

University of Maryland, Baltimore Staff Senate  
Open Meeting Minutes  
August 7, 2008  
Howard Hall 520

**Roll Call:**

Present Senators: Colette Becker, Aphrodite Bodycomb, Patricia Boland, Danielle Brown, Liz Casher, Shannon Cooper, Dave Delooze, Ken Fahnestock, Libby Guarnera, William Griffin, Ronald Kasl, Jean Marie Roth, Jill Venezian Andrea Lefever, John McNair, Phyllis Lovito, Kimberly McCorr, Tom McHugh.

Excused Senators: Debbie Horstman

Ken called the meeting to order at 12:03 PM and asked for the Roll Call.

**Minutes:** Minutes were presented. Ken asked for questions on minutes. Motion by Dave Delooze and seconded by Phyllis Lovito to accept the minutes as submitted.

**Remarks from the Executive Committee: Ken**

**Executive Committee Meeting - Ken** -The executive committee met on July 25, 2008 and reviewed the items to be discussed with President Ramsay. We discussed the PDP process and how it is linked to the merit increase. Colette discussed the process at UMCP-they moved to satisfactory or unsatisfactory. For non-exempt employees, BOR policy states that anyone that receives an outstanding during the review should have access to an additional 2.5% merit increase (with available funds). We would like to get the campus to support this policy—and asked Dr. Ramsay to support policy if funds are available.

**Meeting with HR - Meeting was held on August 5, 2008.**

- MOU has not yet been signed
- HR will implement a new recruitment process with electronic tracking system that will have the ability to submit a resume and track (current system only shows the positions that one has applied for)
- Working on non-exempt restructure for FY10
- Satisfactory/unsatisfactory ratings
- HR will set up focus groups for work-life committee; requesting 8-10 staff senators to be a part of this committee
- MTA survey will be out in September 2008—this survey will assist senate to gather data on MTA riders in the areas and we will be able to go back to the university and hopefully get pre-tax for commuter bus riders and hopefully subsidize rates as well.
- RFP for the “smart car” available for carpool/MTA riders for use in emergencies
- The no smoking policy on campus—there are few signs posted on campus and we would like to locate the official policy. There are many policies on campus but difficult to locate.
- Discussed the Met Live “free will”—how to get this information to the campus. The notifications were sent to people’s homes. This should probably come from the HR office.
- The employees that are now handling sensitive student information will not have their status changed. Ken talked with Tricia O’Neal and since these employees are only handling student information, not employees, they are not eligible for a change in title and classification.

**Meeting with President Ramsey -Ken**

- Introduced the new executive committee
- Ken asked Dr. Ramsay about the new background check requirement and how this will be paid for especially if the person plans to work on more than one grant. These charges should be shared between all grants.
- Discussed the definition of a work week; policy for compressed work week
- Dr. Ramsay is forming a committee to review all policies on campus
- Looking ahead for Biomedical Research—Bio Park 3
- It may be possible for senate to take a look at the MOU once it has been signed; however, will not be in any position to negotiate.

### Committee Reports:

Campus Life - Aphrodite - no report prior to this meeting.

By Laws - Colette - no report

Policy and Legislation: no report—statement from Dave DeLooze—ORP and CUSS will look at enhancing the 7.25% to 9.258% however this must be legislated

Two priorities so far for FY09, 1) Enhancement of the Optional Retirement Plan. 2) Trying to get the enforcement of BOR Policy on extra merit pay for outstanding PDE.

### Communication and Nomination

It was suggested that the staff senate add a disclaimer on all future e-mail. Ron and Colette are working on the new website and plan to ask Clemson University if we can use their format for our page.

Colette also needs all senators to submit updated information. Check the staff senate website to make sure your information is accurate.

Colette Becker and Ron Kasl met and discussed the redesign of the Staff Senate website. Colette will be contacting CITS for a template that incorporates left hand navigation so that navigating around the site can be easier. Colette updated the websites homepage to better reflect the mission of the Staff Senate and to also list the Executive Committee members so that they are easy to find and contact. Colette still needs to get updated information for the Roster page from several Senators. Once some of the navigation issues have been addressed, Ron will begin developing additional content for the site.

Community Outreach - (Liz is no longer co-chair of this committee; Jean has accepted the co-chair position.

Community Outreach Report for September 4, 2008 Meeting:

We talked about the possibility of doing something for our veterans as a fundraiser for Christmas. In lieu of collecting toiletries, etc. to send overseas, Jean Marie suggested doing something locally for our veterans. She contacted David Edwards, Chief of Volunteer Services at the VA. He suggested the following for their in-patient 127-bed unit: Phone cards, deodorant, toothbrushes, toothpaste, shaving cream, no-skid socks, large print word puzzle books, hats of any type, but especially baseball caps, knit caps and gloves for winter, lap robes, etc. While the majority of the population served would be 65 years and older, there are several female in-patients and several younger veterans who recently returned from Iraq or Afghanistan.

