

**Staff Senate Meeting July 11, 2019**  
**President's Boardroom 14<sup>th</sup> floor Saratoga**

**Call to Order**

Brought to order by President Kaya Smith

**Attendees**

Voting Members: Ayamba Ayuk-Brown, Colette Beaulieu, Gregory Brightbill, Kent Buckingham, Hillary Anne Edwards (*phone only*), Christina Fenwick, Kecia Hitch, Sarah Hokenmaier, Susan Holt, Riham Keryakos, LaToya Lewis, Nicole Miskimon, Kristy Novak, Kaya Smith, Priti Wakefield, Kevin Watson, Lakeisha Wilson, Lei Zhang

Alternate Members: Michael Azen, Allison Deitz, Casey Jackson, Jill Hamilton, Jenn Volberding

Absent Members: Steven Boggs, Sharese Essien, Mary Beth Gallico, Lois Warner

**Quorum at 16 members**

**Orientation**

A *Staff Senate Orientation* presentation was provided by Kaya Smith.

**Welcome and Introductions**

- President Jay A. Perman, MD provided a welcome to the 2019-2010 Staff Senate. Dr. Perman welcomed and thanked outgoing, continuing, and incoming Senators.
- Matt Lasecki introduced himself as the Associate Vice President and Chief Human Resources Officer, and his role as liaison with the Senate.
  - Kaya Smith asked Matt Lasecki whether he had any information on how UMB would handle the additional holiday provided by the Governor on July 5<sup>th</sup>, since this declaration from the Governor was made after President Perman provided administrative leave on July 5<sup>th</sup>. Will employees receive an additional holiday on top of the provided administrative leave? This was done at Towson University.
  - Matt Lasecki noted that July 5<sup>th</sup> was provided as administrative leave, not holiday leave. He was not aware of Towson's plans and said he would follow up with them to learn more.

**Approval of Minutes**

- May Meeting Minutes:
  - Approval is still pending a response from UMB Counsel regarding the recording of the closed session during the May meeting.
- June Meeting Minutes:
  - One change provided by Colette Beaulieu (add her name as the Chair of the Elections/Nominations committee).
  - Motion to approve minutes with changes: 1<sup>st</sup> by Kaya Smith; 2<sup>nd</sup> by Susan Holt.

**Elections**

- Leadership Transition
  - Kristy Novak will take on role as Staff Senate President with Kaya Smith's resignation as of July 12, 2019.

- Colette Beaulieu (a Staff Senate past president) will take on role of interim Vice President beginning July 12, 2019 until a Vice President is elected.
- Nominations for Vice President were accepted at the current meeting, and will be accepted through the next Staff Senate meeting in September. A vote for Vice President will be taken at the September meeting.
  - Nomination for Vice President: Christina Fenwick (self nominated)
- Alternates (tie-breaking votes)
  - Based on the campus-wide vote for senators, there were three people tied for alternate position #1. A vote by written ballot was taken to determine alternate positions 1,2,3. Every voting member of the senate voted for one alternate. The alternate with the highest number of votes became Alternate #1; the alternate with the second highest number became Alternate #2; the alternate with the third highest number became Alternate # 3. Votes were counted and then verified by two senators (Christina Fenwick and Ayamba Ayuk-Brown).
    - Results:
      - Alternate 1: Jenn Volberding
      - Alternate 2: Jill Hamilton
      - Alternate 3: Casey Jackson
  - Based on the campus-wide vote for senators, there were two people tied for alternate position #2. A vote by written ballot was taken to determine what would become alternate positions 4 and 5. Every voting member of the senate voted for one alternate. The alternate with the highest number of votes became Alternate #4; the alternate with the second highest number became Alternate #5. Votes were counted and then verified by two senators (Christina Fenwick and Ayamba Ayuk-Brown).
    - Results:
      - Alternate 4: Mike Azen
      - Alternate 5: Allison Deitz
- Due to the resignation of two voting members as of July 12, 2019 (Nicole Miskimon and Kaya Smith), the following alternates will become voting members: Jenn Volberding (1 year term – replacing Nicole Miskimon), Jill Hamilton (2 year term – replacing Kaya Smith).
- With the movement of two alternates to become voting members, there is one vacant alternate role (per bylaws, there should be four alternates). The staff senate candidate receiving the next highest vote will be offered the opportunity to become the fourth alternate and will be contacted after the meeting.
- Member at Large
  - Nominations were accepted for the Member at Large position of the Executive Committee.
    - Nominations: Gregory Brightbill
    - Vote to close nominations (1<sup>st</sup> Kaya; 2<sup>nd</sup> Kristy)
    - No vote necessary; only one nomination. The Member at Large is Gregory Brightbill.
- CUSS Members and Alternates

