	1:17 p.m.
■ ■ ■	• Committee Updates	1:20 p.m.
<u>STAFF SENATORS</u>	○ <i>Standing Committees:</i>	
Ayamba Ayuk-Brown	Board of Regents	Community Outreach
Taylor DeBoer	Communications	Policy and Legislation
Allison Deitz (A)		Council of University System Staff
Maria Drayton	○ Ad-Hoc Committees	University Life
Jade Grant	▪ <i>Elections Committee Update</i>	
Danielle Harris	▪ <i>Spring Service Day Update</i>	
Kecia Hitch		
Thomas Hockensmith	• Liaison Updates	1:30 p.m.
Joe Howarth (A)	• New Business	1:40 p.m.
Susan Holt	○ <i>Bylaws Change Proposal</i>	
Jillian Iffland	▪ <i>Council of University System Staff Representation</i>	
Elizabeth Main	• Open Forum	1:50 p.m.
Nancy McDowell	• Adjournment of Meeting	2:00 p.m.
Shawnta Privette		
Gabrielle Ricks (A)		
Shereece Singleton		
Nia Speaks		
Priti Wakefield		
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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MINUTES

Call to Order

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

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Past President
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Attendees

Voting Members: Timothy Casey, Taylor DeBoer, Maria Drayton, Aaron Graham, Jill Hamilton, Danielle Harris, Kecia Hitch, Susan Holt, Elizabeth Main, Nancy McDowell, Mary T. Phelan, Shawnta Privette, Shereece Singleton, Nia Speaks, Mishawn Smith, Priti Wakefield, Lakeisha Wilson, Lei Zhang

Non-Voting Members: Allison Dietz, Joe Howarth, Forjet Williams

Guests: Ummay Ammara, JuliAna Brammer, Jonathan Bratt, Tanisha Burt, Rachel Coates-Knowles, Lauren Coleman, Jon Dolan, Natalie Flowers, Nancy Gordon, Eva Hanley, Janice Hicks, Thomas Hontz, Sumintra Janack, Sunday Jones, Jon Kucskar, Lisa Kummer, Andy Lagos, Marc Lennon, Nicole Lennon, Thomas Leone, Alex Likowski, Jordan Lyles, Monica Maggiano, Terria McClain, Hope McGovern, John McKee, Denise Meyer, Malika Monger, Darissa Monroe, Melanie Moore, Melissa Myers, Sakti Nandi, Casandra Nesmith, Semhar Okbazion, Tricia O'Neill, Amy Park-Chen, Cynthia Pumphrey, Chris Raab, Dawn Rhodes, Christopher Rhodovi, Freda Richards, Tom Rivera, Terry Shaw, Valerie Sikora, Chris Stanton, Deborah Stevens, Dawn Swierczewski, Gretchen Swimmer, Shannon Tucker, Linette Williams, Liyi Wu, Adam Ziman

Absent Members: Irene Amoros, Ayamba Ayuk-Brown, Gregory Brightbill, Christina Fenwick, Thomas Hockensmith, Jillian Iffland, Jade Grant, Gabrielle Ricks

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Establish Quorum (50% +1= 13 voting members): Quorum is achieved at 18 voting members

Welcome and Leadership Updates**Jill Hamilton**

- Jill Hamilton introduced herself and welcomed senators, presenters, guests, and constituents.
- **Mr. Jon Kucskar – on behalf of President Jarrell, Special Assistant to the President**
 - Advised the Staff Senate that Dr. Jarrell is in Florida to support philanthropy efforts and performing donor outreach
 - Dr. Jarrell has been spending a lot of time in Annapolis during the legislative sessions and has been in touch with the Governor
 - Completed an outreach pertaining to the IHC, a collaboration housed in Montgomery County related to health care data and utilizing Artificial Intelligence
 - Lakeisha Wilson asked about any updates on COLA and Merit increases as well as how they may be allocated
 - Jon Kucskar advised that there has been some media coverage related to increases and some discussions about allocations
 - Dr. Dawn Rhodes mentioned that there is talk about a 2% COLA and 2.5%