Mr. Edwards said the current returning population from overseas is inundated with people giving to them, and how it is often the older population of veterans who are overlooked. They do have a 16-bed trauma recovery unit for returning veterans which is where they see most of those who have fought overseas more recently who would also benefit from our giving. If this is something we decide to do, we can set up collection sights and decide if we want to help with the distribution or simply collect the items and bring them to the VA for their volunteers to distribute.

Another suggestion was made by Jill Venezian to offer service to Our Daily Bread, Maryland's hot meal program, serving more than a quarter million meals to the hungry of Baltimore City each year. Shifts are available 7 days a weeks. Breakfast shifts run from 7:30 to 8:30 am and lunch shifts run from 9:00 am to 1:00 pm and are served every day of the year to seniors and individuals with disabilities. We can volunteer our own services as well as have people sign up for a one-day commitment.

We also talked about doing a fundraiser for Thanksgiving, and it seemed that everyone was in agreement to do a collection of socks, gloves, hats, mittens. We need to decide how many collection sites we want this time. Do we want only new (since these are smaller, more affordable items), and do we want to use decorated boxes or trees since we are looking to do this by Thanksgiving? Jill also suggested that we might consider donating these items to our Daily Bread if we decide to go with the Veterans idea for our "Christmas" fundraiser.

Libby Guarnera also suggested that the socks, gloves, hats, and mittens collection could be donated to The Western Health Center, located here on our campus.

CUSS: Dave Delooze (handouts)

- Definition of a dependent
- Year-end report; August 18, 2008 will be the 1<sup>st</sup> series of the leadership seminars conference. The focus of these conferences is shared governance; also remind staff senate roles and people NOT covered in collective bargaining
- How will UMCP satisfactory/unsatisfactory affect the BOR policy?

CUSS Committee Report for July 2008: submitted by Colette Becker  
Council of University System Staff (CUSS)

- CUSS met on August 19, 2008 at Salisbury University. Two new at-large members were elected and will serve on the Executive Committee for a one year term.
- Goals were set for the 2008-2009 academic year. They include but are not limited:
  - To stimulate continued support and sustainable commitment to the practice of shared governance among staff, administrators and Regents at USM;
  - To conduct four Staff Leadership Conferences, at various USM facilities, so that staff involved and interested in shared governance have the opportunity to discuss the history and future of the USM Shared Governance System; and
  - To recommend and work with USM on a policy review of Human Resources issues for Excluded staff to assure consistent application of existing policy and flexible areas for new policy.
- USM draft on teleworking is waiting for additional language before it goes into the process of being approved by BOR. This policy does not address the 4 day work week.

## Standing Committees

### Special Events: -

Campus Special Events Committee - Meeting August 20, 2008 (Phyllis Lovito)

#### Holiday Craft Bazaar

A Holiday craft bazaar will be held at Westminster Hall on November 14th. Vendors are being sought for this event. \$ 20.00 per table; 19 Vendors have reserved tables. A total of 31 tables can fit into the exhibit space. Looking for a vendor who will provide holiday gifts for children. Donations of items to be collected for the House of Ruth

#### House of Ruth Exhibit

"A Line in the Sand" a portrait exhibit portraying Domestic Violence will be on display in the Frieda Weiss Gallery at the HS/HSL 11/3-12/1. Members of the committee suggested that a poster be made to advertise the event on campus. It was also suggested that items be collected for donation to the House of Ruth. The House of Ruth website provides a "Wish List" of items needed.

#### MLK/Black History Month Event

Speakers are being sought for the event

#### Women's History Month

Speakers are being sought for this event. It was suggested that Carole Alexander, Executive Director, House of Ruth, Maryland be invited to speak at this event.

IT: - No Meeting - no report

Library: Colette - no meeting - no report

Parking: - No Meeting - no report

Safety Awareness: Jill Venezian

Nothing since last report; please forward any concerns/incidents or campus issues to campus police.

If you are in an accident on campus and there are no injuries, you are only required to exchange information. Use camera phones for evidence (take pictures of the accident). If the police do not take a report, ask to see the supervisor

Campus police number x6-6882

### Old Business:

- Dave—for parking issues/concerns, send an e-mail to Dave and he will forward to parking.
- Phyllis asked the question that if a person using a commuter bus and they need to drive to work, will a space be available on the daily lot? Also is it possible to get daily parking in the Penn Garage.

### New Business:

Fall Fest will be September 05, 2008 on Pine Street 11-2 PM. Cost for lunch for faculty and staff will be \$6.75, students are free with ID. There will be free ice cream, raffle for students, give-aways for all and various artist.

Gym will reopen August 18, 2008 in the Bio Park

**Adjournment:** The meeting was adjourned at 12:50PM.

Respectfully submitted,  
Danielle Brown  
Secretary/Treasurer