

University of Maryland Staff Senate
Open Meeting Minutes
August 11, 2011
Saratoga Building, 14th Floor
President's Board Room

Roll Call:

Present Senators: Colette Becker, Nancy Bowers, Anthony Brown, Danielle Brown, Bill Crockett, Dave Delooze, Tammy Dinsmore, Ken Fahnestock, Dawn Flair, Jessica Grabowski, Bill Hoffman, Carol McKissick, Victor Peguero, Mary Jo Pohlner, Roy Ross, Jean Marie Roth, Gynene Sullivan, and Bernadette Taylor

Excused Senators: Lisa Anderson, Pat Boland, Phyllis Lovito, Marlene King, Tom McHugh, and Yimei Wu

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

Minutes: Colette Becker asked for questions/corrections to the minutes for the July meeting. There was a motion by Dave Delooze to accept the minutes as amended and seconded by Danielle Brown.

Colette welcomed Dr. Perman to the Staff Senate meeting and the present Staff Senators made their introductions.

Dr. Perman thanked Colette for the welcome and introductions. He informed the Staff Senate that several university initiatives are underway and that he is happy to work with the Staff Senate, especially regarding work/life issues that are most important to the staff on campus.

Dr. Perman explained that during this past year the campus has been focused on the strategic planning process and that the final draft is due the end of this month. He further explained that the strategic plan is not just a proverbial document to put in a binder. People care about influencing their organization and the strategic planning process involved hundreds of people volunteering their time. Throughout this process people on campus got to know each other better and work with individuals they had never met before. This is just as important as the finished plan. As a result, there has been a lot of cross-campus communication. Now the campus will focus on meeting the goals addressed in the new strategic plan. New relationships and the implementation process need to stay intact. The staffs' involvement in this ongoing process has been much appreciated.

Dr. Perman stated that he has also appreciated the staffs' involvement in the Q&A sessions that he introduced to the campus this past year. During these sessions the staff has continued to bring up issues that need to be addressed. Because of the anonymous method in which these questions are asked, individuals may not get direct responses. However, the website is always updated with information and answers to questions. The campus has taken a summer break from the Q&A sessions but will continue again in September.

Dr. Perman explained that something that has become evident through the strategic planning process and the Q&A sessions is the need to develop a stronger campus community rather than just being a 7 to 5 place. In order to expedite this initiative the campus will need to invest time to help the university fit into the Westside community. Dr. Perman further explained that he is a Co-Chair of a task force that is looking at ways to redevelop the Westside community. One of the tasks is to make the Lexington Market a place where people want to come. The task force would like to encourage more retail in the area to provide the community with a place they could shop that is convenient to the campus. Currently these types of services aren't available for the residential areas surrounding this campus. If services such as these were more prominent it would help make UM feel like a campus and would further assist in making this area a community. There are many challenges in West Baltimore, but the University of Maryland is part of the Westside community and the campus needs to increase its efforts to assist those faced with

socioeconomic challenges. The university needs to be a part of the community and not just a place to work.

Next Dr. Perman addressed work/life initiatives on campus. One initiative that is very important to him is for new mothers returning to work after maternity leave to have accommodations available for breast feeding. During this past year the university instituted a new policy that sets guidelines for making these accommodations. The university has since received an award from the American Academy of Pediatrics for its efforts but there is still work to be done to accommodate nursing mothers. Similarly, child care is another important issue that has been addressed by the Staff Senate Executive Committee and is being researched by a workgroup led by Aphrodite Bodycomb. The workgroup sent out a survey to the university employees and students in order to determine the childcare needs of the campus. Because childcare is costly it is important for the university to figure out the various income levels of employees that would utilize childcares services and what they can afford. In order to provide childcare services to the campus the university needs to find childcare providers that can provide services within the employees' means. There is a possibility that the federal government will surplus the Metro West building behind the campus. This is a very large building that would help with parking and other campus needs. If the campus can acquire this property the university could take advantage of the Metro West childcare center which has a very desirable outdoor space for children already intact.

