

University of Maryland, Baltimore Staff Senate  
Open Meeting Minutes  
January 8, 2009  
Howard Hall 520

**Roll Call:**

Present Senators: Aphrodite Bodycomb, Pat Boland, Danielle Brown, Liz Casher, Ken Fahnestock, Dave Delooze, Libby Guarnera, Ronald Kasl, , Phyllis Lovito, Kim McCorr, Jean Marie Roth, Jill Venezian, Andrea Lefever, Tom McHugh

Excused Senators: Colette Becker, Shannon Cooper, Bill Griffin, Debbie Horstman,

Ken called the meeting to order at 12:00 PM and asked for the Roll Call.

**Minutes:** There were no minutes from the December meeting because there was not a quorum. The November minutes were presented. Ken asked for questions on minutes. Motion by Phyllis Lovito and seconded by Liz Casher to accept the minutes as submitted.

**Remarks from the Executive Committee:** No meeting.

**Meeting with HR -** Ken, Colette, Phyllis, Dave and Danielle met on December 2, 2008 with Elayne Gill.

- MOU is in place
- Enhancement sheet is available on line (and was distributed during this meeting); Ken will forward to the staff senate. All supervisors that supervise non-exempt employees should attend this training. Check the HR website for details.
- Discussion on the hiring freeze for state funds
- Furlough discussions—at this time nothing has been finalized
- Background checks—length of time that it takes to complete the background check; delays are directly due to the education/institution sites
- HR claims that the average time is still 3 days
- Please let staff senate know if any one is experiencing longer wait times
- Holiday schedule
- Parking increase (\$1)
- Plan to discuss the furlough plan with Dr. Ramsay on 1/13/09
- Discussion on benefit coverage for new hires—enrollment in the programs should be reflective of the actual start date for the employees or retroactive. There is sometimes a gap from the start date and enrollment dates. Employees should be covered for that time period. (this will be discussed at the next HR meeting)

**Meeting with President Ramsey -** No meeting. Next meeting to be held on 1/13/2009.

**Committee Reports:**

**Campus Life -** No Report

**By Laws -** No Report

**Policy and Legislation:** No Report

**Communication -** No Report

Nomination - No Report

Community Outreach - No Report

CUSS:

Standing Committees:

**Special Events:** Jill Venezian

The Hon. Anthony G. Brown, Lieutenant Governor, State of Maryland, will speak at the Dr. Martin Luther King, Jr. and Black History Month celebration. This event will take place at noon on February 6, 2009, in MSTF Auditorium. A light lunch will follow. Free tickets are available in the Deans' and Vice Presidents' offices and in the office of campus-wide Student Services in the Student Center.

Plans for Women's History Month are underway

IT: - No meeting

Library: -No meeting

Parking: - No Meeting

**Safety Awareness:** Jill Venezian

A handout on car safety was passed out. A copy of this handout can be found here, [www.mdautotheft.org](http://www.mdautotheft.org)

Car theft and theft from autos remain a concern. Lock your car and take the key. Use common sense, and do not leave valuables in plain sight. Report suspicious behavior.

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Sustainability Committee -Pat Boland- met on 1/7/2009 Campus Sustainability Steering Committee (minutes taken by B. Taylor 01/08/2009)

Present: R. Rowan (Operations and Planning), C. Banks (Chair, Education and Awareness Committee), P. Boland (SSW), Dr. Cardarelli (Faculty Senate), T. Fahey (SON), A. Fowler-Young (Capital Budget and Planning), T. Greene (Chair, Transportation Committee), V. Hollamon (Chair, Operations Committee), R. Milner (Parking and Commuter Services), G. Robinson (SOM), V. Stewart (UMMS), P. Tate, (Facilities Management), Bernadette Taylor (Operations and Planning)

R. Rowan reported that there has been no activity on the surplus property website. He also reported that the Procurement Office uses an additional website, [www.govdeals.com](http://www.govdeals.com), to publicize surplus items for sale. The site, which is open to public institutions, uses the same premise as eBay where items are posted and bid on for purchase.

In order to develop a workable plan to obtain carbon neutrality for the campus required by the President's Climate Commitment, we need a group of 4-6 people to work on developing a plan that includes realistic steps; i.e., a 5-10% reduction over a specified time. A conference is scheduled for April 5, 2009 at UMCP to offer networking opportunities and open discussion regarding climate action plans developed by peer schools and universities. V. Hollamon, M.

