

Staff Senate Meeting June 6, 2019
President's Boardroom 14th floor Saratoga

Call to Order

Brought to order by President Hillary Edwards

Attendees

Voting Members: Colette Beaulieu, Steven Boggs, Kent Buckingham, Mikki Coleman, Hillary Anne Edwards, Sharese Essien, Christina Fenwick, Mary Beth Gallico, Sarah Hokenmaier, Susan Holt, Malinda Hughes, Riham Keryakos, Nicole Miskimon, Janet Nance-Richardson, Kristy Novak, Mary Phelan, Kaya Smith, Yan Sun, Lois Warner, Kevin Watson

Alternate Members: Emma Schmidt

Absent Members: Janet Thomas

Quorum at 21 members**Minutes**

- No changes for May Minutes
- Motion to table minutes for approval 1st Hillary Edwards then 2nd by Malinda Hughes

Voting

Communications

- Riham Keryakos (past nomination)
- Hillary Edwards (nominated by Lois Warner 2nd by Kristy Novak and accepted by Hillary)
- Motion to close nominations for Communications for voting approved
- Majority ballot in favor for Hillary Edwards

Secretary/Treasurer

- Sarah Hokenmaier (past nomination)
- Susan Holt (past nomination)
- Motion to close nominations for Secretary/Treasurer for voting approved
- Majority ballot in favor for Sarah Hokenmaier

Vice President

- Mary Beth Gallico (past nomination)
- Kristy Novak (past nomination)
- Motion to close nominations for Vice President for voting approved
- Majority ballot in favor for Kristy Novak

President

- Colette Beaulieu (past nomination)
- Kaya Smith (past nomination)
- Motion to close nominations for President for voting approved
- Majority ballot in favor for Kaya Smith

Welcome Guests

- New Senators (2019-2020)
- Dawn Rhodes, AVP Administration and Finance

Gratitude to the Senate

- Art & Literary Journal provided to Staff Senate Committee Chairs and Executive Committee members by Colette Beaulieu as a thank you for their service

New Business Items

- Employee Assistance Program
 - o UMB HR going out to bid for an online/phone resource to replace the current/in-person system
 - o If you would like to provide feedback regarding the benefit of existing EAP services, send feedback to Carol McKissick or to Hillary Edwards (who will forward these letters) by June 14th
 - o Motion by Colette Beaulieu for the Staff Senate to provide a letter of support for the EAP to HR with cc: to EAP
 - Comment from Kent Buckingham: We don't have any information regarding why a change to this system is being sought
 - Comment from Nicole Miskimon: Seek out information from
 - Matt Lasecki re: background on this issue prior to calling for a vote.
Suggest calling a vote electronically pending the information from Matt.
 - Information from Colette Beaulieu: Per Matt Lasecki, this was an error and UMB will not be included in a bid for online/phone resource. However, EAP is still seeking letters of their support for EAP services.
 - Motion seconded by Susan Holt.
 - Comment from Kent Buckingham: Letter would reaffirm value of EAP services.
 - Vote: Unanimous in support of the motion.
- Retreat
 - o Suggestion by Sarah Hokenmaier: retreat for new Staff Senate to be held in July to focus on getting to know each other, setting ground rules; include HR as a facilitator for the discussion
 - o Colette Beaulieu suggests August, since no meetings are held at that point
 - o Kristy Novak: suggests Happy Hour
 - o Mary Beth Gallico: Retreat is different from a happy hour; requests that orientation be included in the retreat
 - o Ayamba Ayuk-Brown: Values Happy Hour, but thinks that it would be important to hold a retreat in a more formal setting
 - o Casey Jackson: Suggests potluck as part of the retreat
 - o Kent Buckingham: Use a doodle poll to set up dates, and also ask questions about preferences for Happy Hour vs. Retreat
 - o Sarah Hokenmaier: Motion to create ad hoc committee to plan/hold a retreat at the beginning of the term for incoming and existing senators (to be organized via email)
 - Vote: 15 in favor; 1 abstain; 0 against

Committee Chair Updates

BOR (Janet Richardson):

- Approximately 30 packets received
- BOR packets still with CUSS Executive Committee; will submit to BOR by June 21
- Questions/concerns about the community service category – need to ensure requirements are understood
- Suggestion for training by CUSS of BOR committees from various universities
- Other universities have dedicated staff to focus on putting packets together; Towson provides monetary incentive
- Per Jenn Volberding: every university has 12 opportunities to submit packets (6 exempt and 6 non-exempt) – could be up to 120 packets (this year only 30)

Communications (Colette Beaulieu):

- Staff Professional Development Day – prepping materials to distribute
- Civility Campaign – assisting Mary Beth Gallico with getting materials ready to go; information will also be included on the SS website
- Website will include updates on new senators

Community Outreach (Lois Warner):

- Veterans Drive underway (May 28 – July 5)
- Lois Warner collecting information on location of totes; if need a tote, pick up from her
- Spending down back to school fund: items donated to James McHenry school store; purchasing back packs for next back to school drive

Policy & Legislation (Nicole Miskimon):

- Will be scheduling meetings with campus policy office and with Kevin Kelly when new committee is established in July

University Life (Mary Beth Gallico)

- Kick-off of Civility campaign June 11th at the Professional Development Day
- The Staff Senate website will have a link to allow employees to take civility pledge
- The *Choose Civility* books will be provided to those at Professional Development Day who sign the pledge
- *Let's Choose Civility* buttons will be provided at Professional Development Day as well.

Elections/Nominations (Colette Beaulieu)

- There were 28 candidates and 558 votes received - the most ever received in any Staff Senate election
- Thank you to Tom Connolly for assistance with administering the online vote
- Vote passed to allow 5 alternates instead of 4
- Congratulations to reelected and incoming senators

Faculty Senate (Kristy Novak)

- Working on creating an all-faculty distribution list; elected new executive board at last meeting
- Center for Global Education Initiatives held summit on May 29th

- Presentation from Chief Carey and Security Director Hollowell; they have been doing a tour of buildings to collect ideas. Some ideas include: locks on inside of classroom doors; swipe or tap id badge to enter buildings; active shooter training available online; enhance cellular dead zones on campus; updating blue line phones to VPN; using shuttle app to ensure they are at appropriate locations
- Presentation re: employee benefits; reach out to retirement benefits specialist 1 year in advance

Adjournment

- A motion to adjourn the meeting by Lois Warner, seconded by Kristy Novak

Minutes submitted by: Kaya Smith, Secretary and Sarah Hokenmaier, Incoming Secretary

Minutes approved: July 11, 2019