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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- Merit increases and we are 95% likely to get these
 - Waiting to hear about how it will be built into the budget
 - Would likely be effective in July

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- **Dr. Dawn Rhodes, Senior Vice President and Chief Business and Finance Officer**
 - Provided status updates on several initiatives:
 - Concur Travel and Expense system will go live April 10th
 - Several pilot groups are working through final issues
 - There will be many training sessions available, and Dr. Rhodes encouraged attendance if involved in travel
 - Details can be found at:
 - <https://www.umaryland.edu/businessapplications/concur-travel-and-expense/training/>
 - Parking and Transportation is rolling out new parking revenue control equipment
 - Transition will occur March 2023 through May 2023
 - Information can be found at:
 - <https://www.umaryland.edu/parking/garages/new-equipment/>
 - Dr. Rhodes reminded meeting participants about the Donaldson Brown property and its availability as an event venue
 - Details can be found at: <https://donaldsonbrown.com/>
 - Renovations will be ongoing through May 2024
 - Dr. Rhodes mentioned that HR completes an annual equity study for exempt and non-exempt employees
 - The number of adjustments has been decreasing over time
 - UMB will cover increases for state employees and auxiliary or self-supporting units will need to cover costs within their areas
 - Created a new Office of Enterprise Resilience
 - Led by AVP John Bratt
 - Includes:
 - Office of Environmental Health & Safety
 - Office of Emergency Management
 - Public and Occupational Health
 - New model in higher education
 - Make sure that we are resilient if an incident occurs
 - Proactive on how we address things
 - Conducted a national search before selecting AVP John Bratt
 - Launched a search for an Assistant Vice President for Facilities and Operation
 - Hoping to fill the position by the end of May
 - There will be updates made to the Pay Administration Policy and given newly identified changes, the update will be delayed
 - The policy will include an elimination of budget as a policy consideration from a standpoint of human resources

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- HR will make recommendations based on three pillars and a unit will need to identify funding or re-visit the responsibilities
- Dr. Rhodes advised that the sustainability project for Self Service Waste is moving along and details can be found at: [Self-Service Waste Rollout - Sustainability \(umaryland.edu\)](http://www.umaryland.edu/self-service-waste-rollout-sustainability)
 - Includes a plan for deployment schedules at each building
- Aaron Graham asked about clarification regarding equity analysis causing a reduction in duties
 - Dr. Rhodes advised that if a reevaluation indicates that an employee should be paid \$5000 higher and the unit does not have the budget, the office would need to find a way to reduce the workload of that employee
- Danielle Harris asked about the Donaldson Brown property and the possibility of a staff discount
 - Dr. Rhodes advised that she can send an inquiry to [Robert Milner](#)
- **Thomas Leone, AVP and Chief of Police, UMB Campus Police**
 - Provided an update on Lexington Market and the Hippodrome
 - Chris Rock will be in town and it brings energy to the campus
 - Extra resources will be available and ambassadors to the Hippodrome
 - Met with John Bratt and the Baltimore City Fire Department
 - Exploring the possibility of monitoring calls dispatched to campus locations
 - Want to continue to develop relationships with city stakeholders
 - Outreach continuing on Eutaw Street and crime is dropping
 - Continuing training for police officers including Mental Health Awareness and Mental Health First Aid
 - Mental Health calls for service is increasing
 - Also seeing an increase in safety surveys
 - Continuing training related to preparedness
 - Aaron Graham asked who were the calls about for mental health services
 - Chief Leone advised that the calls were across the board for faculty, students, community members
 - Forjet Williams asked if 620 Lexington Street was open
 - Chief Leone updated that the building is open but experiencing card access issues
 - Security Officers are there 8 a.m. to 5 p.m.
 - Forjet mentioned that instructors would be coming to the building for intake and she wanted to ensure access
 - Malika Monger advised that the front desk is populated, and visitors can check in there
- **Malika Monger, Associate Vice President of Human Resources**
 - Beginning to roll out results of the Staff Experience Survey
 - Meeting with major stakeholders and sharing data
 - Will be scheduling Town Halls