- There are 3 CUSS Primary Members and 3 Alternates.
- CUSS Primary Members serve two-year terms; CUSS Alternate Members serve one-year terms.
- Eligibility: Staff Senate members with one-year terms are eligible for CUSS Alternate seats only.
- 2019-2020 CUSS Primary Member Vacancies (2 vacancies)
  - Susan Holt was elected to CUSS secretary; she will be appointed a two-year CUSS term to fulfill this obligation
  - CUSS Primary Member Nicole Miskimon resigned effective 7/12/19 leaving a vacancy.
  - CUSS Primary Member Collette Beaulieu's term ended, leaving a vacancy.
- 2019-2020 CUSS Alternate Member Vacancies (3 vacancies)
- The floor was opened for nominations. Each voting member voted for only one person. Seats were filled in order of number of votes received and as appropriate based on eligibility. The two individuals with the highest votes become Primary Members (as long as they hold two year terms on the Staff Senate); the three individuals with the next highest votes become Alternate Members.
- Nominations:
  - Ayamba Ayuk-Brown
  - Jenn Volberding
  - LaToya Lewis
  - Colette Beaulieu
  - Casey Jackson
- Results:
  - Primary Members
    - Colette Beaulieu
    - Jenn Volberding
  - Alternate Members
    - LaToya Lewis
    - Ayamba Ayuk-Brown
    - Casey Jackson

- There was a discussion regarding funding availability for CUSS Adjunct members. The Staff Senate budget currently covers travel costs for Primary Members; costs for Alternate Members are covered if they are attending the place of a Primary Member.
- Suggestion from Matt Lasecki: The Staff Senate could make a recommendation to the University that travel costs for Alternate CUSS members be covered by their Department.
- Suggestion from Colette Beaulieu: The Executive Committee review the budget to determine whether funding is available for alternates to be covered for Salisbury meeting, since this meeting includes an orientation for new CUSS members.
- Motion for the Executive Committee to review the budget and consider payment for Alternate Members at the Salisbury CUSS Meeting by Kaya Smith; 2<sup>nd</sup> by Susan Holt.

**Standing Committees: Overview & Sign-Up**

- A poll will be sent via email to sign up for committees. After forming, each Committee will select their own chair.

- An overview of each committee was included in the Orientation presentation. There was an abbreviated discussion about each committee and an opportunity to ask questions.
  - Board of Regents Committee
    - Colette Beaulieu suggested changing this to include Staff Recognition to allow for encouraging nominations for other campus awards in addition to BOR awards.
    - The committee could possibly use nominations for BOR awards to encourage these nominations for other awards as well.
    - Motion by Kaya Smith to increase the scope of duties of the BOR to include encouraging nominations for BOR and other campus awards. The committee will be charged with developing a new name and detailing the scope of duty.
    - 2<sup>nd</sup> - Kristy Novak
- Communications
  - The committee provides Tabling for events, handles requests from the Communications Officer to publicize events and campaigns, and creates/seeks approval for flyers/announcements from other committees.
- Community Outreach
  - The committee holds donation drives for school supplies, veterans, Thanksgiving, Christmas. The committee discussed planning service/volunteer opportunities in the future.
- Policy and Legislation
  - Reviews University policy and provide comment when appropriate; monitors negotiation of MOU process and provides comment when appropriate; reviews legislation (proposed bills) and provides comment when appropriate; meets with university government affairs.
- University Life
  - Previously conducted a survey of staff members; brings issues to senate as reported by staff members; acts as an information hub; plans events to bring staff members together.

### **Liaison Roles**

- There are several liaison roles filled by Staff Senators on various campus committees. Vacant roles include:
  - President's Diversity Advisory Council
  - Safety Awareness Committee
  - President's Taskforce on Sexual Harassment
  - HR Learning and Development Advisory Board
- An email with information about each available role will be sent to Staff Senate members, asking for self-nominations and reason for interest.

### **Retreat Update**

- A Retreat Planning Committee was formed including: Ayamba Ayuk-Brown, Steven Boggs, Christina Fenwick, Sarah Hokenmaier

- The committee held a call with Mark Emmell, the Director of Organization and Employee Development). Mark will facilitate the retreat.
- Content will include discussion of communication styles and group norms – and how that can be used to help Senate move forward and accomplish goals.
- A final date and location will be selected next week.

