

WELCOME M.J. TOOHEY, EXECUTIVE DIRECTOR, HS/HSL  
UMB Staff Senate  
Open Meeting  
601 W. Lombard Street, LL05  
May 7, 2015

**Roll Call:**

**Present Senators:** Amanda Azuma, Colette Beaulieu, Laura Bell, Nancy Bowers, Bill Crockett, Colleen Day, Ken Fahnestock, Angela Hall, Cynthia Hollis, Susan Holt, Carl Jackson, Riham Keryakos, Carol McKissick, Janet Nance-Richardson, Frank Preckel, Sandy Rollins, Nakiya Schurman, Bernadette Taylor, Lois Warner, Kevin Watson, Yimei Wu

**Excused Senators:** Danielle Brown, Kiscia Cannon, Roy Ross

**Visitors:** MJ Tooley

Colette Beaulieu called the meeting to order at 12:07pm.

I. Welcome – M.J. Tooley, Executive Director, HS/HSL

Ms. Tooley educated us on the breadth of Health Sciences Library offerings. She and other library staff members' vast experiences across many subjects allows more objective views of library services and provides more ideas and opportunities. Founded in 1813, the library has been celebrating its 200th anniversary for 2 years; due to the fact that the majority of the original collection was donated to the school. The collection was opened to the public two years later in 1815. This worked out well, in that the library could then join with Pres. Perman in working on their respective strategic plans. In the two years of surveys, planning sessions, etc., a great deal has been learned from the UMB community: the students value the building the most, the faculty value the resources, the staff do not know much about the services available to them i.e., free inter-library loan from other UM schools, research assistance, and other resources available to students and faculty. HSL wishes to reach out to staff. Everyone enjoys the cultural offerings and spaces. The new 3D printer is being used. All are welcome to try it. It is very inexpensive and totally cool. It is the only publicly 3D-accessible printer on the campus. Also available are 3D scanners and DNA modeling, and data visualization software. All are welcome to come by and make "stuff".

II. Revisions/corrections/approval to April 2015 meeting minutes?

Carol McKissick made a motion to accept the April 2015 minutes as written and seconded by Lois Warner. The April minutes were approved.

III. Attachments/Committee Minutes: April 21, 2015 meeting with Dr. Perman and Jennifer Litchman; upcoming meeting with Joe Smith on May 18, 2015.

IV. Remarks from Executive Committee:

- a. Colette continues to work with the Communications Office to finalize the Staff Senate website. The current changes have resulted in a significant portion of the site to be incomplete. The Elm Weekly will include elections information. Also, the Staff Senate may reach out to some of the people who attended the Race Relations Forum to invite them to come to an open Staff Senate meeting. The Community Engagement Office is working to help support the campus community following the looting that occurred a few weeks ago. This office has pulled together people from each school as well as the leaders from the Faculty/Staff Senates to get input on how best to support the community.
- b. Meeting with Dr. Perman, April 21, 2015
  1. **Childcare Report and Status** - Aphrodite Bodycomb has submitted her report on childcare to President Perman which reinforces the need for childcare on campus. Dr. Perman reported that the Downtown Partnership's RP process yielded several responses and these vendors have been asked to provide additional information. Childcare will be on the next Partnership meeting agenda. Dr. Perman encouraged the Staff Senate to invite Ms. Bodycomb to a meeting so that she can give a presentation on her report.
  2. **Staff Senate Bylaws Review** - An ad hoc committee of the Staff Senate has been tasked with reviewing the current Staff Senate Bylaws to ensure that the information is clear, concise, and up-to-date. Specific issues to review include specific language, the transition of people who leave the Senate outside of elections and how to replace them, and the name of the chair to be changed to President which would be in alignment with the SGA and Faculty Senate. The goal is to review, update, and approve any changes by the end of June 2015.
  3. **Senior Leadership Multiple Responsibilities and Effect on Efficiencies** - The Executive Committee met with HRS Executive Director Joe Smith who voiced concerns about how everyone within HRS was stretched thin but most notably the acting AVP, Roger Ward. Staff Senate's concerns include the HR initiatives that have stopped or not moved forward because there is no permanent leadership. Dr. Perman assured the group that he is aware of the concerns, that he shares in these concerns, and that he is working to re-align some positions to optimize effectiveness.
  4. **Shared Governance Groups and Joint Meetings** - Carol McKissick and Colette Beaulieu have attended Faculty Senate meetings and some of the SGA meetings to work with these groups on common issues. This shared governance is planning a joint meeting to be held in early fall after the new leadership from each group has been formed. The goal is to have the senior leaders from SGA, FS, and SS meet quarterly. Dr. Perman has offered to attend these meetings if he is available.
  5. **Layoffs** – In a meeting with HRS Executive Director Joe Smith, resources to support impacted staff were discussed. A new web page has been added to the

HRS website that will give employees valuable information to help as they transition from the University.

