

University of Maryland, Baltimore Staff Senate
Open Meeting Minutes
February 5, 2009
Howard Hall 520

Roll Call:

Present Senators: Colette Becker, Aphrodite Bodycomb, Pat Boland, Danielle Brown, Liz Casher, Ken Fahnestock, Libby Guarnera, Ronald Kasl, Kim McCorr, Jean Marie Roth, Jill Venezian, Tom McHugh

Excused Senators: Shannon Cooper, Dave Delooze, Bill Griffin, Andrea Lefever, Debbie Horstman, Phyllis Lovito

Ken called the meeting to order at 12:10 PM and asked for the Roll Call.

Minutes: Ken asked for questions on minutes. Motion by Jill Venezian and seconded by Pat Boland to accept the minutes as submitted.

Remarks from the Executive Committee: Meeting was held on January 30, 2009

- Furloughs: Dr. Ramsay decided that post docs would be excluded from the furlough plan; unfortunately the e-mail only went to payroll reps
- Ken will suggest that these types of e-mails be sent to more than one person to ensure the information is shared
- Dave's e-mail: take 4 hour increments over a 2 week period—an official email will come out on Monday
- BOR awards: 3 nominations were submitted

Meeting with HR - Ken, Colette, Phyllis, Dave and Danielle met on February 3, 2008 with Elayne Gill.

- James Hill Scholarship memo presented
- Furlough: grant funded employees and post docs
- Start date/enrollment into benefits program: these should be the same date to ensure employees are covered
- Propose recommendation that if furloughs occur again, we, staff senate will submit our recommendations to Dr. Ramsay

Meeting with President Ramsey - Meeting held on January 13, 2009.

- Furlough plan discussed

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: no report

Standing Committees:

Special Events: Jill Venezian and Libby Guarnera

Tickets for the Dr. Martin Luther King Day event are available. The event will be held on February 6, 2009 at 12 PM.

IT: - No meeting

Library: -No meeting

Parking: - No Meeting

Safety Awareness: Jill Venezian

Sustainability Committee -Pat Boland- met on 2/4/2009 Campus Sustainability Steering Committee (minutes taken by B. Taylor 02/04/2009)

Present: R. Rowan (Operations and Planning), C. Banks (Chair, Education and Awareness Committee), P. Boland (SSW), Dr. Cardarelli (Faculty Senate), T. Fahey (SON), T. Green (Chair, Transportation Committee), M. Hohing (SOL), V. Hollamon (Chair, Operations Committee), R. Milner (Parking and Commuter Services), Terry Morse (Chair, Construction), T. O'Neil (Academic Affairs), P. Tate (Facilities Management), G. Viola (Facilities Management), B. Taylor (Operations and Planning)

R. Rowan reported that the surplus property site located on Procurement's web page continues to be under used. However, the www.govdeals.com site has been very active; 13 items sold in the last month for a total of \$1000. Any questions can be directed to Larry Butler, Logistics Manager, ext. 66619.

From last month's meeting several ad hoc groups emerged; these groups were able to meet and develop a plan of action:

- 1) Facilities Master Plan and Campus Sustainability: Ayers Saint Gross, the group who is updating the campus master plan, met with the four committee chairs and B. Rowan. According to ASG, the fact that the campus is in an urban environment allows us to be sustainable because we are not building on green space and the campus is near public transportation. ASG did suggest centralizing areas such as computer services and animal services to reduce the carbon footprint. The group is also looking at encouraging nanotechnology, alternate transportation options, reducing the size of offices and increasing the use of open office layouts. The possibility of satellite parking is also being considered.
- 2) Climate Commitment Plan Group: Three members of the group will attend a seminar on April 5th in College Park to collect plans from peer schools on what they are doing; one person will look at possible technologies including parking technology.
- 3) Bicycle Usage Group: Bike lockers in a centralized location to provide adequate security appears to be on of the best options. The group will engage UMMC and students (T. O'Neil to contact) to solicit feedback on what the campus is proposing by way of bike lockers.

Committee Reports

Transportation and Teleworking:

T. Greene reported that he expects to receive a response from Peter Little at Baltimore City sometime in February in follow-up to a letter sent in December 2008 acknowledging that the University is interested in the Car Share program. The carpooling project is ready for kick-off - just waiting to meet with J. Geiman and B. Rowan first to provide an overview of the plan.

The Downtown Circulator will kick off in July 2009 and is free to any rider. The Downtown Circulator will replace the Bio Park shuttle. Information regarding upcoming changes will be posted in the Parking Office, the Student Center, and in the Bio Park area; however, this group will need to determine the best way to advertise this service and to ensure that current Bio Park shuttle riders are aware of the changes. P. Boland volunteered to ensure that the information is properly disseminated to everyone in the School of Social Work.