Dr. Perman stated that the strategic planning process is an important event on campus and that an important piece in its implementation involves diversity and inclusion. Prior to the planning process Dr. Perman established his Diversity and Inclusion Advisory Committee which will be instrumental in the implementation of the parts of the strategic plan that pertain to diversity and inclusion. This is important not just because it is the right thing to do, but because the university's role is to educate. The university needs a well functioning, inclusive environment for its students heading out into a diverse workforce. For example, something Dr. Perman tells all new medical students is that they are expected to be adept at treating all patients appropriately and sensitively.

Next Dr. Perman informed the Staff Senate that in meeting with employees across the campus one issue that is most commonly talked about is that of civility. Apart from being nice to clients and patients individuals on campus need to be nice to each other. Positive comments come from the importance of civility and being nice. The campus currently has an issue with civility. Dr. Perman said that he could never understand why people are uncivil; when people are uncivil they generally have to spend extra time fixing the situation then they would have spent initially if they had just been civil to begin with. He further stated that he knows he has the support of the Staff Senate on civility. In the past Dr. Perman has addressed issues of incivility with faculty by inviting them for a cup of coffee and a chat in order to understand their behavior. Dr. Perman feels there is no reason to tolerate incivility.

Dr. Perman next addressed the issue of the Merger Study. He explained to the Senate that the merger of the University of Maryland, Baltimore and the University of Maryland, College Park is not a given. Since this idea was first presented the initial wording has been misinterpreted by many. There is still a question as to whether or not a merger of the two largest institutions in the University System is a good idea or even feasible. Because of the confusing language this has led the Board of Regents to study the matter further. A report to the legislature from the Regents is due on December 15th. There are 12 questions that must be answered to the Board of Regents which involves four general areas: academics, affordability, technology transfer, and impact to the community. These areas are being investigated by workgroups. The Regents will hold several open forum meetings, and staff will be able to give testimony on the matter. This is one opportunity for staff to give their input on the merger, or they can work with the council that gives input to other institutions. Dr. Perman stated that he does not feel the merger of the two institutions is appropriate which is why he is requesting that the university study this matter. He further stated that it is up to each individual whether they would like to express their opinions on this matter but that they should be aware that the report is due in October to the Regents. There is an open forum for this campus scheduled in Westminster Hall on August 25th and employees are encouraged to attend.

Dr. Perman opened the floor for questions.

Dave Delooze said that he had more of a comment than a question. He stated that prior to the open forum that is scheduled several employees have already discussed the merger with CUSS. Many individuals from College Park are for the merger while many are against it. The legislature should consider other's opinions and how they will be affected by the merger.

Colette Becker also commented that several Staff Senate members are involved in CUSS and will share this information with representatives of other institutions.

Dave Delooze then asked Dr. Perman if the 12 questions were posted anywhere.

Dr. Perman said that the 12 specific questions could be found on the System's website, but if anyone had trouble finding them to please contact his office.

Bill Hoffman then introduced himself to Dr. Perman and explained that he is the Chair of the University Life subcommittee. Bill told Dr. Perman that if he had any topics that he would like the committee to research for him to please let him know.

Dr. Perman said that he had a very general task. He has stated publicly that he would like the university to be among the best places to work. Dr. Perman said that this is not just a statement; it is something that he would like to see happen and that he is welcome to suggestions.

Ken Fahnestock then asked Dr. Perman about the university's branding initiative.

Dr. Perman said that so far the branding has had a positive impact. It gives the campus visibility that it hasn't had in the past. There are some bumps with nonconformists, but for the most part people are supportive.

Ken Fahnestock then asked Dr. Perman what College Park thought about the campus using University of Maryland.

Dr. Perman said that by statute the campus should use University of Maryland as its title and that he personally has not asked for College Park's permission. The University of Maryland implies all entities in the System, and that the university has not changed governances to the hospital. Officially in statute, the university's name has not changed; the campus is still University of Maryland, Baltimore. The image that the campus projects publicly is University of Maryland. Dr. Perman further explained that when asked about the campus the public automatically thinks of the hospital. The change in image is a way to catch up with how the public already viewed the campus.

Victor Peguero introduced himself to Dr. Perman and explained that in addition to the Staff Senate he is also a member of the Outreach Council's mentorship workgroup. Victor asked if the university would be reinstating its policy which allows employees to use administrative leave for approved voluntary programs such as the youth mentoring program.

Colette Becker explained to Dr. Perman that in previous years the university had allowed administrative leave for voluntary activities that were authorized by the campus, and that this would be an agenda item when the Executive Committee meets with Dr. Perman on August 29th.

