

**Staff Senate Meeting November 7, 2019  
President's Boardroom 14<sup>th</sup> floor Saratoga**

**Call to Order**

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

**Attendees**

Voting Members: Ayuk-Brown, Ayamba; Azen, Michael; Beaulieu, Colette; Brightbill, Gregory; Edwards, Hillary Anne; Essien, Sharese; Fenwick, Christina; Gallico, Mary Beth; Hamilton, Jill; Hokenmaier, Sarah; Holt, Susan; Jackson, Casey; Keryakos, Riham; Lewis, LaToya; Novak, Kristy; Volberding, Jenn; Wakefield, Priti; Watson, Kevin; Wilson, Lakeisha; Zhang, Lei

Alternate Members: Phelan, Mary; Barkman, Emma

Absent Members: Boggs, Steven; Buckingham, Kent; Hitch, Kecia

**Establish Quorum (50% +1 = 12 voting members):** Quorum is achieved at 16 members.

**Approval of Minutes**

- October Meeting Minutes:
  - A motion to approve the minutes without changes made by Kristy Novak, 2<sup>nd</sup> by LaToya Lewis.

**Q&A with Dawn Rhodes, Chief Business and Finance Officer and Vice President**

**Update from Dawn Rhodes**

- Uptick in crime on campus; very proud of the UMB police department for their efforts in apprehending a suspect in the recent armed robberies.
- Will be looking at adding additional resources to increase the visibility of officers.
- Our campus over time, based on Clery reporting, is a safe campus; it is recognized that it can be scary and unsettling when incidents happen.

**Q&A**

- LaToya Lewis: concerned about a lack of vending machines in all buildings
  - Dawn Rhodes: This is handled by Student Affairs; Dawn will share this information with them.
- LaToya Lewis: Questioned whether Environmental Services staff have space to take breaks/eat lunch in buildings
  - Dawn Rhodes:
    - Focus group meetings were done with Environmental Services staff and it was found that all do not have space available.
    - This has to do with the culture of each building and employees need to be reminded of core values.
    - We are looking at providing resources to create spaces across campus.
    - Will consider the idea of a policy to address this.
    - Kristy Novak: This is an opportunity to embrace our core values and talk about the RockStar Campaign.

- MaryBeth Gallico: Suggests using this as an example when talking about civility and what civility means.
- Kristy Novak: Executive Committee can work with Dawn Rhodes and draft a letter from the Senate to Dr. Perman/campus on this topic.
- Casey Jackson: Can we also include Multi-Trades employees in this letter.
- Dawn Rhodes: Would welcome this support. Focus groups with Multi-Trades did not reveal the same level of issues with civility.
- Casey Jackson: Question about the Live Near Your Work Program; an employee mentioned to her that there was a question of relaxing the requirement for the home to be owned for 5 years to reap the benefit or to allow homes to be rental properties.
  - Dawn Rhodes: The mission is to support stabilization of communities and support employees. In order to focus on this mission, we are not looking to allow this program to establish rental properties or relax the 5 year requirement.
- Mary Phelan: There seems to be a change of practice in the notification about incidences on campus. For example, an incident happened in a parking lot that was not reported through an emergency notification, but was reported the next day. Can you clarify why/when incidents are reported?
  - Dawn Rhodes: We follow Clery Reporting Laws: incidents must be an imminent danger to the campus community to report via emergency notification (text messages). Other incidents are reported after the fact as a Timely Warning to explain what has happened. Incidents that occur off-campus (i.e. at the hospital) may not always be known to UMB Police, as they are handled by the Baltimore City Police Department. We are working to clarify this reporting procedure and will open this up to comments by staff before the procedure is finalized.
- LaKeisha Wilson: Concerned about the shuttle service no longer being offered at no cost. Some employees have moved to certain areas because of the availability of a free shuttle; others use the shuttle for safety reasons.
  - Dawn Rhodes: There are two shuttles. The shuttle that takes people from home to campus is the shuttle that will now have a fee. There will be no additional fees to students because this is already part of student fees. Faculty/Staff will now have to pay a fee to ride the shuttle.
  - The safe shuttle is free and available to everyone to travel from one side of the campus to the other.
  - LaKeisha Wilson: When will the notice go out to employees regarding the fee that will be charged beginning in January?
  - Dawn Rhodes: Information has gone out already; based on this conversation we will send out information again to make sure everyone is aware that the fee will begin in January. There will be per-ride options and monthly options.
  - Christina Fenwick: Who will be the contractor in the future?
  - Dawn Rhodes: An RFP is being prepared for an open procurement process.
- Sharese Essien: Now that we can ride MTA for free, this may have a bearing on how many people will ride the shuttle.
  - Dawn Rhodes: We will track volume and respond accordingly.

