

University of Maryland, Baltimore Staff Senate
Open Meeting Minutes
February 03, 2011
BRB 1-008

Roll Call:

Present Senators: Ken Fahnestock, Dave Delooze, Bill Hoffman, Jessica Grabowski, Bernadette Taylor, Carol McKissick, Lisa Anderson, Gynene Sullivan, Pat Boland, Tom McHugh, Jean Marie Roth, Tammy Dinsmore, Phyllis Lovito. Danielle Brown, Rita Butera.

Excused Senators: Phil Davis, Marlene King, Tony Brown, Colette Becker, Dawn Flair, and Roy Ross.

Ken Fahnestock called the meeting to order at 12:06 PM and asked for the Roll Call.

Minutes: Ken Fahnestock asked for questions on minutes for January meeting. Motion by Dave Delooze to accept the minutes as amended and seconded by Danielle Brown.

Remarks from the Executive Committee:

- Modify by-laws to adjust staff representation
- Recommended to increase total number of senator from 18-20 (exempt from 14 to 16) and alternates (from 3 to 4)
- Recommended changes will be voted on during the March meeting
- Duty day issue-recommended to hold future discussions
- BOR Awards—Roy Ross will be nominated as non exempt for contributions to the campus; Sue Hobbs will be nominated for exempt for contributions to the campus
- Staff Senate Executive Committee did not participate in the review and selection of nominees for this year's awards
- Zero Tolerance Policy—to be discussed at HR meeting
- UMB campus open/close issues—to be discussed at HR meeting
- Closing campus vs. delay in opening vs. liberal leave
- Volunteer Separation—(may or may not apply to UMB)
- Using Robert's Rules of Order during meetings

Meeting with Human Resources: Meeting held 1/31/2011

- There are 10 employees for the employee of the year award. These employees are from the pool of employee of the month and anyone else nominated.
- Community Service Award nominations-we will use the BOR nominees (Ken Fahnestock will work with Al Fick)
- AVP of HR. recruitment ending; an offer has been made and HR is waiting for a response from the candidate.
- 5 staff positions are currently open in HR
- John Geiman distributed information on the James T. Hill Scholarship. Ken Fahnestock will ask Colette Becker to send the information out to the list serve.
- The FY12 budget at this point does not any plans for furloughs
- PDP's—supervisors are strongly encouraged to complete however not mandatory; Asked that PDP process be made mandatory for all staff.
- When UMB is closed, the question was asked if contingent I or II are entitled to the administrative leave. This would be based on the individual's contract.
- Retention of staff issue will be discussed with BOR. Dr. Kaper is looking at clinical research positions on campus and developing a means for promotions that would allow

for increases. These positions would be commensurate with current levels. This also will be done for administrative staff.

Meeting with President Perman: Meeting held on 1/11/2011

- The childcare committee had their second meeting.
- Dr. Perman is working with Downtown Partnership
- Dr. Perman extended a thank you for helping/contributing to the Mission Statement.
- Discussion on the eat-in lunch areas in older buildings; Dr. Perman will visit HSF and MSTF atrium to see if tables and chairs can be added for dining.
- Furloughs are not built into the FY12 budget
- Introduction of Dr. Perman's new assistant Jennifer Litchman, Special Assistant to the President.

Committee Reports:

Campus Life -None

By Laws - See Executive Committee report

Policy and Legislation- Dave Delooze

SB141 did not allow for staff raises for staff retention. CUSF (Council of University Senate Faculty) supports staff raises for retention purposes. CUSS will meet on 2/22/11 in Annapolis to meet with Senate leaders and Delegates to raise the issue of staff retention.

Communication - None

Nomination - No Report

Community Outreach—Jean Marie Roth

We are currently collecting ideas for spring and summer events, i.e., Flower Mart, Pennies in a Jar War, etc. The committee is also looking into collecting school supplies to get ready for the upcoming school year. Pat will check with Family Connections to see if they are in need of summer clothing.

Listed below are some of the ideas we talked about when we met last month:

- Jar Wars: collecting pennies in jars in various locations around campus. Those with the most pennies at the end of a designated time could then donate to a charity of their choosing.
- Robbies 1st Base: Can use sports memorabilia for a silent auction. We would select a certain number of items....we pay nothing out unless the item sells at our event; whatever is left is returned. Each item would have a reserve amount to be reached; anything over that would be for our cause. (It was suggested by Robbies 1st Base that this be done in conjunction with something besides just the auction.)
- School Supplies: Choose a school and get a list of supplies that are needed and collect those items to distribute before the start of the new school year.
- Summer Clothing Drive: In lieu of the winter drive which is done all the time, we could collect summer clothing for a particular family or organization, i.e., Promise Heights, a UMB initiative led by the School of Social Work serving the neighborhoods of West Baltimore, or we can check with Family Connections as before when we collected the winter coats.