Dr. Perman said that this is the first he has heard of this policy but that he would like to hear more about it during the August 29th meeting.

Bill Crockett asked Dr. Perman what issues the university will face in upcoming years with regard to the merger.

Dr. Perman explained that everyone faces challenges and that changing over the next five years the university will need to figure out how to sustain and grow its programs. The university needs to do a lot of great things but with limited financial support compared to what it was once accustomed to. The University of Maryland, Baltimore is a very important public good. The university needs to find creative (not devious) ways to conduct business unlike what public institutions are used to doing.

Bill Crockett asked Dr. Perman how UM as an organization creates the culture to be a higher education institution that will make changes within the community.

Dr. Perman stated that one of his tasks upon being hired was to break down the silos that the schools are accustomed to; taking those great schools and making them a great university. The strategic planning process has helped to do this in some ways. There have been so many comments from people saying that they got to know and work with those they didn't know or hadn't met. Dr. Perman further stated that the organization should not think of community only as schools, but as a university and its surrounding community.

Dr. Perman then thanked the Staff Senate for their time.

Colette Becker thanked Dr. Perman for his update to the Senate regarding his initiatives.

Colette Becker congratulated Jean Marie Roth for her 2011 Public Servant of the Year Founders Week Award.

Remarks from the Executive Committee:

Meeting with Human Resources, Marjorie Powell: Meeting held July 18, 2011.

- **Zero Tolerance Policy:** Carol McKissick explained that this policy adopted by the Human Resource office on campus is not transparent. As a result of various findings from background checks job candidates are excluded from obtaining jobs at the university. For example, contractual (Contingent Category I) employees do not require background checks. If a department decides to hire a CI employee as a regular employee they must conduct a background check. If something comes back on the CI employee's record, they are automatically terminated, no questions asked. The zero tolerance policy and the hiring process are not as transparent as they should be. Colette Becker has asked a representative from the Systems HR office for their input on the university's zero tolerance policy; so far the individual has not responded. Bill Hoffman commented that some of the faculty background checks take more than two months, which is way too long for competitive positions.
- **Work/Life Balance:** This committee will resume meeting sometime this fall. Michelle Mayhan will take over as the chair of the committee.
- **Awards Committee:** Joe Smith, Executive Director for HRS, sent a list of awards to Colette Becker but the only awards on their list are the awards that HR is responsible for. Several emails went back and forth with Joe Smith regarding the various other awards that were left off of their list. The Executive Committee will follow-up with Dr. Perman regarding campus awards and would like to see formation of an awards committee.
- **Work time for Volunteering:** The Executive Committee did not get an answer from HR but will discuss with Dr. Perman at the August 29th meeting.
- **Strategic Plan and its Effect on Staff:** The Executive Committee mentioned Rally in the Alley to Marjorie Powell and she said that the campus is looking at reinstating this event. HR is checking with Special Events to make sure that they are not duplicating work. During the meeting with Marjorie, Colette Becker also mentioned that the University Life subcommittee

would be available to assist with any upcoming events. The Executive Committee also discussed the Employee Awards Luncheon which will continue to be held at the Marriot, but with some menu and program changes. The Executive Committee also asked HR about discounted Orioles Tickets, which Marjorie Powell is looking into.

- **PeopleSoft Upgrade:** Marjorie Powell would like to meet with the Staff Senate to discuss the process and changes to HRMS (PeopleSoft) taking place this fall.

Executive Committee Meeting held July 25, 2011.

