

Staff Senate Meeting September 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; Edwards, Hillary Anne; Essien, Sharese; Fenwick, Christina; Gallico, Mary Beth; Hamilton, Jill; Hitch, Kecia; Hokenmaier, Sarah; Holt, Susan; Keryakos, Riham; Lewis, LaToya; Novak, Kristy; Volberding, Jenn; Wakefield, Priti; Wilson, Lakeisha; Zhang, Lei

Alternate Members: Jackson, Casey; Azen, Michael; Deitz, Allison

Absent Members: Buckingham, Kent; Warner, Lois; Watson, Kevin; Phelan, Mary

Establish Quorum (50% +1 = 12 voting members): 19 voting members present

Welcome and Introductions

- Matt Lasecki, Chief Human Resources Officer
 - Official dates for open enrollment will be: October 15, 2019 – November 14, 2019
 - Will receive reminder emails, flyers, etc.
 - System is all online; no corrections can be made after open enrollment opens
 - Maryland Department of Budget and Management (DBM) sent letter on September 1, 2019 about retiree prescription benefits
 - Provided information, but noted that details are subject to change pending outcome of pending lawsuit
 - Information available on DBM website (can see copy of letter)
 - UMB will begin bargaining with American Federation of State, County, and Municipal Employees (AFSCME) for next cycle.
 - Note: AFSCME has filed a public information request for all USM employees; the request is under review.

Approval of Minutes

- May Meeting Minutes:
 - A motion to approve the minutes without changes made by Susan Holt, 2nd by Mary Beth Gallico. Passed unanimously.
- July Meeting Minutes:
 - A motion to approve the minutes without changes made by Sharese Essien, 2nd by Riham Keryakos. Passed unanimously.

Campus-wide Steps Competition

Jina Bacchus and Laurelyn Irving

- UMB received a Healthiest Employer Award from Maryland Business Journal, and placed 3rd out of the 30 companies that applied.
- Ultimate Mileage Battle – campus wide step challenge will be held, competing against schools and other teams.
 - Kick-off October 14, 2019; challenge through November 27, 2019
 - Will be based on daily step average

- Winning team will get a traveling trophy
- A celebration event will be held at end
- Donations for door prizes welcome
- Details and registration at: Umaryland.edu/launch-your-life/step
- Registration open until October 18, 2019

Workplace Mediation Service *(Aisha Samples)*

- Workplace Mediation Service housed in the School of Law
- Service was launched 9/3/19
- Can be used by staff, faculty, and students
- Private, informal conversation used to address conflict with a trained mediator
- Allows parties to find solutions without formal grievance process
- Service is complementary to other employee services offered at UMB
- Confidentiality rules will be made clear at beginning of each session re: mandatory reporters, etc
- Mediation is available by referral by:
 - UMB Office of the Ombuds (410-706-8534)
 - UMB Human Resource Services (410-706-2606)
 - UMB Office of Accountability and Compliance (410-706-2281)
- Contact with questions:
 - Aisha Samples: 410-706-4270 or mediation@umaryland.edu
 - www.umaryland.edu/mediation

Elections/Appointments

- Past President
 - Kristy Novak announced that Collette Beaulieu was appointed in the role of Past President role on the Executive Committee of the Staff Council
- Vice President Position (nominations and voting)
 - Christina Fenwick
 - No other Nominations
 - Vote to close nominations (motion by Jill Hamilton, 2nd by Greg Brightbill); Motion passed unanimously
 - Results: Christina Fenwick will be the Vice President

Committee Reports: Goals for the Coming Year

- Board of Regents (Co-Chairs: Riham Keryakos and Jenn Volberding)
 - Established monthly goals
 - Will be rolling out new ways to promote and increase nominations for BOR awards
- Communications (Chair: Hillary Edwards)
 - Establish calendar for requests from other committees
 - Develop a 'Meet Your Senator' Campaign
 - Campaign to enhance policy awareness during legislative session
 - Archive prior marketing/communications materials
 - Improve/streamline processes for submitting requests to Office of Communications and Public Affairs
- Community Outreach (Co-Chairs: Lois Warner and Jill Hamilton)

- Conduct donation drives (School Supply Drive, Thanksgiving Drive, Holiday Drive, Veterans Drive)
- Create calendar with drives/tasks for committee members throughout the year
- Learn about organizations/surrounding communities and their needs and how Staff Senate can be supportive
- CUSS (Susan Holt)
 - Met in September at Salisbury University
 - Presentation by Salisbury leadership: Suggested that each campus forge relationship with Office of Government Relations
 - Discussion re: providing Ombuds services in each institution
 - BOR Awards: will be working on rubric for next year's process; looking at impact of efforts
 - Summer newsletter was sent out to all staff
 - Will be meeting with Patrick Hogan in fall
- Policy and Legislation (Chair: LaToya Lewis)
 - Work on mission statement and strategic plan for committee
 - Reviewed initiatives from last year
 - Would like to address accountability; equity in leadership: will look at current policies and make recommendations for potential changes
 - Will follow CUSS Policy Committee and assist as appropriate
 - Will review bylaws and meeting logistics and make suggestions

Discussion

- Collette Beaulieu: Asked whether committee will work on Procedures/Guidelines Manual
- LaToya Lewis: The committee will work on this as well
- Kristy Novak: Formal bylaw review is not needed this year
- Riham Keryakos: Will need to review the bylaws to increase the number of alternates from 4 to 6
- Collette Beaulieu: Note that changing the bylaws is a process that takes several months for reading, review, etc.