- Breakfast Buddies: Bring in a paper bag filled with a complete “hot” breakfast (instant oatmeal, fruit cup, drink, tea bag, disposable bowl and spoon in a paper bag.) This would then be donated to a shelter to help feed the homeless.
- Ronald McDonald House: Designated group to serve dinner at the Ronald McDonald House once a month or every other month. It was suggested that we could send out invitations to join a group that would serve. Volunteer paperwork would be required by RMHC.
- Ronald Mcdonald House: Bath towels, hand towels and wash cloths as well as twin- and full-size sheets to contribute to their “Wrap Our Families in Comfort Campaign” to help with the 36 families who stay at RMH each night from all over the world.
- Fisher House: This is a “home away from home” for families of patients receiving medical care at military and VA medical centers who do not pay for their stay which can be anywhere from a few days to a few weeks. This could be a charity that we might decide to donate to.
- Catholic Charities of Baltimore: Can donate to Our Daily Bread Employment Center (ODBEC) Wish List (www.catholiccharities-md.org/our-daily-bread/) or donate in other ways by making casseroles, serving meals, etc. Volunteer Line: 443-986-9031.
- Flower Mart in May?

Thanks, everyone, for all the great ideas. Now, I need your input; I think we should each choose at least two things to do between now and the end of August. E-mail me your thoughts or let me know if you have any other suggestions. Obviously, we can’t do all of the above. I still need to meet with LuAnn Marshall to talk about the possibility of us maybe doing something like the flower mart done in previous years. LuAnn had said she could not meet with me until this month, but she is currently on vacation, so I hope to set up a time with her when she returns. Not sure if this gives us enough time to organize something like this.

CUSS -None

Next meeting to be held at UMUC

Standing Committees:

Special Events-Jessica Grabowski

Craft Fair Recap:

- Most of the Vendor feedback was positive, with a few exceptions.
- Vendors felt that the setting up and breaking down part of the craft fair was very organized
- Vendors in the pre-function area felt they didn’t get as much business as those in the ballroom
- Some Vendors felt that the date of the craft fair needed to be earlier - it was too close to Christmas
- Some Vendors were confused about the parking option - They could pay an extra \$20 to park on the same floor as the campus center entrance to the craft fair in addition to the regular parking fee
- Reported revenues for some of the vendors ranged from \$100 to \$520.
- While UMB did NOT lose money (I misinformed the group last month), they did not make as much in revenue as they did the year prior.
- Campus revenue this year was between \$60 and \$75, while last year it was \$450.

- Last year Bon Appétit had introductory rates that included the cost of linens. This year they charged for linens.
- Next year Nancy Gordon is planning on changing the pricing for the Vendors to \$25 a table (a \$5 increase), and the boxed lunch for the vendors will be optional rather than making it mandatory to buy lunch from Bon Appétit.
- The next craft fair will be scheduled for either December 2nd or 9th (usually going with a pay day week).
- Nancy Gordon would like to come up with more promotional ideas for the craft fair, perhaps reaching out to the Marriot and the Hilton, and other local businesses.

MLK/BHM Event:

- The event is February 1st - Moved to Friday February 4, 2011 due to inclement weather
- Nancy Gordon has been working on the design of the program, flyer, and posters. An email should go out soon which will include a link to the registration site. There will be an email which is the individual's ticket
- Class Act is the caterer for the event
- They are trying to come up with a gift for Vic Carter
- They are still awaiting on the President's decision on the award winners
- The elementary school kids that performed at Dr. Perman's inauguration cannot attend this event, so Nancy Gordon and Sydney Costello are still looking for a musical ensemble

UMMC/UMB Henrietta Lacks Symposium:

- A free event on February 11, 2011 from 8 AM to 2 PM, hosted by UMMC and UMB at the Marriot
- 8 AM Registration, 9 AM Welcome (Jeff Rivest, John Spearman), Guest Speaker and Author of "The Immortal Life of Henrietta Lacks" Rebecca Skloot, Q&A Panel moderated by Dean Phoebe Haddon, Lunch, Interview with family members of Henrietta Lacks
- Registration is required and there are only 450 seats, first come first serve basis

WHM event:

- The Barbara Mikulski suggestion was basically shot down due to past attempts that were unsuccessful
- Pamela Peake's name is still out there but Nancy would like someone different
- Lynn Brick has also been a speaker in the past but they would like to go with someone new
- 2009 was the Panel that featured Women in excellence
- They are considering a panel for the upcoming event that would feature the three female deans - Janet Allan, Phoebe Haddon, and Natalie Eddington
- Other speakers they are considering are Yvette Rooks (Physician and Founders Week award winner), and Mary Lynn Carver (new AVP of Communications at UMMC), and Claire Fraser-Ligget
- Also mentioned having Janet Owens as the moderator again

IT Steering: Tom McHugh

Discussions are being held to try and develop a single sign on for all campus applications. It was reported that this is currently being used with NIH.