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- Preparing and developing a Professional development and training assessment
 - Training needs and priorities
 - Will be sent out in March
- Expanding the HR Strategic Plan
- Performance Development Process system has been updated and includes online tools
- Benefits Updates
 - MetLife Benefits Open Enrollment goes through March 15th
 - TIAA will be offering financial counseling sessions at HR through June
- **Sunday Jones, Director of Labor & Employee Relations**
 - Thanked participants for taking the Performance Management Assessment
 - Nearly 2000 survey participants
 - Results being analyzed and used to inform future phases of the project
 - At the end of Phase 1 and will continue over the next few years
 - Made enhancements to the Performance Management Program Evaluation Tool
 - Existing instrument is a paper document
 - New system is online and fully automated
 - Enhanced training tools and resources supporting the process
 - Introduced Chris Raab from CITS who supported development of the tool
 - UMB Performance Development Program Tool Demonstration
 - The portal page includes Core Values and links to mission and vision
 - Dashboard shows components based on roles as employee or supervisor
 - Supervisors provided access to employee's evaluations
 - Dashboard shows status of evaluations
 - Email notifications are included in system workflow to remind users of actions needing completion
 - Evaluation form includes pre-populated information about user or employee
 - Can select if employee supervises others, which will trigger additional actions
 - Can select secondary reviewers as needed
 - Operational objectives can be set for each performance year
 - Can add up to twenty (20)
 - Spell check embedded in the system to aid in developing content
 - Ratings are selected using radio buttons
 - Links to additional instructions embedded for specific fields
 - Supervisory Objectives are listed separately for individual rating
 - Competencies have not changed to aid in continuity this year
 - Can be evaluated individually
 - Summary of Overall Performance
 - Can select of secondary review is needed
 - Can select rating and provide comments

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- A printer ready view is presented, and employee can add comments and sign electronically
- Learning goals and Development plans can be added for the next cycle
 - Previous goals will appear in future cycles
- Dashboard selection of “My Evaluations” will see a self-evaluation component
 - Once completed and submitted, portal will be updated with current status
 - Managers can confirm completed discussion with employees
- Reporting features exist to show critical indicators
- Questions
 - Can the evaluation be started and stopped?
 - Yes, the evaluations can be saved and restarted
 - When is the Go-Live date?
 - April 1st is Go-Live for the form
 - Training for HR will commence March 10th
 - Supervisor training will commence March 15th
 - Employee training will begin March 21st
 - If an employee is on maternity leave, can a paper form be used?
 - The evaluation can be done when the employee returns and remain active until completed
 - The form is available online and is accessible after sign-on
 - Given the new form, will the due dates be adjusted?
 - No, the due dates will not be changed
 - The old system would default to meets standards if an evaluation was not completed. Does the new system also have a default outcome?
 - The system has reports and supervisors will be encouraged to complete evaluations
 - The system will default if no action taken to meets standards
 - Encouraging everyone to complete their roles
 - Is there a feature to save notes throughout the year?
 - There is no current feature to save notes, but looking into adding feature in a future version
 - Do managers see the evaluation immediately after completing?
 - Yes, once it is completed, items show up in the dashboard
- The form is accessible via smart devices

- **Malika Monger, Associate Vice President of Human Resources**
 - UMB Human Resource Services Strategic Plan Summary
 - Process started in the Fall of 2022
 - Held a retreat and performed PESTLE and SWOT analyses
 - Reviewed background material
 - HRS Feedback Survey
 - 2017-2021 HRS Strategic Plan