- University Life (Chair: Mary Beth Gallico)
 - Goals Include:
 - Professional Development - Discussion with HR re: Learning Management System
 - Town Hall or Forum for staff on campus
 - Work with HR re: Staff Senate representative at Onboarding
 - Focus Groups/Listening Tour at each School
 - Encourage/support staff councils in each School
 - Continuing promotion/marketing of Civility Campaign

Discussion

- Kristy Novak: suggest using listening tours to work on getting meetings set up at locations across campus.
- Mary Beth Gallico: agreed that would be a good opportunity.

- Sarah Hokenmaier: Committee Chairs - please upload committee notes on SharePoint: <https://umbcits.sharepoint.com/sites/StaffSenate>. If you have issues logging on, please let Sarah know.
- Executive Committee (Kristy Novak)
 - UMBrella scholarship to attend ACUI Women’s Leadership Institute in December 2019 – deadline 9/16/19 at noon.
 - Update from meeting with Chief Cary
 - Campus safety assessment resulted in several new approaches that are being explored including: adding active shooter training to the website, viewing demonstrations of visitor management systems, adding more police sub-stations, numbering blue-light phones so the location can be identified by callers, having a shuttle app to request driving escort services, testing electric bikes for officer use around campus.
 - Discussed the option of co-sponsoring a Town Hall to allow Q & A for staff, faculty, and students on campus.

Discussion

- Lakeisha Wilson: Suggest discussing at a future meeting: communication between hospital and UMB staff.
- Greg Brightbill: The Safety Awareness Committee discussed this issue; UMB Police agrees that there are communication issues to be addressed.
- Send the Executive Committee questions/items for future meetings with Dawn Rhodes (9/11), Matt Lasecki (9/12), and Dr. Perman (10/28)

Civility Campaign Update *(Mary Beth Gallico)*

- Will be working with Communications leadership at each school re: promoting/marketing the Civility Campaign.
- Have 95 pledges to date (including Dr. Perman); employees taking the pledge receive the book, *Choosing Civility* by P.M. Forni.
- Three recent publications have highlighted the Civility Campaign: President’s Newsletter (July), CUSS Quarterly Newsletter (Summer); Welcome message from Dr. Perman (September)

Updates from July Meeting

- Liaison Roles
 - Assigned liaison roles are included on the Liaisons tab of the document “SS 2019-20 Roster” in Sharepoint (*location: Documents/General/Membership, Rosters, Attendance/2019-2020*)
 - Sustainability Steering Committee Meeting (Casey Jackson)
 - Meeting held 9/4/19
 - Will be doing campus-wide messaging around recycling
 - Campus Center will begin doing composting next month
- Meeting Locations
 - University Life Committee will work on determining meeting locations across campus, beginning with meetings held Feb 2020
- Procedures/Guidelines

- Policy Committee will take the lead on drafting procedures/guidelines
- Governor’s Holiday Declaration
 - Susan Holt provided an update from the CUSS meeting: Most of the universities that took a day due to the Governor’s Holiday Declaration had not already provided an administrative leave day.
 - Kristy Novak made a motion that the Staff Senate will not provide a letter requesting an additional holiday as a result of the Governor’s Holiday Declaration.
 - 2nd by Ayamba Ayuk-Brown.
 - Motion passed unanimously.
 - Greg Brightbill made a motion that In the future, when UMB receives a day off by the Governor or President, Staff Senate seek clarification immediately.
 - Lakeisha Wilson comment: Hesitant to do that due to timing of announcements by UMB President and/or Governor.
 - Motion was not seconded.

New Business Items

- Strategic Planning Process (Kristy Novak)
 - We will be forming an ad-hoc workgroup to work on creating a strategic plan for the Staff Senate. As part of this process, the workgroup should consider a review of the mission and inclusion of UMB Core Values.
 - Senators who wish to volunteer for the workgroup should email Kristy Novak.
 - Sarah Hokenmaier: Suggest that the workgroup reach out to Mark Emmel in HR for assistance/guidance/tools.
- Other Items
 - Casey Jackson: Question from Title IX Training: Are Senators “responsible persons” if hear/see an infraction
 - All Staff are considered “responsible persons”
 - Colette Beaulieu: Suggest that Senators review the Maryland Department of Budget and Management letter that Matt Lasecki referred to earlier, so that Senators can answer questions about this from other staff. The letter is available on DBM website.

Adjournment

- A motion to adjourn the meeting by Kristy Novak, 2nd by Hillary Edwards.

Minutes submitted by: Sarah Hokenmaier, Secretary

Minutes approved: 10/3/19