

WELCOME DEAN REYNOLDS, SCHOOL OF DENTISTRY!

UMB Staff Senate
Open Meeting
Room 9-102, 9th Floor, SOD
June 4, 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, Sandy Rollins, Roy Ross, Nakiya Schurman, Bernadette Taylor, Lois Warner

Excused Senators: Danielle Brown, Kiscia Cannon, Frank Preckel, Kevin Watson, Yimei WU

Visitors: Nicole Barber, Dean Reynolds, Carleveva Thompson, Pamela Wright

Colette Beaulieu called the meeting to order at 12:10pm with introductions around the room.

I. Welcome – Dean J. Reynolds, School of Dentistry

Dr. Reynolds has been dean of the SOD since 2014; he is a SOD alumnus and served as chair in Dentistry for over 10 years before becoming Dean of the school. He remarked that the school is celebrating its 175th anniversary and stressed the importance of education and the clinics as both are intimately linked to each other. Over 200 patients are seen in the Dental School daily through either the Residency Program, the Pre-Doctoral Program, or through the Faculty Practice Program.

One of his first initiatives as dean included working on the SOD identity. To accomplish this, he cancelled the faculty retreat and rescheduled it to include staff which has been well received. The Dental School is closed on the third Thursday monthly to allow for an in-service for faculty and staff; the goal is to improve communication and for everyone to understand all roles within the institution and within the community. When it comes to communication, Dr. Reynolds has ensured that everyone has their picture attached to emails so that everyone can see who they are communicating with. Dr. Reynolds also wanted to ensure that research faculty are included as part of the discussions and retreats. After some discussion about the lack of SOD staff participation on the Staff Senate, Dr. Reynolds agreed to get his staff more engaged in Staff Senate activities.

II. Revisions/corrections/approval to May 2015 meeting minutes

There were no changes to the May 2015 meeting minutes. Carol McKissick made a motion to accept the minutes as written and seconded by Lois Warner. The May minutes were approved.

III. Attachments/Committee Minutes: Meeting with Joe Smith on June 2, 2015, upcoming meeting with Dr. Perman on June 24, 2015, Bylaw Amendment Proposals

IV. Remarks from Executive Committee:

a. Meeting with Joe Smith – June 2, 2015

- The AVP for HRS position will be filled eventually; possibly during FY 2016. However, at this time, the President is reorganizing his office and dividing up responsibilities.
- After discussing training programs and possibilities for staff, and encouragement from the Staff Senate to develop some sort of training, several training opportunities have been developed by HRS. A management essentials course will be offered during the fall of 2015 that will include human resource processes for new managers. Currently, the program will be in a class setting; however, it is hoped that the program will be offered as a webinar.
- Early retirement options will not be pursued further as the Chancellor felt that there was little interest in moving forward.
- Leadership from the Faculty Senate, Staff Senate, and the Student Government Association will meet quarterly to discuss future collaborations and to discuss common issues and concerns.
- The open enrollment process was discussed. Open enrollment starts in October 2015. Information on the process and what is being offered will be sent via the Elm and through email blasts.

b. Meeting with Dr. Perman, June 24, 2015

- Agenda items should be forwarded to Colette as soon as possible to be included in the agenda.
- Dr. Perman's 5-year review by Dr. Perman will be on 6/11/2015 in the Campus Center. Representatives from the Staff Senate are asked to attend.

V. Old Business

- a. Bylaws Revisions – Second Reading, Discussion and Vote (all alternates will be allowed to vote due to the absence of Senators).

Proposal #1 – Change of names of chair and vice chair to what is the common practice throughout the system (authority/responsibility does not change).

The purpose of this change is to put the Staff Senate in line with USGA/FS leadership to minimize confusion. Of note is that CUSS is proposing to change its names also.

Motion was made to accept the proposed change to the bylaws as submitted. The motion was accepted by majority vote. Proposal #1 has been accepted.

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

There are concerns regarding who is considered to be a voting member vs. a non-voting member. There are areas in the bylaws that notate voting members' language that will need to be amended. There is confusion around the number of members vs. the number of voting members. The bylaws state that the Senate is comprised of a body of 24 Senators; however, four of those 24 are alternates who generally only vote in the absence of regular Senators.

Motion was made by Colette and seconded by Laura to table this amendment for further discussion. Motion to delay was passed by majority vote.

Motion was made by Colette and seconded by Roy to send Proposal #2 back to committee for further clarification. Motion to send proposal back to committee was passed by majority vote.