### **Old Business**

- New Faculty Senate Liaison: Amy Daniels, School of Nursing

- Strategic Planning Process (Kristy Novak)
  - Formed an ad-hoc committee to focus on Strategic Planning. The initial Committee Meeting was held 10/30/19. The following themes were discussed.
    - Increase staff engagement across campus via:
      - Working with campus partners to develop Staff Councils at each UMB school/business unit
      - Advocating for greater staff engagement through changing the campus culture to encourage supervisor support
      - Enhancing communication methods to notify staff of events, professional development opportunities, etc. so that communication is more accessible and relevant to our diverse staff
      - Promoting staff recognition at all levels
      - Increasing participation in community engagement events by breaking down barriers to participate
      - Collaborating with HR to work towards better salary equity and work/life balance (do we want to tackle this?)

**Discussion:**

- Amy Daniels: It would be very helpful to share this information with the Faculty Senate to hear what the Staff Senate is focusing on.
- Casey Jackson: What is meant about whether we want to tackle the final bullet about salary equity issues?
  - Kristy Novak: Since HR is already working on a survey study, is this something that Staff Senate can impact?
  - Casey Jackson: It would still be great to have staff input on this discussion in addition to the work that HR is doing.
  - Mary Beth Gallico: Would like to review/think about and come back with comments. Per the issue with HR, this is their mission – our role could be to advocate.
  - LaToya Lewis: It would be important for Staff Senate to maintain an overview of this process with HR.
  - Kristy Novak: We will work on re-writing to insert Staff Senate in a consulting/advocacy role.
  - Ayamba Ayuk-Brown: It is meaningful for other staff to know that the Staff Senate is addressing this issue.
  - Hillary Edwards: Keep in mind when working with HR, there are also policies about how large salary increases can be, etc. Staff Senators should ensure that HR is taking these types of issues into consideration.
  - Colette Beaulieu: It is reasonable that Staff Senate keep salary issues on the table and hold HR to timelines and results.
- January Town Hall Event: In Celebration of Staff Senate’s 25th Year
  - January 27, 3 – 5 p.m. , Elm Room B
  - For the first hour, hold a panel/Q&A with UMB senior leadership
  - For the second hour, have tables with multiple groups on campus (HR, URecFit, Faculty Senate, CEC, etc. ) and hold a reception with time to mingle w/ the Experts
  - Working w/ University Life Committee on Planning

## New Business Items

- Membership Transition
  - Resignation from Staff Senate by Lois Warner
    - Alternate Casey Jackson will become voting member
    - Welcome Emma Barkman as new Staff Senate Alternate
  - Resignation from Staff Senate by Kevin Watson
    - Alternate Michael Azen will become voting member
    - Will reach out to Janet Thomas, next in line as alternate
  - The Staff Senate wishes to extend official recognition of Lois Warner (Community Outreach Committee) and Kevin Watson (Communications Committee) for their many contributions and years of service to the Staff Senate.
  - Riham Keryakos: Suggest Certificate of Appreciation for these two outgoing Senators
  - Ayamba Ayuk-Brown: Suggest we do that for all outgoing Senators
- Draft Procedure for Absences (Kristy Novak)
  - Stated in the Bylaws: If any member is absent for more than 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.
  - There is currently no transparent procedure for how this is handled. The Executive Committee has developed the following draft for discussion:
    - If a Senator is absent for two meetings, the Executive Committee will reach out via email to notify them of their absences, and that one more absence will result in their removal from the Staff Senate
    - Upon a third absence, the Senator will receive notification that they have been removed from the Staff Senate
    - No difference between excused and un-excused absences
    - Attendance must be in-person
  - Kristy Novak: Keep in mind that we are all voted into these positions and have a responsibility to be present and carry on the business of the Senate. We would like to ensure that a procedure removes subjectivity from the process and that it is fair for all Senators.
  - Discussion:
    - Ayamba Ayuk-Brown: What about a situation with FMLA leave (i.e. timing if out for maternity leave)? Would that be an allowable exception?
    - Sharese Essien: Agree with comment from Ayamba, there should be an allowance for this type of issue. Disagree about there being no difference between excused and unexcused absences. Sometimes meetings must be missed for valid reasons and this could penalize people unfairly.
    - Jill Hamilton: On another commission that I am on, the commission is unable to do business because people don't show up. People need to be here; they make a commit to represent staff when they run for the position.
    - Riham Keryakos: If we are only looking at the 10 Staff Senate meetings, agree with this draft. However, we should consider the other contributions made by the Senator on committees, etc. This should be considered before removal of Senators.
    - Susan Holt: Suggest considering allowing people to call in, as that would increase the ability to participate.