- **Security Issues:** Carol McKissick updated the Senate on security issues with the UMB One Card. She explained that she had met with Bob Rowan, AVP for Facilities and Operations, and that he referred her to the campus Chief of Police. She has a meeting with Chief Williams on Thursday, August 18th.
- **Scientific Equipment:** Carol McKissick informed the Senate about the issue with equipment on campus and how often researchers do not pay for extended warranties. When the equipment stops working generally it is left to sit in a storage closet. Several questions have been raised regarding the discarded equipment: Is it worth anything? Can it be recycled? Can it be repurposed? Carol has received some feedback from Administration and Finance, but would like some feedback from the Staff Senate representatives. She will follow-up via email.
- **Staff Senate Budget and Creation of Foundation Account:** Colette Becker mentioned to the Senate that the idea has been suggested to look into a creating a foundation account for the Staff Senate that would allow for donations. This money would be non-state and would allow for miscellaneous purchases outside of the Senate's minimal state budget. Currently the Executive Committee is still looking into the feasibility of this idea.
- **Communications:** Colette Becker informed the Senate that there will be an article in the upcoming Voice that will mention the current Executive Committee members and will have a link to the Senate website. The Voice could not accommodate the space to list all of the Staff Senate representatives. Also, Gynene Sullivan is creating letterhead for the Senate; something that is more formal.
- **Maryland Charities – Proclamation Adoption:** Colette Becker passed out a Proclamation written by Dave Delooze on behalf of the Staff Senate issuing their support for the 2011 Maryland Charities Campaign. At the end of the meeting the Staff Senate will review and vote on the use of the Proclamation.

Meeting with President Perman: No meeting – Meeting scheduled for August 29, 2011.

Senate Committee Reports:

University Life – Meeting on July 26, 2011

Chair: Bill Hoffman

- Currently there are no issues pending for the University Life Committee to address. Until then, the Committee will continue to meet ADHOC. There is no meeting scheduled for August.

Communications – Meeting on August 9, 2011

Chair: Gynene Sullivan

- During the meeting the committee discussed different ways the Staff Senate could publicize more
- One publicity option is a Newsletter from the Staff Senate that is sent out Quarterly to the Staff. There could also be pictures of the Staff Senate in Action, for example with the upcoming fundraiser for School Supplies for Family Connections. Also the newsletter could highlight what the Senate committees are currently working on
- As Colette already mentioned the committee is working on developing letterhead and a logo for the Staff Senate.
- The committee would also like to see the Staff Senate meetings added to the campus calendar so that people can see what the Staff Senate does

- The group discussed ways to use social media to advertise the Staff Senate, such as developing a Facebook page.

Community Outreach – Meeting on July 21, 2011

Chair: Jean Marie Roth

- The **Backpacks and School Supplies** fundraiser for Family Connections will run through August 12. Everyone should check on the supplies in their area and send reminders to their co-workers. The date for bringing everything to the School of Social Work will be Wednesday, August 17 at 11:30; anyone who wants to be there when Dr. Strieder comes to collect all the school supplies and backpacks is welcome. An e-mail was sent to Clare Banks and Ronald Hube with the *Voice* asking that they arrange for pictures be taken for the September issue of the *Voice* along with a write-up of the project. Several reminders have been sent out to the campus as well as a letter of support from Dr. Perman.
- The committee agreed to continue with collecting the Yoplait yogurt [pink] lids as soon as they appear on the supermarket shelves which may be as early as September and continue into December. A notice will be sent out the end of August/early September and several boxes, decorated in pink, will be placed around campus. For convenience, anyone can also place the (clean) lids in an interdepartmental envelope and mail to Jessica Grabowski in Administration & Finance. Jessica will contact Clare/Ron regarding an article about this in the next issue of the *Voice*.
- The Susan G. Komen Race for the Cure in Hunt Valley is scheduled for Sunday, October 23; the committee would like to see faculty/students/staff signing up for the UM teams to show support. Bill noted that the team for the Campus Center is “The Pink Ninjas”. Jessica will be coming up with a name for Administration & Finance
- As discussed previously the committee will continue with collecting “Cell Phones for Soldiers” between November and December using the same boxes from last year.
- For 2012, the committee discussed doing “Daffodil Days”, a fundraiser for the American Cancer Society. Jean Marie registered to receive additional information regarding this campaign; the kick-off and website information will be available in December for the official registration. More information will follow.
- Another fundraiser discussed was the “Wrap Our Families in Comfort” Campaign for the Ronald McDonald House which would take place around Valentine’s Day 2012 (*Each night we have 36 families from all over the world at the Ronald McDonald House. Having a nicely made bed and fresh cozy towels waiting after a long flight or drive makes all the difference. With families checking in and out every day, we are always in need of new and fresh linens, towels and hypoallergenic laundry detergent.*)
- Bill suggested putting the UMB Staff Senate on Facebook would allow for more social media attention.
- Jean Marie suggested that the Senate have a permanent (cloth) banner that could be displayed for occasions that arise to gain more exposure for the UMB Staff Senate; this will be suggested to the Chair of the Staff Senate.