6. **President's Update to Staff Senate** - Gov. Hogan's offer of early retirement was not given to USM employees; however, the System is looking at a process similar to the state plan to offer to its employees.
- c. Meeting with Joe Smith, May 18, 2015 – any agenda items should be forwarded to Colette for inclusion and discussion.

#### V. Old Business

- a. June 4 – Election of Executive Committee (Except Member-at-Large) – Meeting will be held in Room 9102, Dental School.
- b. July 9 – Jennifer Litchman – President's Boardroom
- c. Nominations/Election Update – There are 29 candidates for nine exempt positions and four non-exempt excluded positions. The ballot is in development; the Communications Office will send out an email blast by Monday. Currently 11 current senators are in the elections; six current senators will not run for re-election. The electronic elections process will begin on 5/11/2015 and run through 5/29/2015.
- d. Staff Discount Cards Update – The Staff Senate will continue to support the sale of discount cards; however, none of the proceeds will go to the Staff Senate nor will the Staff Senate sell any of the cards. The process is being led by the School of Pharmacy students, not the Staff Senate. While the Staff Senate encourages staff to support the discount cards, no Senator is authorized to sell or have any financial accountability regarding the discount cards. Any questions can be directed to Staff Senator Yimei Wu who is the conduit between the Staff Senate and the American Pharmacy Association Academy of Student Pharmacists.

#### VI. New Business

- a. Bylaws Revisions – The Bylaws Revision group, led by Bill Crockett, met and discussed four different proposals/suggestions for revisions to the current bylaws. The May meeting was for a first reading and general discussion of the four proposals. The proposals will be discussed at length at the June meeting and then put to a vote.

**Proposal #1** – Clarification about when to bring issues forward to the committee.

**Proposal #2** – The number of Senators match the breakdown of positions to ensure who can vote and when.

**Proposal #3** – Change of names of chair and vice chair to what is the common practice throughout the system (authority/responsibility does not change).

**Proposal #4** – Clarification on filling vacancies from the executive leadership who leave before term is up.

- b. Nominations for Executive Committee were accepted during the May meeting. Additional nominations will be accepted at the June meeting and then voted upon. New Senators will be invited to the June meeting. At that time, the Member-at-Large position will accept nominations and voted upon.

Nominations include the following: Chair – Colette Beaulieu, Vice Chair – Colleen Day, and Secretary – Amanda Azuma

- c. The State of the University Address is scheduled for 5/8/2015 at 3pm by Dr. Perman in the SON auditorium.
- d. A summary of accomplishments by the Staff Senate for 2014-2015 is being created. The chair of each committee is asked to create a statement/list of accomplishments so that the document can be created and posted on the Staff Senate website. The statements should be submitted to Colette before the June meeting.
- e. A race relations forum was held on 5/7/2015 in the SON. Some concerns that were raised include pay equity, community engagement, corporate social responsibility, and volunteer/release time. The executive committee will put the issue of release time for volunteering before Dr. Perman for discussion.

## VII. Staff Senate and Campus Committee Reports

- a. CUSS – Update – **Bill**

Updates have been sent to the Staff Senate as they occurred. CUSS will hold its elections in June; a Staff Senator will need to be nominated for CUSS to be appointed to this committee in July. A personnel policy review is underway that will include a technical review of the classifications and making sure that terminology is consistent. The non-exempt salary study was approved and adjusted by 6% effective 7/1/2015. Currently 17 UMB staff fall below this new minimum and will have their pay adjusted.

- b. UNIVERSITY LIFE – **New Chair?**

No new chair has been selected yet. The group is working to determine what it should focus on during the next year.

c. COMMUNICATIONS – **Yimei** – no report.

d. COMMUNITY OUTREACH – **Laura**

The group is working to develop a year of activities with the goal of identifying three major standing projects for the upcoming year. This group also hopes to get more Senators involved within their respective schools, purchase totes to store collected items in, and better planning will give the Staff Senate the ability to do special projects outside of the standing three.

e. POLICY-LEGISLATION – **Roy**

Bill Crockett reported that there was a major accounting error identified that will impact the entire system; USM will receive approximately \$15 less than anticipated.

f. FS LIAISON – **Carol**

Carol and Colette (or whoever becomes the new chair/past chair) will continue to work with the Faculty Senate and USGA.

Lois Warner motioned to adjourn the meeting. Laura Bell seconded the motion. The meeting was adjourned at 1:40pm.

Respectfully submitted,  
Bernadette C. Taylor  
5/18/2015