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- 2016 & 2019 HRS Climate Survey Results
- 2021 Accomplishments; 2022 Priorities Document
- 2022-2026 Administration & Finance Strategic Plan Goals
- Identified Strategic Plan Core Areas:
 - What Drives our work = Mission/Vision/Guiding Principles
 - Areas of Focus/Themes = Strategic Themes
 - Where do we want to be = Goals
 - How do we get there = Strategies
 - Are we successful = Metrics
- Presented Mission and Vision Statements
 - Mission- To attract, support, and retain a diverse workforce by providing exceptional customer service through strategic, value added, and innovative and efficient operations, programs, and policies, that support and advance the overall mission and core values of UMB
 - Vision- Human Resource Services aspires to be a model for excellence and leadership in human resources dedicated to providing the highest level of expert consultation and support, anticipating the needs of our customers, promoting a healthy work environment, improving operational efficiencies, and fostering transparent and collaborative partnerships to best serve the UMB community
- Guiding Principles:
 - Collaboration
 - Credibility
 - Communication
 - Stewardship
 - Teamwork
- Strategic Themes:
 - Recruitment, Retention, and Development
 - Candidate sourcing and outreach strategy
 - Branding
 - Mandatory supervisor academy
 - Measuring employee experience
 - Retirement services
 - Accept experience in lieu of education
 - Onboarding and offboarding
 - Automate equity reporting
 - Job description career path brand
 - Leave management program
 - Future of Work Taskforce recommendations
 - Customer Service
 - Communication and partnerships
 - HR Functional are trainings
 - Outcome metrics
 - Awareness, promotion, and utilization of HR Services

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- HR webpages
- Learning programs
- eLearning platform
- Management and employee inquiries – ticketing system
- Self-service portal
- Exempt and nonexempt pay plans
- HR as a valued strategic partner
- Efficient and Effective Operations
 - Assess, streamline, and standardize HR processes
 - Leverage technology to streamline and automate processes
 - Eliminate paper-based forms and processes
 - Standard operating procedures
 - Major HR policies are reviewed, updated, and revised
 - HR Service delivery model
 - Employee action process
 - Performance management programs
 - I-9 compliance
 - ePAF processing timelines
- Wellbeing, Engagement, and Belonging
 - Employee engagement
 - Labor unions
 - Evaluate wellbeing programs and initiatives
 - New EAP
 - Staff Experiences Survey results
- Next Steps
 - Plan Communication and Feedback
 - Finalize & Implement
 - Manage: Ongoing monitoring and follow-up
 - Progress Updates
 - Please send feedback to [Malika Monger](#)
 - Jill Hamilton reiterated the importance of Staff Senate participating in the HR transformation as well as participating in surveys that lead to change

Approval of February 2023 Meeting Minutes

- Motion to Approve: 1st Elizabeth Main 2nd Nia Speaks
- Approved the minutes by quorum

Staff Senate Organizational Updates

- Allison Dietz is now an Alternate Senator
 - Allison was recognized for ongoing support
- Solicitation for liaison role on the UMB Council for the Arts & Culture
 - Kecia Hitch expressed interest in becoming the liaison
- Mishawn Smith has accepted a position as a Maryland District Court Commissioner

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and will be resigning from the Staff Senate and UMB as of March 17th

- Jill Hamilton expressed the gratitude of the Staff Senate and our admiration of her service