Policy/Legislation

Chairs: Dave Delooze and Roy Ross

- Currently the committee is working on new booklets. Roy and Dave need the names of new members for the booklets. Colette informed Roy that the membership for the committees has been updated on the Staff Senate website.
- During the Staff Senate meeting on October 6th Barbara Klein and Deb Neels will be giving a presentation and will have a Q&A session at its conclusion.

Campus Committee Reports:

CUSS – Meeting on July 26, 2011

Vice Chair: Gynene Sullivan

- The meeting was held at UMCES in Solomon's Island
- The group discussed the process for Board of Regents Awards
- The November meeting of CUSS, will be held in College Park. Reps from CUSF (Council of University System Faculty) and CUSS and the SGA reps will all be attending and an invitation for lunch has been accepted by the Chancellor and hopefully the Governor.
- The schedule is set for the CUSS meetings for the next year
- CUSS has developed a new logo; 2012 is the 20 year anniversary for shared governance. Roy Ross is a founding member

IT Steering Committee – Report given by Ken Fahnestock on behalf of Tom McHugh

- UM students have been moved to a new campus email system powered by Google (Medical School students and MD/ PhD students will be issued @som email accounts)
 - They retain the @umaryland.edu email domain even though it is powered by Google
 - They gain access to a robust set of cloud-based tools that include:
 - Google Doc: Google's web-based alternative to Microsoft Word and Excel.
 - Google docs also allows for file sharing and "near-real-time" collaborative editing of documents.
 - Calendaring systems that can be shared with colleagues and/ or posted on public websites
 - The calendar system allows of email or text notifications to be received when changes are made
 - Google-chat
 - The GPILS core course plans to leverage the power of each of these tools to improve the experiences and outcomes of our PhD and MS students enrolled in our core course beginning this fall
- Is it "secure"
 - There have been concerns expressed over whether it is secure or not
 - Campus CIO, Peter Murray and his staff have ensured the committee that:
 - It is every bit as secure as the previously utilized @umaryland system administered by CITS
 - It is every bit as secure as the systems utilized by the School of Medicine, etc., etc.
 - CITS is working with the Dental School to implement a "true encryptions system" for their Google powered email system to increase the level of security
- What about faculty and staff?
 - They are next in line for the change
 - Again SOM employees and faculty will remain on the @som system administered by SOM IS
 - The department of medicine and epidemiology will continue to utilize their own systems too

Strategic Planning Committee – Report given by Ken Fahnestock on behalf of Tom McHugh

- The Strategic Planning Committee has concluded all officially scheduled meetings at this time
- Peter Gilbert and Dr. Steve Bartlett have continued to meet with the Deans and Vice Presidents to refine and strengthen the language in the document in such a way that:
 - The goals and plans are clear and concise
 - The new initiatives and targeted outcomes are expressed so that the importance of inter-professional collaboration is stressed while respecting the uniqueness of each of the individual schools that comprise the university.
- As soon as Tom has a completed copy of the updated document he intends to request permission to share the document with the Staff Senate before it is disseminated to the rest of the campus.

- Tom expressed his sincere gratitude for being selected to represent the staff throughout this important process. Serving on the Strategic Planning Committee was an enormous investment in time and energy but it was worthwhile and Tom was honored to serve
 - Tom gained a richer appreciation for each of the university's schools and for those who work on behalf of their respective faculty, students and staff.
 - As will be evident in the completed plan, the importance of the university's outstanding staff will be recognized, highlighted and potentially rewarded in new ways in the future.
 - The Staff Senate should be excited and ready to play an active part in the changes that are and will be taking place at the university.

