

WELCOME TO THE LEXINGTON BUILDING
Staff Senate Meeting Minutes
December 3rd, 2015

Present

Amanda Azuma, Nicole Barber, Colette Beaulieu, Dima Brown, Colleen Day, Ken Fahnestock Angela Hall, Susan Holt, Carl Jackson, Carol McKissick, Renee Nathaniel, Sandra Rollins, Carleveva Thompson, Karen Underwood, Lois Warner, Kevin Watson & Pamela Wright.

Absent

Mona Kiriakos, Roy Ross, Kiscia Cannon, Mikki Coleman, Elisa Medina, Janet Nance-Richardson & Riham Keryakos

➤ **Approval of Minutes**

The minutes were approved with no corrections, and a motion was made to approve the minutes by Lois Warner and seconded by Colleen Day.

Remarks from Executive Committee

The Executive Committee met on October 27, 2015. They discussed:

Upcoming November 18 joint meeting of the Shared Governance groups on campus

Resignations:

With the resignation of Nakiya Schurman and Yimei Wu, there have been a few shifts in the Staff Senate positions. Pamela Wright will replace Yimei Wu on the Senate and complete her term which expires June of 2017. Riham Keryakos has moved from alternate to an exempt staff serving as a non-exempt/excluded staff Senator. Renee Nathaniel will be filling Nakiya Schurman alternate seat on the Senate. Dima Brown has been added as the new alternate to fill the seat left open by Riham Keryakos repositioning in the Senate membership.

The Executive Committee met with Dr. Perman on November 2, 2015. They discussed:

Campus Safety concerns

November 18 meeting of all campus Senates

Outreach project updates

Bylaws Revisions

University Life Committee suggestions

BOR Staff Awards

Kathy Byington resignation and search committee

The Elm and communication concerns

Card reading problem between hospital, SOM and VA

Staff Senate email address for Staff questions and concerns

November 2, 2015 – Colette, Carol and Amanda met with Dean Eddington and Dr. Ward to get an overview of visit by Dr. Denise Rogers who will be leading the Middle States Accreditation Review team when they visit in April 2016.

November 5, 2015 – Colette met with Dr. Perman and a representative from the Downtown Partnership and others to discuss possible vendors for a proposed Day Care Center on or off campus. Colette emphasized to Dr. Perman the importance of making any day care options open to staff be affordable.

Ken Fahnestock suggested that a survey be created by the Senate to reassess the needs of UMB employee daycare needs.

➤ **Old Business**

- The second reading and voting of the proposed bylaw revision. The Senate welcomed former Senator Bill Crockett. Bill was invited to the meeting to provide guidance in regards to Robert's Rules of Order as we went through the second reading of the proposed amendments and voted on each section.

I. Introduction

The staff of the University of Maryland, Baltimore (UMB) is integral in achieving UMB's vision of excellence in its academics, research, and service by functioning in a support role to its faculty and students. The President of UMB and the President's Cabinet have found it appropriate that the staff exercise an informed advisory role in areas of policies and procedures which affect the quality of their work life and their level of contribution to the

strategic goals of the campus. The opportunity to be heard on these matters through a recognized Staff Senate is indicative of UMB's goal to develop a more responsive environment distinguished by consistently high levels of commitment and productivity from its staff.

In carrying out its purpose and functions, the Senate will observe all established University administrative policies and procedures, including but not limited to USM BOR Policy I-6.00 (Shared Governance).

Since Shared Governance is directed from beyond UMB, we felt this needed to be stated in our bylaws, citing chapter and verse.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Colleen Day
The motion to approve the change was passed;
16 votes to approve the change
0 votes against the change
0 abstentions for the change

II. Purpose and Functions of the Senate

~~Purpose and Functions of the Senate~~

~~1. There shall be a Staff Senate representing all regular and contingent II employees of UMB (hereinafter referred to as "eligible employees"), excluding the following groups of employees: (a) faculty, (b) USM employees designated in USM BOR Policy VII-P1.00 (II) (1) (a and b), and (c) employees represented by a certified exclusive representative.~~

There shall be a Staff Senate representing all regular exempt, non-exempt excluded, police sergeants and above and contingent II employees of UMB (hereinafter referred to as "eligible employees" designated in USM BOR Policy VII-P1.00. Excluding the following groups of employees: faculty, all "Z" code Employee ID's, contingent I and USM employees represented by a certified exclusive representative [union representation].