B. Taylor explained to the group that in support of a cleaner environment, in 1999, HB 870 required the Department of Budget and Management to develop and implement a teleworking program for State employees. The gist of the program is to allow State employees to work up to four days/month at home. Jobs that are appropriate for teleworking include analyzing, auditing, computer programming, web development, design work, record keeping, research, writing/editing, or any task that would not require extensive contact with the agency. Approval to telework must come from the employee's supervisor. The State of Maryland recognized - even 10 years ago - the need to promote environmental conservation. For the University, having fewer cars on campus for even a few days per month could potentially impact the carbon footprint. The Department of Budget and Management's goal is at least 10% of State employees to telework. Details on teleworking can be found at www.dbm.maryland.gov and search for telework information.

Education and Awareness:

C. Banks reported that "Go Green" posters will be publicized in the March Voice. The posters consist of talking points on green initiatives such as surplus property, recycling, turning off lights, and bike riding. Posters will consist of single items that will be recreated as a Go Green Roadshow to be displayed in each of the schools. Permission will need to be obtained from the deans to put signs in high traffic areas before the posters can be displayed. Dr. Cardarelli will work with C. Banks to help penetrate schools so that information can be displayed in each school's lobby.

Another way to present campus sustainability initiatives is through a newsletter that can be copied and placed in high traffic areas like in the hospital, in the student center/campus center, and in office areas. The gist of the newsletter would contain information such as the Go Green posters/contest, and profiles of people on campus who have embraced sustainability. C. Banks reminded the group that any Go Green concerns that have been reported in the Voice can be found on the sustainability website.

Also, the group is developing a "turn in your trash can" contest. The gist of the contest is to encourage individuals to give up their personal trash cans and use common bins to maximize recycling. The contest will run in the fall and in the spring with the grand prize of a Davidge Hall Elm sapling being awarded.

The use of "turn off lights" stickers to remind people to turn off lights when not in use is being explored. This small act could help in lowering energy usage/costs.

Design and Construction:

T. Morse reported that a group of architects are looking at how space is created or programmed, i.e., part office/part research space using the mantra "reduce/reuse/recycle." Several site visits are being scheduled that include a trip to visit the Carnegie Mellon facility (shooting for March 2009), and a trip to visit a LEEDS office. Solar projects continue to be tracked, including the Saratoga Building's roof. A study has been received that lays out the economics of solar energy. Also, in the SOL, occupancy sensors have been installed for lighting and HVAC on a trial basis that may be expanded depending on the success of this trial.

Operations:

Final recycling numbers should be around 30.9% (the legal mandate is 20%). V. Hollamon continues to have discussions with MDE regarding recycling calculation issues and concerns. He will keep the group updated.

According to EHS, rechargeable batteries must be recycled. However, to the average consumer, there is no difference between rechargeable and regular batteries. The group discussed ways to collect all batteries and how to properly dispose of each type of battery. V. Hollamon has found a non-profit organization, Battery Free Recycle Corporation, who will pay for all costs associated with the collection of batteries (we pay for labor). Logistics, i.e., where to place collection bins and how best to implement the program is being explored.

Volunteers are needed from SOM who would be willing to use pipette tray racks made from paper. Dr. Cardarelli volunteered to identify individuals to work with V. Hollamon with this research.

The SON is asking the campus to adopt green cleaning materials. The school is hosting a lunch-N-learn symposium with a guest speaker to convince the campus to adopt this concept.

New Business:

At January's meeting, V. Hollamon agreed to research information on color coding the level of a building's usage. He has been unsuccessful to date but he will continue to search for appropriate ways to convey building status.

The group discussed the potential savings /green initiative of mandating direct deposit as well as having pay stubs suppressed since they can be viewed and printed online. R. Rowan will conduct some preliminary research and report his findings at the next meeting.

The next meeting will be on March 4, 2009 at 11:00 am, in Room GR-1001 of the Saratoga Building.

Old Business:

- Daycare centers: Mary updated Aphroditie: they have received two letters and will respond asking for centers willing to give people discounts on UMB campus
- Mary would like to contact DBCC 1st
- Nominations/elections will begin—will ask for nominations in March/April
- Ron will add link to Staff Senate website for the James T. Hill Scholarship
- Danielle will give Colette past minutes for the website
- Link to poster contest on March 6, 2009; there are 3 categories and the reception will be held in April

New Business:

- MTA survey (survey monkey) Tom will put the survey into the share mode so that we can browse the responses
- Tom will send the e-mail
- If there is a payroll or benefit issue, please contact Ken

Adjournment: The meeting was adjourned at 1:15 PM.

Respectfully submitted,
Danielle Brown