

Staff Senate Meeting December 5, 2019
President's Boardroom 14th floor Saratoga

Call to Order

The meeting was called to order by Staff Senate President, Kristy Novak.

Attendees

Voting Members: Ayuk-Brown, Ayamba; Beaulieu, Colette; Boggs, Steven; Brightbill, Gregory; Buckingham, Kent; Edwards, Hillary Anne; Essien, Sharese; Fenwick, Christina; Gallico, Mary Beth; Hamilton, Jill; Hitch, Kecia; Hokenmaier, Sarah; Holt, Susan; Jackson, Casey; Keryakos, Riham; Lewis, LaToya; Novak, Kristy; Volberding, Jenn; Wilson, Lakeisha; Zhang, Lei

Alternate Members: Barkman, Emma; Deitz, Allison; Phelan, Mary; Thomas, Janet

Absent Members: Azen, Michael; Wakefield, Priti

Establish Quorum (50% +1 = 12 voting members): Quorum is achieved at 20 members.

Approval of Minutes

- November Meeting Minutes:
 - Request to correct spelling of Colette Beaulieu name.
 - A motion to approve the minutes with changes made by Riham Keryakos, 2nd by Casey Jackson

New Business Items

- Dr. Perman Departure
 - Will provide Certificate of Appreciation to Dr. Perman
- Other New Business
 - Nominations open for Community Service Award and James T. Hill Scholarship. Deadline to submit nominations January 21, 2020. Award will be presented at Annual Service Awards luncheon on April 1, 2020.
 - President's Q&A: Matt Lasecki provided a general summary of Climate and Engagement Survey results. Results will be shared in each school in a more detailed version. Focusing less on campus wide results but will be creating a webpage that includes campus wide information.

Old Business

- Draft Procedure on Absences
 - **Attendance Procedure: History and Process**
 - The bylaws were originally written when the Staff Senate had 12 annual meetings, so the ability to miss 25% of meetings allowed Senators to miss 3 out of 12 meetings
 - Thanks to LaToya Lewis, the Executive Committee was able to review bylaws and best practices from other schools with similar staff-representing bodies
 - Attendance at events held outside of the Senate's normally scheduled meetings (ie September Staff Senate Retreat or January Town Hall) is encouraged but not mandatory.

Next Steps

- The Executive Committee will present its second draft of a procedure to handle low attendance.
- If passed, the procedure will be formally written into the handbook and referenced when handling attendance issues for the 2019-2020 term, however, will not be strictly enforced since the procedure was not clearly established prior to the beginning of the term.
- If rejected, the Executive Committee will continue to handle low attendance on an as-needed basis while the Policy & Legislation Committee continues to work on an acceptable procedure.

2nd Draft: Proposed Procedure for removal from Staff Senate due to Low Attendance

- A Senator is allowed 3 excused absences during each annual term
- An absence is excused if notice is given to the Staff Senate Secretary by 8am the morning before the next occurring meeting
- An absence is unexcused if no notice is given prior to the next occurring meeting
- If a Senator is out on FMLA, an alternate can step into their voting role until their return
- Once a Senator reaches 3 excused absences, or a combination of 3 excused/unexcused absences, the President will schedule a phone call to discuss the Senator's commitment to the remaining meetings for the term year.
- Three consecutive, unexcused absences will be taken as the Senator's resignation from the Senate.
- If a Senator reaches 4 excused absences, or a combination of 4 excused/unexcused absences, the Executive Committee will review the Senator's total contributions to the Senate to determine if a recommendation for removal is appropriate.
 - If a decision is made to remove the Senator, the President will call the Senator to make them aware of the decision. The Senator then has the option to appeal the Executive Committee's decision by completing the appeal form or taking 5 minutes at the following meeting to explain why they wish to remain on the Senate. A closed vote will take place. If removed, the President will inform the Senator of the decision. If voted that the Senator will remain on the Senate, one more absence will be taken as their resignation from the Senate.
 - If a decision is made not to remove the Senator, they will remain on the Senate with no further action needed. One more absence will then be taken as their resignation from the Senate.