This statement is more accurate, as of August, 2015.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Pamela Wright
The motion to approve the change was passed;
16 votes to approve the change
0 votes against the change
0 abstentions for the change

2. The functions of the Senate shall include the following:

To advise and make recommendations to the President of UMB and his/her Cabinet with regard to the following matters:

- i. Policies, procedures and/or rules affecting eligible employees as defined in these bylaws;
 - ii. Work environment and staff morale
 - iii. Issues impacting wages, benefits, and working conditions.
- b. To serve as a channel of communication between:

- i. Eligible employees and the President of UMB with his/her Cabinet; and
 - ii. Eligible employees and the Council of University System Staff (CUSS).
 - c. To act as a body of the eligible employees to enhance “informed participation and collaboration” in the affairs of the University (UMB).
 - d. To establish its own committees.
 - e. To elect representatives to CUSS from its membership as per CUSS Bylaws.
3. ~~In carrying out its purpose and functions, the Senate will observe all established University administrative policies and procedures, including but not limited to USM BOR Policy I-6.00 (Shared Governance).~~

#3 as it is redundant since it is stated in the Intro.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Pamela Wright
The motion to approve the change was passed;
16 votes to approve the change
0 votes against the change
0 abstentions for the change

III. Membership and Election

1. There shall be a ~~maximum~~ (minimum) of twenty (20) members of the Staff Senate composed of eligible employees. Its membership includes representation from each employment category as set forth in the Federal Fair Labor Standards Act (FFLSA) as follows:

Suggestion made due to current proposed changes in labor law, as well as changing population of UMB. Committee felt that establishing a ratio would be a better approach as the campus population grows and, possibly changes, during the coming years. In addition, this would increase the availability of senators from all schools and central admin. This specific request came from senators as well as the UMB President. Attempting to guard against minimization of Shared Governance.

- a. The proportion of senators from each employment category should reflect the proportion on campus at the time as determined by a report of employment categories by the Office of Human Resource Services. This report should be provided to the designated Staff Senate Elections Committee for each year prior to the election.
- b. Each of the academic schools and central administration shall be represented by at least one (1) voting member. This will be accomplished by electing the person(s) with the highest vote count from each school and central administration, unless all categories are not represented, then a 1-year appointment will be made, based upon the election results. This appointment will maintain full voting privileges during the 1-year term.
- c. Four (4) alternates, selected by next highest vote count, shall be elected to fill temporary vacancies. Alternates will serve in the temporary absence of voting members and shall serve as such.

Attempting a fair process by which all schools will be represented in all elections.

- a. Sixteen (16) members from the eligible Exempt category;
 - b. Four (4) members from the eligible Non-Exempt category;
 - c. Four (4) alternates, selected by next highest vote counts, shall be elected to fill temporary vacancies created by long-term illness or other personal reasons. Alternates will serve in the temporary absence of elected members, and shall have voting rights.
2. All eligible employees may vote for candidates from both employment categories.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Colleen Day
The motion to approve the change was passes;
16 votes to approve the change
1 votes against the change
0 abstentions for the change

All eligible employees may vote for any candidates. Each elected candidate represents the entire electorate.

Simply going for more clarity.

3. At its first meeting for the inaugural term [October 2003- June 2004], the Senate will elect representatives to CUSS for the August term and self-determine which eight (8) Senate seats will stand for re-election during the next regular election. The other seven (7) Senate seats will stand for re-election during the following regular election. This will established staggered terms for the Staff Senate membership. All terms of election after the initial term shall be for two (2) years. The election for members shall be held during May of each year, if practicable. The elected members shall begin their Senate service at the July meeting immediately following the verification of the election process just held.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Colleen Day
The motion to approve the change was passed;
17 votes to approve the change
0 votes against the change
0 abstentions for the change

4. Regular elections shall be held during the month of May for the upcoming term year (July 1 through June 30). During April, the Office of Human Resource Services will inform each eligible employee of their employment category. Candidates will be self-nominated. The results of the election will be reported to the President and the Associate Vice President, Human Resource Services no later than the first week of June of that year.

Restated - Regular elections shall be organized by the General Election Committee and held during the month of May for the upcoming term year (July 1 through June 30). Candidates will be self-nominated. The results of the election will be reported to the President and the Chief Human Resource Officer no later than the first week of June of that year.

The elected members shall begin their service at the July 1 meeting immediately following the verification of the election results by the General Elections Committee for a term consisting of two years.