The Bylaws Committee will review the proposal and a first reading of the updated proposal will occur at the July 2015 meeting.

Proposal #3 – Clarification about when to bring issues forward to the committee.

As clarification, it was suggested to add “working meeting” to the language. In general, the Chair allows all issues to be brought forward for discussion.

Motion was made to accept the proposal to clarify when two members can bring a motion forward. The motion was accepted by majority vote. Proposal #3 has been accepted.

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

Current bylaws provide no clear plan of succession. The recent resignation from the executive committee revealed this gap in the bylaws.

Motion was made to accept the proposal add a section for the process of filling vacancies of officers on the executive committee. The motion was accepted by majority vote. Proposal #4 has been accepted.

- b. July 9 – Jennifer Litchman – President’s Boardroom
- c. Nominations/Election Update – There were 29 candidates for nine exempt positions and four non-exempt excluded positions. Elections results indicated that approximately 16% of staff voted this year vs. 18% during the 2014 elections. Election results will be posted in the Elm.

- d. Nominations for Executive Committee - Nominations include the following: Chair – Colette Beaulieu, Vice Chair – Colleen Day, and Secretary – Amanda Azuma. There were no additional nominations during the June meeting.

VI. New Business

- a. Nominations include the following: Chair – Colette Beaulieu, Vice Chair – Colleen Day, and Secretary – Amanda Azuma
- President – Colette Beaulieu – approved by majority vote
 - Vice President – Coleen Day – approved by majority vote
 - Secretary – Amanda Azuma – approved by majority vote
 - Member-at-Large nominations are currently being accepted. Voting will occur at the July meeting. This position is responsible for ordering lunch and maintaining the attendance roster. The member-at-large receives exposure to the executive process with the hopes that it will encourage the person to move up in leadership.

One nomination received so far – Carl Jackson was nominated by Colette. New senators are asked to consider this position and make any additional nominations at the July meeting.

In addition there are two open positions with CUSS that will need to be filled. Members travel to 12 different meeting sites annually; meetings are held the last Tuesday of the month. Nominations will be accepted at the July meeting.

- b. Year End Report

Colette took the time to thank those who will be leaving the Staff Senate –

- Laura Bell, Chair of Outreach Committee
- Nancy Bowers who served as CUSS secretary
- Danielle Brown who was a past Secretary and a member of the Bylaws Revisions group
- Bill Crockett who has been the Senates Parliamentarian, Policy and legislation, Sustainability, as well as past Chair of the Staff Senate and CUSS
- Bernadette Taylor who was the 2014-2015 Secretary as well as a member of the Outreach Committee, Parking Policy, Safety Awareness, and Sustainability groups

Alternate members who are leaving include Janet Nance-Richardson and Cynthia Hollis (both of whom will become full members of the Senate), Frank Preckel, and Riham Keryakos (who will be serving in an exempt alternate position).

Special thanks were extended to Carl Jackson for being an outstanding member-at-large, and Carol McKissick who has served tirelessly as the past chair.

VII. Staff Senate and Campus Committee Reports

a. CUSS – Update – **Roy**

Meeting was held at UMBC. Of particular note is the fact that Governor Hogan used the State Employee Appreciation Day as the time to release the State COLA dollars.

b. UNIVERSITY LIFE – **New Chair?**

The group is working to determine what it should focus on during the next year.

c. COMMUNICATIONS – **Yimei**

This group is working on how best to community with the Office of Communications. The Staff Senate website is still being updated.

d. COMMUNITY OUTREACH – **Laura**

Lois Warner will become the chair and she is already working to get schools involved in community outreach. A calendar of events will be developed to show what this group will be doing for the next year.

e. POLICY-LEGISLATION – **Roy**

There was some discussion about staff appreciation events merging with faculty appreciation events. The committee made it clear that the two groups are not to be combined. A motion was made and accepted not to combine the two groups' appreciation events.

f. FS LIAISON – **Carol**

Carol and Colette will continue to work with the Faculty Senate and USGA.

g. Parking Policy – **Susan**

The May meeting was cancelled in lieu of two new meetings scheduled in June; 6/9/2015 the budget will be presented, and on 6/16/2015 a Parking Study and Survey results will be presented.

Carol McKissick motioned to adjourn the meeting. Laura Bell seconded the motion. The meeting was adjourned at 1:45pm.

Respectfully submitted,
Bernadette C. Taylor
6/15/2015