In March 2011, volunteers will test Google Education Apps. This will be an application for students to access.

CITS is working on segmenting the wireless connections across campus to allow for better wireless service to users.

Library: There is reorganization ongoing. There is hope that there will continue to be a committee meeting and that there will be representation from the Staff Senate on that committee.

Parking: No meeting

Safety Awareness: No Report

Sustainability Committee: Bernadette Taylor, February 2, 2011

Present: R. Rowan (Facilities and Operations), T. Fahey (SON), A. Fowler-Young (Capital Budget and Planning), T. Green (Parking), V. Hollamon (FM), W. Irish (Procurement), F. Lilly (AA), R. Milner (Parking), T. Morse (AEC), B. Taylor (Facilities and Operations), G. Viola (FM)

BTU utilization numbers were presented that revealed an increase in utilization due to the number of significantly high degree days. The goal of the campus is lower its numbers.

The campus is watching the crisis in the Middle East with interest as it has been predicted that oil prices will increase in response to the crisis which will ultimately put pressure on the Parking program since commuters may begin to seek alternative means of transportation.

The community garden efforts are still moving forward.

Committee Reports

Transportation and Teleworking: Tony Green, Chair

The campus has received an award for “Best Workplace for Commuters” for its car pool, bike cage, and LEED points efforts. An article about the award will be written in the Voice. B. Rowan will advise K. Byington and Dr. Perman of the award designation.

Car share utilization numbers were down in December from 18.15% down to 13.04%; it is anticipated that utilization will increase in January. Four new members joined the program bring the total registrants to 82 (the goal is to reach 100).

Registration for bike cage usage dipped to 38 (20 students/18 staff); maximum capacity is 44. The decrease is due to students graduating or leaving the campus.

A pilot program is in the developmental stages to provide designated parking areas for low emission vehicles (the cars need to have the hybrid ratings).

The Charm City Circulator map has been revamped to include all three routes on one map and is located in the Parking Office as well as on the website.

A group met to discuss the feasibility of offering pre-tax credit for those who utilize the MARC train; however, the process to provide pre-tax credits is extremely complicated and would not be beneficial to the user. The group also discussed the possibility of including UMB in the free MTA buspass program and determined that because of the politics of the program, Dr. Perman would need to have a conversation with the current governor.

The committee discussed options to move people into alternative parking. A significant area of concern is safety and appearance of the MTA routes on and around the campus. To address

these concerns, the committee discussed the possibility of 1) negotiating with the MTA to create a stop on campus that is more convenient than the University Center stop; 2) making bus stops part of the campus design; 3) continue to promote the guaranteed ride home program; 4) offer four 10-hour days in the summer for the entire campus to allow for a complete shut-down of one day/week; and 5) provide electric charging stations and air compressor stations.

Education and Awareness: Clare Banks, Chair - No report.

Design and Construction: Terry Morse, Chair

No January meeting. Current activities include a trial installation of chillers in MSTF labs; operational information should be available in a few months. HSFII purchased smart power strips that will be monitored for its success to determine if there is an opportunity for use in the laboratories. Plans are moving forward with the cooling system in BRB which offers an opportunity for energy savings.

Operations: Vassie Hollamon, Chair

The T12 to T8 lighting retrofit project continues; the goal is to have all T12 lights off campus within a year. Procurement is working on specifications for the migration of microfiber with mops and cloths which potentially could save the campus up to \$50,000/year because of reusing textiles vs. disposing of textiles.

New Business:

W. Irish advised that the procurement Office has drafted three policy statements on green procurement practices. Buyers are currently working with vendors to determine if they offer green items and will develop a list of products to use to encourage departments to use.

The Green Room located in the Campus Center is evolving into something other than a lounge area. Plans are underway to shift the purpose of the room to sustainable living and as a resource center and programmatic space.

A new art exhibit will be featured in the Campus Center that focuses on the Chesapeake Bay. A reception will be held at the Campus Center, and the artist will be available, on Friday, February 4th.

The next meeting will be on March 2, 2011 at 11:00 am, in GR-001 of the Saratoga Building.

Work Life Strategies: No meeting

Old Business:

Opened the floor for discussions on the change in bylaws. Vote will be taken in March.

New Business:

The zero tolerance policy was discussed. It was suggested that HR add a link to the application page that would explain how to answer the questions correctly. Staff Senate will also review the HR policy to see the consequence if a question is answered incorrectly.

The issue of electronic time sheets for non-exempt staff was discussed. These employees will not have access to computers therefore how will these people access and complete time sheets.

Adjournment: The meeting was adjourned at 1:40 PM.

Respectfully submitted,
Danielle Brown