5. The Senate, by two-thirds (2/3) vote of the entire body, may vote to remove any of its members for just cause.

6. Seats vacated by resignation, removal or for any other reason shall be filled by Staff Senate appointment until the next regular election for that seat. Permanent vacancies will be filled by the candidate with the next highest vote count within the employment category. If no candidates are available in the employment category, the vacancy will be filled by the next highest vote count from the other employment category. If all possible alternates and candidates have been exhausted then the Executive Committee will fill vacancies by appointment.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Colleen Day
The motion to approve the change was passed;
16 votes to approve the change
0 votes against the change
0 abstentions for the change

~~7. Every three years (starting with the 2005 elections) the Staff Senate, with input from Human Resource Services, will conduct a staff audit to determine the percentage of eligible employees in each employment class (FFLSA). This audit will be utilized to determine the proportion of the eligible Exempt and Non-Exempt Staff that should compose this body. Necessary adjustment will be made within the upcoming election class. The Executive Committee will assist the Nomination Committee Chair with this responsibility.~~

~~This issue is addressed under Section VII Amendments.~~

8. Senators who have served 6 consecutive years will not be eligible to stand for election. After a one (1) year stand-down, a senator may self-nominate in future elections. Note: This will be effective beginning the first election after the acceptance of these by-laws.

The majority of seated senators queried during the 2015-2016 term suggested term limits as both an opportunity for others to participate, and lend new ideas to the body as well as projecting a reputation for inclusion and unrestricted access throughout the campus.

- ✓ A call for discussion for this motion was made by Carol McKissick

- Colleen Day didn't agree with officers having term limits, she stated there was a level of knowledge and instruction that should be passed to new senators.
- Ken Fahnestock agreed that it was callous of the group to release dedicated senators due to length of service.
- Lois Warner stated that senators should be able to determine themselves when to break.
- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Sandra Rollins
The motion to approve the change was passed;
12 votes to approve the change
4 votes against the change
0 abstentions for the change

IV. Meetings

1. There shall be a minimum of four (4) Open Forum meetings of the Senate each term. Working full Senate and/or committee meetings may also be held, as necessary. Prior to its first Open Forum meeting, the Senate will establish its calendar of Open Forum and working meetings for the year and forward it to the UMB President who will notify each member's school or department of that schedule.

Restated - There shall be a minimum eight (8) business meetings of the Senate each term. All business meetings are open. The Senate will establish its calendar of business meetings for the year and forward it to the UMB President who will notify each member's dean or department of that schedule.

Since all meetings of the full senate have been open in recent years and the opportunity to hold a closed meeting, if necessary, always exists, we suggested changing the wording to allow for a minimum total for open meetings as well as mentioning the deans in this statement as a focus has been made to raise their awareness of shared governance.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Pamela Wright
The motion to approve the change was passed;
17 votes to approve the change
0 votes against the change
0 abstentions for the change

2. If any member is absent from more than twenty five percent (25%) of the yearly scheduled working meeting sessions (July through June), without prior approval from the President, the Executive Committee will notify the member in writing of its recommendation for removal from the Senate.

Restated - If any member is absent from more than twenty five percent (25%) of the yearly scheduled working meeting sessions (July through June), the Executive Committee will notify the member in writing of its recommendation for removal from the Senate.

A senator is elected to represent the constituency. Unforeseen circumstances arise, however, a senator who is consistently absent from meetings cannot accomplish what they were elected to do, therefore those who are able to make the commitment should be permitted to do so.

1. Special meetings may be called by the President of the Senate, by the Executive Committee, by resolution of the Staff Senate or by petition signed by at least one-third (1/3) of the membership.

2. All eligible employees may attend Open Forum meetings of the Senate, without voice or vote, subject to requirements of space and good order. Special meetings may be open, with or without voice, or closed to all eligible employees at the discretion of the Executive Committee.

3. A quorum shall consist of fifty percent (50%) plus one (1) member of the current membership. An affirmative vote of a majority of the members present and voting shall be necessary to adopt any motion or resolution.

4. Notices to members are properly given when placed in the campus mail addressed to the members, listed campus address or acknowledged via confirmed receipt of e-mail.

5. Any two (2) Senate members may require that an item be placed on the agenda of an Open Forum, working meetings or special meeting.