Attendance Procedure Considerations

- In 2020, the bylaws will need to be revised to reflect any changes (a Senator can miss 30 % of the meetings instead of 25%)
- If the September retreat becomes an annual event, it should be included in the bylaws/handbook so expectations are properly set
- All will need to be clearly laid out in the handbook so all policies and procedures are transparent
- The Executive Committee will post the upcoming term's meeting schedule on the website prior to elections so Senators know the meeting dates before committing to the position

Discussion

- Susan Holt: Is this for voting members, alternates, or both?
 - Kristy Novak: We have not considered this question. It is not distinguished in the by-laws. Suggest that it should be the same for both.
 - Colette Beaulieu: Alternates should not be included in policy. They often don't serve the entire year.
 - Kristy Novak: This may need to be done on a case by case basis.
 - Amy Daniels: It doesn't appear that consequences are difference for excused vs. unexcused absences.
 - Kristy Novak: The only difference is that three unexcused absences are automatically considered resignation from the Senate.
 - LaToya Lewis: There is also a difference that for excused absences, reasons are taken into consideration before potential removal. Also need to take into consideration the importance of Alternates attending meetings to understand what is going on so that they can vote appropriately.
 - Colette Beaulieu: Still does not agree that Alternates should be held to the same standard as voting members since Alternates do not have a vote.
 - Emma Schmidt: Always felt that it was an expectation for Alternates to follow the policy and they are able to speak at meetings.
 - LaToya Lewis: Alternates are expected to join sub-committees, and need to be at the meetings so that they can participate fully and step in as needed. We need to strike a balance for alternates.
 - LaKeisha Wilson: Echo thoughts that Alternates should need to be at meetings. Consider the judicial system; alternate jurors are expected to attend even if they do not vote.
 - A motion was made by Kristy Novak to establish procedures as outlined in the "2nd Draft: ***Proposed Procedure for removal from Staff Senate due to Low Attendance***"
 - The motion was seconded by Ayamba Ayuk-Brown
 - Vote: In favor: 19; Opposed: 0; Abstain: 0
- Letter to the President: Environmental Services/Civility
 - Kristy Novak: Working to draft a letter including recommendations based on conversation with Dawn Rhodes at the previous meeting. Environmental and maintenance staff do not have adequate space for meetings, breaks, etc. Would like to open the floor for suggestions.
 - Susan Holt: Should be a policy change rather working individually with schools in terms of how all staff are accommodated.
 - Greg Brightbill: A formal statement from the UMB leadership on this issue would be valuable.
 - Ayamba Ayuk-Brown: Are there specific areas in schools where only specific personnel can enter?
 - LaToya Lewis: Yes, there are some areas controlled by badge access. There is a need to define shared areas vs. restricted areas – and who is able to use shared areas in each building.
 - LaKeisha Wilson: The larger conversation is around culture. There needs to be a campaign about getting to know environmental and maintenance staff as colleagues. This is an issue of civility. Spending time on specifics of policy may take away from this.

- Alison Deitz: A statement from the President should be requested. It is disappointing that anyone would have these issues. In addition to a statement from the President, a plan for communication to Deans, managers, etc. should be included.
 - Hillary Edwards: Agree that a multi-pronged approach is preferred. We can all be champions within our schools. For example, we could include on bulletin boards definitions of shared spaces. This could help leverage cultural change.
 - Amy Daniels: It would be helpful for this to be taken to Faculty Senate for discussion as well. A joint conversation on this issue would be very helpful. Common signage across campus as part of a larger campaign would be helpful.
 - Kristy Novak: Will include in a drafted letter to the President:
 - Statement from UMB leadership
 - Signage/communication campaign
- Strategic Planning Process
 - No updates; need to schedule a future meeting
- January Town Hall Update
 - UMB Leadership have been scheduled for the event.
 - University Life Committee is working on scheduling groups for the reception/resource tables.
 - Next priority will be to market this event; more updates to come.