- The motion passed; the Executive Committee will confirm the location for the meeting on December 5th
  - LaToya Lewis: If Senators serve on CUSS, do they need to serve on another committee? No, there is not a need to serve on another committee. CUSS is considered a committee.
  - Mary Phelan: Would like for the Staff Senate to consider a discussion about notification of safety issues on campus. The process for notification has changed without input from the staff.
    - Kristy Novak: We can bring this up with Chief Carey and Dawn Rhodes.

### **Committee Reports**

- Board of Regents (Co-Chairs: Riham Keryakos and Jenn Volberding)
  - Announcements are posted in the Elm
  - No applications have been received
  - Deadline is November 25, 2019
  - Have reached out to HR for list of Employees of the Month and will be reaching out encourage nominations.
  - Sarah Hokenmaier: Can you clarify how people can be nominated?
  - Jenn Volberding: If you have someone in mind, contact the Staff Senate Board of Regents Committee and the committee will help you with the process.
- Communications (Chair: Hillary Edwards)
  - Website has been updated to reflect new members
  - Weekly emails have been shared to announce events across campus and community outreach drives
  - Will be launching “Get to Know Your Senator” campaign
  - Thank you to committee chairs for reaching out with communications needs
- Community Outreach (Co-Chairs: Jill Hamilton and Sarah Hokenmaier)
  - Thanksgiving Drive is ongoing; let Jill Hamilton know if you have a bin (add to list). Anyone with bin on the list will have their items collected by facilities on November 21<sup>st</sup>
  - Received a request from an organization requesting an angel tree; are not able to support at this time due to other commitments for the holiday drive
  - Working on planning for Holiday Drive
- CUSS (Susan Holt)
  - Frostburg Staff Senate provided information about Ombudsperson
  - Expecting deficit in budget for next year
  - No update on prescription benefit
  - College Park: Tuition Remission discussion re: fees; concern about double paying for things as students and employees
- Policy and Legislation (Chair: LaToya Lewis)
  - Working on a draft of the handbook; currently drafting policies
  - Committee asks whether the Staff Senate has a branded look
    - Hillary Edwards and Communications Committee will check on whether this exists
    - Colette may have an example of this, which was done in the past.
- University Life (Chair: Mary Beth Gallico)
  - Discussed Town Hall planning

- Working on planning for a Listening Tour, which will include a survey; a draft of the survey will be provided to the Executive Committee for review
- Reaching out to schools to schedule Staff Senate meetings. Currently have the Dental School scheduled for February meeting.
- Civility Campaign: 28 new pledges since the meeting with President Perman; working on meeting with leaders across campus to encourage employees to sign the pledge.
- Executive Committee (Kristy Novak)
  - Met w/ President Perman on 10/28/19
  - Provided updates on several items:
    - Civility Campaign
    - Plans for January Town Hall
    - Staff Senate Retreat and Strategic Planning Process
    - Board of Regents Staff Awards
  - Discussed outside consulting and accountability the campus community
    - Provided feedback from staff regarding a perceived lack of transparency when outside consultants conduct a study on campus
    - Suggested that communication back to the involved constituents be provided to thank for participation and provide whatever information is appropriate regarding the results of the study.
    - Dr. Perman agrees that transparency and communication is important, and notes that full results cannot always be shared due to concerns with confidentiality for participants.
  - Discussed the idea of creating Staff Councils in each of the schools on campus
    - Currently only SON and SSW have Staff Councils (SON for many years; SSW just beginning).
    - Dr. Perman is supportive of creating these councils in all schools, acknowledging it as a means to increase employee engagement and promote shared governance.

### **Adjournment**

- A motion to adjourn the meeting by Priti Wakefield, 2<sup>nd</sup> by Ayamba Ayuk-Brown.

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

**Minutes approved:** December 5, 2019