Library Advisory Committee – Representative: Colette Becker

- No meetings scheduled in the near future

Parking Committee – Bernadette Taylor and Bill Hoffman

- No meetings until September

President's Outreach Council – Victor Peguero and Jessica Grabowski

- The Outreach Council is gearing up for its mentoring program with George Washington Elementary School.
- The Council is currently conducting training for mentors
- More volunteers are needed for the mentoring program
- If Dr. Perman approves a policy allowing volunteers to use administrative leave for volunteering with the mentoring program there should be a good showing of volunteers

Safety Awareness Committee – Bernadette Taylor and Lisa Anderson

- No Meeting

Sustainability Committee Representatives – Bernadette Taylor and Bill Crockett, Alternate: Carol McKissick

August 3, 2011 Meeting

- A draft of the new GoGreen web page was reviewed by the group. The page will include up-to-the minute data as well as feature of green leaders across the campus. Because the information on the site changes frequently, a suggestion was made to solicit students to help maintain the site. In addition, a specific group will be created on the UM Alerts for those who opt in to receive GoGreen text messages.
- The annual Fall Festival is scheduled for September 16th and the Committee will once again host a table of information along with the Parking and Transportation Services.
- Utilization for the car share program was down for the month of June (5.68%) compared to May (10.26%). This low number is typical of the summer months when the most active users are away from campus; numbers should increase for August/September. Currently there are 131 registered users. In addition, a pilot program is under development with the Law School who is interested in using the car share program for clinical usage. A meeting is planned to discuss the details.
- The Bike Cage currently has 31 users (out of a possible 44). The camera has been installed.
- The requisition has been approved for installation of the ten new electric charging stations. Construction should begin soon.
- A comparison of UM to UMCP is being developed as an information piece to be given to the Strategic Planning Committee. Also, the Green Room in the Campus Center has several programs planned for the fall. The efforts are led by F. Lilly in Academic Affairs.
- There was a preliminary meeting with Customer First Renewables to discuss increasing the amount of renewable power we purchase. This group is also reviewing paved areas on campus to possibly switch to permeable surfaces.
- USGA President A. York is preparing a student volunteer pledge that asks students to pledge 20 hours of community service per semester (10 hours of clinical and 10 hours anywhere else).

- An official UM teleworking policy has been reviewed and now rests in the hands of University Counsel. The committee charged with developing the policy had anticipated final approval prior to the Baltimore Grand Prix races; however, the policy may not get final approval before September.
- A flex/compressed work schedule policy is being drafted for non-exempt staff. Because of Union issues that must be addressed, the policy is scheduled to be completed by the end of summer to be forwarded to the President for approval.
- Discussions continue regarding MTA Redline stops on the campus. The closest stop to campus may be near the Holiday Inn on Lombard Street; the Westside stop closest to the campus may be located near the BioPark.
- A website is available (www.practicegreenhealth.org) that gives information on how much energy different pieces of equipment generates.
- UMMC would like to link the new GoGreen website to its Sustainability website.
- There has been no movement on the community garden concept in conjunction with a neighboring high school. However, A. Fowler-Young, who currently chairs the Community Outreach Committee, will continue to explore the concept.
- The 2009 Climate Action Plan needs to be reviewed and updated. B. Rowan will meet with the subcommittee chairs to discuss the plan.

University Events Committee Representatives – Jessica Grabowski and Dawn Flair

June 9, 2011 Meeting

Craft Fair:

- Scheduled for **Friday, December 9, 2011** (pay day) in the Campus Center Ballrooms on the 2nd Floor
- The registration method for vendors will be done online this year, although paper copies will still be available, and vendors may print and fax registration forms
- The cost for vendors is: \$25 for one table (includes linens), \$45 for two tables (includes linens), and \$12.50 for the optional box lunch
- These prices have increased since last year to cover linen expenses and printing costs

Multi-Cultural Day:

- Scheduled for **Monday, October 24, 2011** - Dr. Perman is very supportive of a Multi-Cultural Day and requested that the event take place during Founders Week; currently no events were scheduled on the Monday of Founders Week (This also happens to be United Nations Day which fits with the Multi-Cultural Day theme)
- A subcommittee will be formed to discuss the format of the event which will possibly include food, music, education, etc. Potential representatives on the subcommittee will be, Jose-Bahamonde-Gonzalez (Chair of the Diversity Advisory Council), Roger Ward (Strategic Planning Diversity Committee), Faculty representative, Staff Senate representative, Student representatives from SGA, International Student Organizations, and other cultural organizations on campus
- The subcommittee may also look at a Diversity Day model from another campus such as Towson University
- Subcommittee meeting tentatively scheduled for the week of June 20th.