Committee Updates

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- Board of Regents (Co-chair Susan Holt)
 - Committee was able to compile and send four completed packages for the Board of Regents Staff Award
 - Will be coming together to discuss next steps
 - Solicited for completion of the Shared Governance Survey - <https://forms.gle/22McCTCehZnpNv7o9>
 - Currently, only seven participants and looking for a higher level of completions throughout all USM schools
 - Danielle Harris asked if there is a way to confirm past completion
 - Susan Holt advised that there is not a mechanism to determine past completion
- Council of University System Staff (CUSS) – (Lei Zhang -POC)
 - Last meeting in January was hosted by Towson University
 - Interim President Melanie Perreault
 - February meeting was Advocacy Day in Annapolis and had a very limited number of participants for the varying shared governance groups
 - At Towson, new college of Health Profession is under construction and new programs coming as well as increased research
 - Chancellor's Report
 - Maryland legislation session has started
 - Introducing new bills and monitoring impact on USM
 - Additional benefits noted from MetLife
 - EAP program changes in place (Compsych)
 - Confidential assistance with problems as well as legal support
 - Council Chair's Report
 - Board of Regents Award includes exempt and non-exempt awards, but historically, not many non-exempt packages sent
 - Student Council wants to develop a Student Board of Regents Award
 - Susan Holt participated in the Advocacy Day activities in Annapolis with 15 other shared governance members
 - Supported the governor's budget
 - Met with delegates and senators
 - Susan Holt advised that she encountered issues when setting up EAP services for an employee. The number provided for the new EAP provider was disconnected

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- Mishawn Smith also advised that she was given various contacts rather than a clear contact
- Also received feedback submitted that past provider can't provide any support or transition
- Jill Hamilton advised meeting participants to send feedback to [Jill Hamilton](#)
 - Can also contact anyone on the Staff Senate Executive Committee with whom they are comfortable sharing

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- Community Outreach (Member Shereece Singleton)
 - Currently working on all year kits using funds collected last year
 - Delivered by public safety to the unhoused community
 - Staff Senate has pledged \$1000 to purchase items for the kits
 - A new drive will commence April 1st and be used to replenish the funds used as surplus from last year
 - Interested in supplying additional items such as socks, forks, and spoons, or perhaps first aid kits
 - Looking for new actions beyond fundraising for the fall
- Communications (Chair Mary T. Phelan)
 - Doing a focused spotlight on two senators each month with five simple questions and encouraging senators to complete
 - Looking for additional content for the newsletter
 - Asked to share any interesting activities to showcase in the newsletter
- Policy and Legislation (Shawnta Privette)
 - The group is reviewing bylaws for changes
 - Jill Hamilton advised that Bylaw updates need to be submitted to the Executive Committee by April 1st for review
- University Life (Nia Speaks)
 - Working on an event to replace the Town Hall
 - Guest Speakers
 - Creating a culture of kindness and wellbeing
- Elections Committee (Shawnta Privette)
 - Jill Hamilton acknowledged that Shawnta was the Employee of the Month Recipient
 - Shawnta thanked everyone for their support
 - Shawnta acknowledged the committee participants for joining the committee
 - Working on an announcement for the Elm as well as being a standalone printable item
 - Requested members to solicit for new members of Staff Senate
 - Announcement will go out March 27th
 - April 3rd – April 17th for self-nomination
- Campus Cleanup Event (Elizabeth Main)
 - A Save-the-Date was sent out
 - The event for campus cleanup is a partnership between Staff Senate and USGA, as well as participation from the Office of Sustainability and Environmental Services
 - April 12th, 10:00 a.m. – 2:00 p.m.

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- Shifts will be in 1-hour increments
- Encouraging Staff Senate members to participate and wear Staff Senate shirts
- Elizabeth Main reminded meeting attendees that UMB employees are allocated four hours of volunteer leave
 - Jill Hamilton reminded interested individuals to run approval through managers prior to using leave
 - Forms are used for time accounting and use of a code on time sheets

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Nia Speaks
LaToya Stubbs (A)
Priti Wakefield
Forjet Williams (A)
Lakeisha Wilson
Lei Zhang