Hicks (Parking and Commuter Services), and A. Fowler-Young will begin the initial steps in developing a plan that would include milestones.

R. Rowan also discussed the opportunity to obtain points for the Pharmacy addition which is a Leed Silver building (Leed Silver is a state mandate for all new construction or buildings with major renovations). In order to get points, the new addition would have to provide space to accommodate 38 bikes as well as a place for bike riders to take a shower. There is initial interest in providing lockers, perhaps located in the parking garages. However, the cost of lockers is upwards of \$1,000 each and the number of bike riders on campus is minimal. R. Milner will develop a plan to detail the benefits of using the various campus garages for new lockers vs. other transportation options. T. O'Neil, V. Hollamon, A. Fowler-Young, and R. Milner will create an optional plan that addresses the issue of synergy among buildings and how best to incorporate the plan for bike riders in our Master Plan.

#### Committee Reports

##### Transportation and Teleworking:

T. Greene had no new information to report. He has set a meeting for his group to meet and will report at the next meeting information on Zip Cars, the official date for the carpool kickoff, and the results of a meeting with the City where the topic of discussion will be the campus' participation in the Car Share contract. R. Milner reported that a letter of intent from the campus to participate in the Car Share contract was submitted to the City in December. The program is scheduled to kick-off in February/March 2009.

##### Education and Awareness:

C. Banks told the group that an article regarding campus sustainability has been published in the Voice. The article gave generic information about the campus' sustainability efforts; she explained that as specific information is available, she will include the information in future articles. A brief article regarding carpooling was published and is available online for review. Dr. Cardarelli asked if there was any way for the Voice to be available in the hospital. C. Banks agreed to provide a condensed version of the Voice to V. Stewart who will then distribute to hospital physicians.

##### Design and Construction:

R. Rowan reported the following information in T. Morse's absence: The Carnegie Mellon sample visit has not been set yet. Rooftop solar energy design for the Saratoga Street Building is underway. The plan is to convert existing electric hot water system to solar. This is a pilot program, to test the feasibility of using solar heating and will send the message to the campus of its sustainability commitment. Currently, approximately 20 people from Facilities Management and School of Medicine are taking Leed training. When the Schools of Medicine and Law closed its buildings for the five days over Winter Break, the savings amounted to over \$20,000 or one day of electricity.

##### Operations:

V. Hollamon reported that the Electrical Trade area purchased LED light engines for the Poulson Lamps. This is a test case and lights will be used on Arch Street adjacent to the Hope Lodge. V. Hollamon explained that the use of LED consumes only 10% of conventional HID lighting.

V. Hollamon is also exploring the possibility of initiating the use disposable pipette tip trays. Currently, researchers use non-recyclable pipettes; however, V. Hollamon has located a company that makes pipette racks made of recycled paper. More information will be forthcoming.

The annual recycle numbers will be available at the end of January. V. Hollamon expects the campus to be at 30%; last year's recycling number was 28%.

##### New Business:

B. Rowan suggested that people include on email messages the following: "Please consider the environment before you print out this email" to save on paper.

In an effort to reinforce/change the culture of the campus, Dr. Cardarelli suggested the use of language similar to that of Homeland Security; i.e., color code the level of building usage

(occupied/unoccupied/complete shutdown). G. Robinson suggested that definitions be supplied for this terminology so that the campus will understand the language/color coding system. T. Fahey asked about the practice of turning lights down in summer months (brown outs) to conserve energy. R. Rowan said this is being explored now. The next meeting will be on February 4, 2009 at 11:00 am in Room G-0001 of the Saratoga Tower.

**Old Business:** There were no questions from the November committee reports.

- MD Charities Campaign—we have exceeded last years totals
- Commuter bus lines published results from survey—riders would like to make the payments for the tickets tax deferred
- Ken sent a letter to Hartford County executive office, MTA and Mayor Dixon
- BOR awards—3 finalized; still in need of 1 for the student category

**New Business:**

- Child care discounts—WLS will form requirements for daycare centers in local counties to offer discounts to UMB employees
- Furlough—H1-B visa people will be exempt; post doc and NRSA grants will not be able to use the additional funds—how will this effect effort?
- Meeting will be held to discuss the implementation plan on 1/15/09 @ SON Room 140; presented by campus HR

**Adjournment:** The meeting was adjourned at 1:34 PM.

Respectfully submitted,  
Danielle Brown