Other New Business (Kristy Novak)

- Change to University Life Committee. Mary Beth Gallico. will take on Civility Campaign and step down as University Life Chair. Christina will step in as co-chair for the University Life Committee.
- Locations for future meetings available on the Staff Senate website
- LaToya Lewis: Will there be Staff Senate involvement in process for hiring of new UMB President.
 - Colette Beaulieu: Yes, the Staff Senate President is invited to participate in the selection process.
- LaToya Lewis: Do we have an anti-bullying policy?
 - Matt Lasecki: Does not believe that we have this specific policy, although it is encompassed in Code of Conduct. Any bullying behavior would be outside of our Code of Conduct.
- Mary Beth Gallico: Where can we find the Code of Conduct:
 - Matt Lasecki: Can find/provide that information.
 - Colette Beaulieu: Available on the website under policies and procedures.

Committee Reports

- Board of Regents (Co-Chairs: Riham Keryakos and Jenn Volberding)
 - We have received 20 nominations
 - UMB is only allowed to nominate 1 exempt and 1 non-exempt in each category
 - Kristy Novak: Would like to recognize the efforts of the committee in increasing the number of nominations this year.
- Communications (Chair: Hillary Edwards)
 - Thank you to Mary Phelan to working with campus to create the certificate for Dr. Perman.

- Will be implementing a work request form for Staff Senate communications so that we requests for information sharing can be organized.
- Kristy Novak: As an aside, Greg Brightbill can provide a link to resource which describes “How to Get the Word Out“
- Community Outreach (Co-Chairs: Jill Hamilton and Sarah Hokenmaier)
 - Thank you for help with the Thanksgiving Drive. We are able to provide food and monetary donations to support 150 families.
 - Holiday Drive is underway, bins should be out now. Collections are ongoing through December 12th. You can also donate through Amazon or Target wish lists or make a donation on the Staff Senate website. Donations benefit the Holiday Store at the Community Engagement Center.
- CUSS (Susan Holt)
 - Last meeting was the Joint Council Meeting.
 - Working on a letter for campus closure policy.
 - Tuition remission survey was sent out to campus points of contact. Response needed by December 10th.
- Policy and Legislation (Chair: LaToya Lewis)
 - Drafting policies and will be reaching out Chairs of other committees in order to document procedures.
 - Will have a timeline available at the next meeting, and will soon be working with Communications on the design.
- University Life (Co-Chairs: Mary Beth Gallico, Casey Jackson)
 - Locations arranged through May for future Senate meetings.
 - Primary focus on Town Hall meeting in January.
 - Ayamba Ayuk-Brown: Will we continue traveling meetings at the end of this term?
 - Kristy Novak: June/July meetings will be held in the President’s Board Room
 - Executive Committee will be scheduled June – November 2020 in the President’s Board Room in the event it will be needed.
 - Susan Holt: Is it possible to send out calendar invites with location
 - Sarah Hokenmaier will send out calendar invites with locations and include the Faculty Senate Liaison in the invitation
 - Riham: Will room set up be similar to board room?
 - Casey Jackson: How will we address lunch?
 - Greg Brightbill: This is to be determined and budget will need to be taken into consideration.
 - LaToya Lewis: Is there a policy for weather cancellations?
 - Kristy Novak: Communication will be sent out if that is needed.
- Executive Committee (Kristy Novak)
 - Held a meeting with Chief Cary this week.
 - Communication campaign will begin in January regarding how alerts are handled on campus.
 - Chief Cary indicated that the campus is sometimes not the first to be notified of when issues happen on campus (if people call 911). Employees are encouraged to contact UMB Police directly for crime/safety related issues to expedite campus communication.
 - Chief Cary has agreed to consider adding a pedestrian crossing sign at Fayette and Arch St.

- Demonstrations will be underway for a Visitor Management System in campus buildings.
- Shuttle App went live on 11.18.19 (available on UMB app).

Staff Senate Liaison Reports

- LaKeisha Wilson - President's Council for Women: First meeting in October. Reviewed the charge and working on bylaws. Next meeting scheduled for January.
- Casey Jackson – Sustainability Committee: Piloting a composting program in the Campus Center food service areas.

Adjournment

- A motion to adjourn the meeting by Kristy Novak; 2nd by Susan Holt.

Minutes submitted by: Sarah Hokenmaier, Secretary

Minutes approved: 2/6/20