Liaison Updates

- Parking and Transportation (Elizabeth Main)
 - Reminded attendees of the upcoming installation of new parking equipment
 - Hang Tag may change for monthly users
 - Some changes for visitor passes and validation
 - <https://www.umaryland.edu/parking/garages/new-equipment/>
- Faculty Senate (Shereece Singleton)
 - Faculty Senate met on February 15th
 - Dr. Jarrell and Dr. Ward were both at the Maryland General Assembly
 - Searches for various Deans are ongoing
 - Dean of the Graduate School
 - Should be wrapping up in May
 - Other searches are starting
 - Gearing up for Faculty Senate Elections
 - Dr. Gladwin from the School of Medicine shared his vision and goals for the school
 - He discussed partnership with UMCP, UMMC and Montgomery County for the new institute for health care computing to create a learning healthcare system
 - Also wants to create an addition center
 - Advised that the old Target at Mondawmin Mall will be converted into a multi-healthcare center in partnership between UMB and Total-Healthcare
 - Dr. Jarrell approved a 7.5% increase for graduate students
- Diversity Strategic Committee (Mishawn Smith)
 - Doing background work to prepare for rolling out focus groups
 - Mishawn Smith will be working on Climate, Experience, and Professional Development
 - Working up questions for the current state of EDI at UMB and best practices here and at sister schools
 - Next meeting is on March 20th
- Eutaw Street Strategy and Initiatives (Mishawn Smith)
 - Eutaw Street Strategy
 - Engagement updates:
 - 862 Total Engagements
 - 1702 Follow-up Engagements
 - Employment Assistance – 130 people
 - Vital Records – 96 people

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- Drug Treatment – 79 people
- Basic Living Supplies – 337 people
- A Resource Center calendar was created to provide timing information for help with vital records and resume building
- The mayor’s office of employment development is coming to assist the community as well

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Secretary
Tim Casey

Member at Large
Irene Amoros

Equity & Action Officer
Aaron Graham

Past President
Christina Fenwick

- Student Senate (Allison Deitz)
 - Student Senate solicited feedback from students and used the feedback to guide discussions with campus leadership
 - Some topics of interest:
 - Greater flexibility for accessing campus to accommodate
 - Environmental consciousness
 - Students with disabilities
 - Saving money
 - Pregnant or parenting students
 - Student Emergency Fund page was promoted by leadership
 - Students observed there were issues:
 - links not working
 - some items were reimbursement based
 - Cap of \$500 exists
 - Closing message of USGA was that they wanted to make a better environment for the future students

New Business

- Bylaw Change Proposal
 - Item proposed by Aaron Graham and Jill Hamilton
 - Requested change to clarify text for Council of University System Staff membership section
 - 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 from the current Staff Senate. CUSS members no longer on the UMB Staff Senate may maintain their CUSS position until their term in CUSS has ended.
 - Proposed
 - 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.

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- 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.**

- Please submit feedback to the Executive Committee
- A vote pertaining to the change will be held at the April meeting

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Open Forum

- Shereece Singleton asked about the status of the new award that was proposed by Greg Brightbill and was in development
 - Jill and Tim advised that the topic was brought to the attention of President Jarrell and given the President's questions, it was determined that Greg Brightbill would be working with Jon Kucskar on refining the award
- Jill Hamilton reminded participants that leadership meetings are ongoing and to send topics to the Executive Committee
- Tim Casey mentioned an event at the School of Dentistry hosted by Dr. Eleanor Fleming to discuss DEI related topics
 - Tim Casey brought up a topic about improving the collection of race and ethnicity data at the SOD
 - Future sessions will be held monthly for interested participants
 - Shereece will recommend that times be adjusted in the future for sessions at SOD
 - Allison Deitz advised that she gave a presentation to SWCOS and mentioned Dr. Wendy Shia as a good resource for understanding data collection related to demographics

Adjournment of Meeting

A motion to adjourn the meeting 1st by Susan Holt, and 2nd by Shereece Singleton

Next Meeting – April 6th, 2023, 12 noon – 2:00 p.m. via UMB Zoom

Minutes submitted by: Tim Casey, Staff Senate Secretary

Minutes Status: APPROVED

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ACTIONS

1. **Executive Committee:** Discuss issues with the new EAP process and provider with Senior Leadership
2. **Jill Hamilton:** Request status of next steps for the new award with Greg Brightbill

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