## **New Business Items**

### **Handling Speaker Requests**

- Many requests received; previously the Executive Committee made decisions about speakers. The floor was opened for discussion regarding whether speaker requests should come to vote for the Senate.
- Examples of guest speakers/topics have included: Matt Lasecki, Mark Emmel, promotion of events or initiatives, roll out of new policies.
- Lakeisha Wilson: suggested limiting time for guest speakers (15-20 min)
- Greg Brightbill: suggested creating a request form on the website to outline topic/information; note that this request will go to a committee for review/approval.
- Kristy Novak: suggested allotting a certain amount of time each meeting for guest speakers.
- Colette Beaulieu: This could be reviewed by policy and legislation committee as part of creating Staff Senate procedures; committee could make recommendations. Priority should be given when a senator brings the request; speakers should match goals of the Staff Senate.
- Greg Brightbill: suggested having a senator sponsor requirement for the application – reach out to Senator in your school.
- Kaya Smith: suggested that a sponsor should be optional; not all requestors may have a relationship with Senator.
- Christina Fenwick: Not all presenters are attached to a school (I.e. Emergency Mgmt; Ombuds)
- LaToya Lewis: The request form could include a link with senator names and school affiliation.
- Colette Beaulieu: The Communications committee could promote the opportunity to request speaking time this way.
- Lakeisha Wilson: Certain people may be bombarded with requests if they are well known.
- Kristy Novak: Could allow people to select sponsor from their school or someone from the Executive Committee.
- Colette Beaulieu: The form could be created quickly and include the question: Have you reached out to someone on the staff senate? (yes/no).
- Greg Brightbill: If they do not select staff senator, note that one will be assigned.
- Kristy Novak: Note that any staff member is able to attend meeting and listen/ask questions – so a speaker request may not always be necessary.
- Colette Beaulieu: When specific/urgent issue happens, need procedures to allow all attendees to have voices heard.
- Nicole Miskimon: Include in procedures notification to Senators about speakers that will be on the agenda.
- Motion by Kaya Smith: Proposed that in the interim – speaker requests be sent to Executive Board for handline; moving forward, prioritize the development of this procedure in the Policy and Procedures committee.
- 2<sup>nd</sup> Lakeisha Wilson

### **Meeting Locations**

- Board Room booked through October; future locations are open for discussion. The Senate could move meetings around the university to be held at different schools; this may encourage more attendance by staff members across campus.
- Colette Beaulieu: This has been done previously and was very successful; it helped create relationships across campus. The Senator representing the school would help coordinate the details.
- Casey Jackson: Are meetings recorded? (Response: No)
- Greg Brightbill: Suggests the Community Outreach handle the organization of this.
- Kaya Smith: This is more appropriate for the University Life committee, as this committee handles outreach within UMB. Community Outreach works with partners outside of the University.
- Kent Buckingham: Need to get the meetings scheduled early to allow for space concerns.
- Kaya Smith: Proposed that University Life prioritize this task.
- Tabled until committees are formed.

### **Procedures/Guidelines**

- Kaya Smith: There is a need for written procedures/guidelines; suggest that Policy & Legislation committee take this on. Senators should send their list of suggested procedures/guidelines needed to the Executive Committee – they will share with Policy & Legislation and full senate as appropriate.
- Nicole Miskimon: At last bylaws review – pulled out items that should go into procedures; will send that to the Executive Committee.
- Colette Beaulieu: Suggests that an ad-hoc committee be created, may be too much work to add to the scope of the Policy & Legislation committee.
- Kaya Smith: Legislative Session is Jan-April; there should still be time outside of legislative session to work on this. Committee could start and inform Executive Committee if becomes too much.
- Tabled until committees are formed

### **Governor's Holiday Declaration**

- Kaya Smith: President Perman provided administrative leave for July 5<sup>th</sup>. After that announcement was made, the Governor declared July 5<sup>th</sup> an additional holiday.
- Susan Holt: Suggested sending a letter to Dr. Perman recommending that UMB follow what the Towson campus is doing (providing an extra holiday in addition to the administrative day provided for July 5<sup>th</sup>). She will follow up with CUSS to learn more about what other campuses are doing.
- Greg Brightbill: Suggested using precedent from previous additional holiday given.
- Colette Beaulieu: Noted that as an advisory group, we should make a recommendation.
- Sarah Hokenmaier: Suggested tabling the discussion until we have further information from CUSS.
- Nicole Miskimon: Suggested that someone should reach out to determine what has been done for non-exempt employees.
- Kaya Smith: Tabled discussion until further information is received.

### **Meeting Wrap-Up**

- Kaya Smith: Thank you to Nicole Miskimon for her years of service on the Staff Senate. Congratulations and best wishes on your new opportunity.

- Motion by Colette Beaulieu for formal recognition to be made in the minutes for both Nicole Miskimon and Kaya Smith. 2<sup>nd</sup> Susan Holt.
- **The Staff Senate formally recognizes the many years of service and accomplishments given by both Nicole Miskimon and Kaya Smith. Thank you for your service to UMB.**

**Adjournment**

- A motion to adjourn the meeting by Nicole Miskimon, 2<sup>nd</sup> by Christina Fenwick.

**Minutes submitted by:** Sarah Hokenmaier, Secretary

**Minutes approved:** September 5, 2019