6. Senate members shall be released from their normal work responsibilities, when necessary, each term year in order to attend: ~~the following meetings:~~

~~a. Four (4) Open Forum Senate meetings;~~

~~b. Monthly Scheduled Executive meetings but not less than ten (10) meetings (officers only).~~

~~c. Scheduled working meetings (closed) not to exceed twelve (12) meetings (full body). Additional time may be required for members to fulfill their Senate responsibilities, e.g. attendance at committee or special meetings and other activities. Members and their supervisors shall work together in coordinating these activities so as to not interfere with the member's normal work responsibilities as an employee of UMB.~~

a. Monthly scheduled full senate meetings.

b. Additional time may be required for members to fulfill their Senate responsibilities, e.g. attendance at committee or special meetings and other activities, per BOR Policy I-6.0 (III)(L).

c. Monthly Scheduled Executive meetings, but not less than four (4) meetings (officers only).

Since meeting schedule change was proposed, this brings the meeting attendance in line with that request. Also, reiterating chapter and verse of USM Policy.

7. All procedures not otherwise set forth in these Bylaws or by rules adopted by the Staff Senate shall be in accordance with the latest revised edition of Robert's Rules of Order.

V. Officers

1. There shall be five (5) officers of the Staff Senate elected from its membership who will form the Executive Committee. The officers shall be the President, Vice-President, Secretary, Past President and Member at Large. The Past President position will be filled by the individual who served as President during the previous Senate term. The duties of the officers will be as follows:

a. President - preside at all meetings of the Senate, finalize the agenda of each Senate meeting, serve as chief liaison with the UMB President and perform other duties as assigned by the Senate.

b. Vice-President - serve in the absence of the President, serve as Senate parliamentarian, and perform other duties as assigned by the Senate.

c. Secretary/Treasurer - responsible for recording and distributing minutes, maintain all records of the Senate, monitor the Senate's budget and report on its fiscal status to the Executive Committee/Senate, and perform other duties as assigned by the Senate.

d. Past President - serve as an adviser to the Executive Committee in order to provide continuity and perform other duties as assigned by the Senate. This position is normally filled by the immediate past Senate President but can be filled by any past Senate President. This position is appointed by the current sitting Senate President. If there are no past Senate President members or if no one wishes to accept the appointment to this position, the position will remain vacant. **Appointed by the sitting President.**

This is an appointed position regardless, hence simply stated. The possibility exists that there would not be a past president sitting on the senate. This allows for the current president to appoint a past president, who would then serve *ex officio*.

e. Member at Large - serves on the Executive Committee and performs duties as assigned by the Senate.

Nominations for Executive Committee officers for the upcoming term will be accepted in May and up to the start of the voting process at the June meeting. The officers will be elected by the Senate membership for a term of one (1) year by written ballot or verbal vote during the June Senate meeting and will take official office at the July meeting. **Except Member-at-Large, which will take place after the new senators are seated (normally at the July meeting).**

2. The Executive Committee shall fulfill the following functions:

a. Set the agenda for Senate meetings;

b. Prepare and submit reports on the work of the Senate to the UMB President, CUSS and the UMB campus community;

c. Be a point of contact with the UMB President **and Chief Human Resources Officer.**

d. Recommend to the Senate the establishment, composition and responsibilities of standing and/or special committees; fill irregular vacancies on committees, and recommend participation in campus committees;

e. Manage the Senate's annual operating budget as provided for the costs of duplicating, printing, mailing, supplies, etc.; and

f. Perform such functions as given by the Senate.

3. Committees

a. The Senate will establish standing committees, with membership by self-selection, to include but not be limited to a CUSS Committee, General Election Committee and a Communications Committee. The Senate may also establish special committees, as recommended.

b. The Senate also will establish committees as assigned by the President of UMB. The Senate will send representation to inter-campus committees, as requested.

c. Every Senator is required to be a member of at least one committee per term.

4. Permanent Vacancies on the Executive Committee

a. A vacancy on the Executive Committee shall exist upon the death, resignation, forfeiture of eligibility, or removal of any officer.

b. Any officer may resign from the Executive Committee and not the Senate at any time by giving written notice to the entire Executive Committee. Except as otherwise provided in the bylaws, any such resignation shall take effect upon the receipt of such notice or at any later time specified therein. Unless otherwise specified in the notice, the acceptance of such resignation shall not be necessary to make it effective.

c. Officer vacancies are filled according to the position. Each officer so appointed shall hold office for the balance of the unexpired term of his/her predecessor.

i. President - The Vice President will assume the duties upon acknowledgment or acceptance of the vacancy.

ii. Vice President - The Past President will assume the duties of the Vice-President upon acknowledgment or acceptance of the vacancy and until a new Vice-President is elected by the membership. Nominations will be accepted by the President at the first working meeting after the vacancy and up to the start of the voting process at the next meeting after the initial nomination period.

iii. Past President - Appointed by the current sitting President from the current members who were past Senate Presidents. If there are none willing to accept the appointment the position remains vacant.