July 13, 2011 Meeting

Craft Fair:

- Scheduled for **Friday, December 9, 2011** in the Campus Center Ballrooms on the 2nd Floor
- Registration forms were sent out to last year's vendors; these registration forms are due in by August
- So far only 2 out of 14 vendors that have registered want the box lunch

Multi-Cultural Day:

- Nancy Gordon met with Dr. Perman. He would like to make this event theme broader than just cultures. His vision encompasses more of a global theme.
- Because this event will take place during Founder's Week there will be the development of a new award for this specific theme/event. The award may not be given out every year, but rather will be awarded when it is warranted. It is too late to create this award for this year's Founders Week, but will be announced as an award to be received next year. There needs to be clear criteria for the award which differentiates it from the MLK Diversity Award
- Development of a straightforward theme and agenda for this event is still underway.
- This event will be funded by the Founders Week account

July 27, 2011 Meeting

Multi-Cultural Day:

- This event is currently put on hold until next year due to the lack of planning time and the need for a focus group to formulate a theme and model for the event.

USM Women's Forum Representative – Jessica Grabowski

- 20th Annual USM Women's Forum Conference scheduled for Friday, November 11, 2011
- Theme is "Balancing Your Scorecard – Professional, Personal, and Financial Wellbeing"
- Morning keynote speaker is Dr Perman - "How Civility and Collaboration Can Enhance Your Wellbeing"
- Afternoon keynote speaker is Professor Paula Monopoli from the School of Law – speech theme will focus on pay inequity between genders and ways that women can save for retirement; thank you to Gynene Sullivan for providing the USMWF with Professor Monopoli's contact information
- 4 morning and 4 afternoon breakout sessions that relate to the conference theme
- There will be several healthcare vendors in the morning that will provide various health screenings
- In the next week the USM Women's Forum Website will be updated with the conference registration form and emails will be sent out to all of the universities to promote the conference
- The cost of the conference is \$65 per person

Work/Life Strategies Committee Representative – Ken Fahnestock

- Will reconvene in the Fall

Old Business:

Colette Becker stated that the Staff Senate meeting locations have been set through the end of the Calendar year. The meeting locations for January 2012 through June 2012 calendar year still need to be scheduled. Staff Senators who have not already scheduled a meeting in their respective locations should check to see if they have space available for one of these meeting dates and contact Carol McKissick to schedule.

Bill Crockett said that he may possibly schedule the March Staff Senate meeting in the Campus Center and will confirm with Carol McKissick.

Bill Hoffman mentioned that the Senate meeting scheduled on September 1st is the start of the Grand Prix.

Majority of the Staff Senators said that they would be working on September 1st and that the meeting should proceed on the 1st as previously scheduled.

New Business:

Revision of the By Laws: Colette Becker informed the Senate that while amendments have been made to the existing bylaws, a review and revision has not been conducted for awhile. Therefore, she asked for the formation of a Bylaws Committee. Bill Crockett and Roy Ross will serve as Co-Chairs. Anyone interested in joining this committee should contact Bill and Roy directly. The first draft of the revised bylaws will be due at the December 1st meeting so that Staff Senators will have time to review and request changes. A final revision of the bylaws must be completed in the spring prior to the next Staff Senate election.

Formation of an Awards Committee: Colette Becker stated that currently the Senate does not have an awards committee and Senators have to hound people to recommend recipients for awards. Also it would be beneficial to have an awards committee to manage the process and to recommend past award recipients for Board of Regents awards. It was agreed that the following individuals would serve on the **Awards Committee:** Tony Brown, Tammy Dinsmore, Dawn Flair, and Jean Marie Roth. Colette Becker said that the campuses with an awards committee generally see the most number of awardees year after year. The Awards Committee should start meeting sometime in September after information from the Board of Regents is released.

Proclamation Adoption: Colette Becker asked the Staff Senators to read the Proclamation on behalf of the Staff Senate supporting the Maryland Charities Campaign. Minor changes were made to the Proclamation. Colette Becker said that the Proclamation would be sent to the Voice and posted on the Staff Senate website. There was a motion by Roy Ross to accept the proclamation as amended and seconded by Dawn Flair.

Colette Becker reminded the Staff Senate that the next meeting was scheduled for September 1, 2011 at the School of Law, Room 106.

Adjournment: The meeting was adjourned at 1:47 PM.

Respectfully submitted,
Jessica Grabowski