Past President – This position is appointed by the current sitting Senate President. If the position is not held by a current voting member as defined above, the position is considered *ex officio* and shall not have voting rights. If there are no past Senate President members who wish to accept the appointment to this position, the position will remain vacant. See V. Officers, d.

iv. Secretary/Treasurer and Member at Large - Elected by the membership. Nominations will be accepted by the President at the first working meeting after the vacancy and up to the start of the voting process at the next meeting after the initial nomination period.

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Sandra Rollins
The motion to approve the change was passed;
17 votes to approve the change
0 votes against the change
0 abstentions for the change

VI. Administrative Resources

UMB resource staff (i.e.: Human Resource Services, Center for Information Technology Services, Facilities Management) is available to assist the Staff Senate in its functions. Resource staff may be included as non-voting participants in Senate, Executive or committee meetings in order to provide information and other support activities. ~~The Associate Vice President, Human Resource Services and his/her designee(s) shall function as the primary resource for the Staff Senate.~~ **The Chief Human Resource Officer and his/her designee(s) shall function as the primary resource for the Staff Senate.**

- ✓ A motion to approve the change was made by Carol McKissick
The motion was second by Susan Holt
The motion to approve the change was passed;
17 votes to approve the change
0 votes against the change
0 abstentions for the change

VII. Amendment(s)

The Staff Senate shall, on a regular **(3-year)** basis, self-evaluate the Bylaws and operations to determine if the purposes and functions of the Senate are being fulfilled. Within at least three years following the initial election, the Staff Senate shall conduct the first self-evaluation. This will include, but not be limited to, a review of the composition of the membership to ensure all eligible categories are fairly represented. Self-evaluations may result in proposed amendment(s) to the existing By-Laws.

1. Amendment(s) to existing Bylaws may be proposed by any two (2) current members of the Staff Senate and shall be submitted in writing to the Senate President, **(who will bring it to the Executive committee)**, according to Section VII.B.

2. Proposed amendment(s) shall be distributed to the Staff Senate membership at least two **(2)** weeks prior to any meeting at which the amendment(s) will be reviewed discussed. Presentation of the proposed amendment(s) will take place at the earliest scheduled working meeting of the Staff Senate, provided they were distributed at least two (2) weeks prior to the meeting date. A vote on the proposed amendment(s) may not occur until the next scheduled Staff Senate working meeting following the meeting at which the proposed amendment(s) were discussed.

3. Approval of the proposed amendment(s) shall require a simple majority affirmative vote, providing a quorum (50% of the current Staff Senate membership, plus one **(1)** member is in attendance. Approved amendment(s) take effect immediately following an approval as defined in these Bylaws.

(Please note that the variance in vote counts is due to senators excusing themselves from the room during the voting session.)

➤ **Committee Reports**

- Community Outreach Committee - The Big Blue Donations bins are out! We have placed 16 (bins out on campus. We have Elm announcements and Staff directory emails going out. We need to continue to remind folks weekly via email. I have printed flyers for anyone wanted to post them in their offices. I have two more bins that need to be placed if anyone would like to host one in their office please let me know. Our on-line donations link is a hit! We have \$275 so far in the fund. Last day to donate toys will be Friday, December 11th. Delivery to those charities will be by Friday, December 18th. on Tuesday, November 3rd Colleen Day, Sandy Rollins and Lois Warner met with Ashley Valis, Director for Community Initiatives and Engagement, for a UMB Community Engagement Center site visit. Ashley invited the Staff Senate & the Community Outreach Committee to look into ways to work together on future projects not only to benefit the Community Engagement Center but the CURE Scholars program as well. We asked for donations from Senators and were able to contribute \$110 to the CURE Scholars' families for Thanksgiving dinners.
- Transportation Committee - The Canton UMB shuttle roll-out is January 2016. A meeting with Councilman Kraft regarding his constituency areas and routes will be held prior to roll-out. Also, a meeting has been scheduled with Senator Ferguson which will be followed by a community association meeting. Once those meetings have been held, then the process to get feedback regarding routes will begin. A meeting will be held with students to discuss an increase in fees to offset the cost of the shuttle system that will include the Canton route. Fix-It bike pumps have not been installed in the Lexington Garage yet; they will be installed once the current construction on the garage is completed.

➤ **Adjournment**

A motion to adjourn the meeting was made by Carol McKissick, and second by Renee Nathaniel

Minutes submitted by: Amanda Azuma, Secretary

Approved by: