

University of Maryland, Baltimore Staff Senate
Open Meeting Minutes
October 07, 2010
HSF1 Room 516

Roll Call:

Present Senators: Danielle Brown, Libby Guarnera, Dave Delooze, Bill Hoffman, Jessica Grabowski, Bernadette Taylor, Carol McKissick, Dawn Flair, Lisa Anderson, Gynene Sullivan, Jean Marie Roth, Tammy Dinsmore, Phil Davis, Colette Becker

Excused Senators: Ken Fahnestock, Rita Butera, Pat Boland, Tony Brown, Marlene King, Tom McHugh, Roy Ross

Gynene Sullivan called the meeting to order at 12:04 PM and asked for the Roll Call.

Gynene Sullivan thanked all senators for attending the CUSS meeting on 9/28/10.

Special Invited Guests were introduced

Pete Gilbert, V.P. for Planning & Accountability, Office of the President

Laura Kozak, Director Marketing & Design, OEA Communication/Publication

Pete Gilbert began with the Strategic Plan and its purpose for this campus. The President would like UMB to be stronger than its parts; feels that most campus staff are feel like they are part of a school or department rather than the university. The President would like to focus on communication and more community engaging directives:

1. Unified Campus
2. Work Plan
3. Time frame for these directives 5 years and information on what we will do for the next 10
4. Action/measurable-goals by objective and later publish results; example would be to post on website and show objectives and results, become transparent

The President has had discussions with the Deans and V.P.'s of the university, department chairs, senators on campus, SGA in order to get uniformed feedback; what we would want to see in a strategic plan and design the planning process to execute the plan. We need to determine the common themes, i.e., excellence in service. We are looking for innovative and creative ways to operate as a university.

Pete Gilbert would like to have representatives from the staff senate for this committee; names should be submitted to him no later than COB Monday.

Communication during the planning process will have two formal pauses; the plan will be sent out and give people an opportunity for feedback. During the planning phase, P. Gilbert will travel to groups on campus and meet with people who are not readily accessible to electronic communications. These responses will be taken back to the planning committee.

The goal-have a plan that is a campus plan (UMMC, VA, UPI, etc.) all campuses are included in this plan and considered our partners. During this plan we will identify all partners, present and future. We will take an initial scan of how things are currently done and evaluate which partners to include.

The committee recognizes that a large population does not use computers or email and looking for other means of communication and how to best reach certain groups, i.e., staff and faculty

may not use TV monitors however facilities or housekeeping may see this as a viable means of communication.

Laura Kozak is focusing on the number of touches (different vehicles person gets information), i.e., electronic boards, posters, voice, online, etc. How else can we effectively communicate with campus?

1. People on campus that do not have access to email, provide them with an email address and work station to access
2. Messages from President
3. President's Q&A meetings—when people submit questions to the President their should be a response generated letting them know the response will go to him; also there should be a list of the questions asked and the responses for the people that were not able to attend
4. Improve the electronic infrastructure and get rid of dead zones where electronic communication does not work. Possibly use one central message PA system for alerts and emergencies
5. One central message point—this would have to be built into the 5 year plan (very expensive)
6. Facilities personnel—how can we get those people information and also provide them with a means to give feedback?
7. Providing information in other languages to accommodate persons on campus who's native language is not English

Gynene Sullivan thanked Pete and Laura for attending and will send the names of the staff senate representatives for the planning committee by COB Monday.

Minutes: Gynene Sullivan asked for questions on minutes for July meeting. Revisions to excused senators and present senators, corrections to Kevin Curly's title. Motion by Dave Delooze to accept the minutes as amended and seconded by Libby Guarnera.

Remarks from Meeting with President Perman: Meeting held on 9/14/10

- Breast feeding policy was approved and will be distributed in 30 days
- The information that the staff senate collected about getting childcare on UMB campus will be sent by Ken Fahnestock; this needs to be assessed; look at what was previously done and form a separate, new committee
- Monthly Q&A was held on 9/20/10
- All VP's on campus attended
- Dr. Perman announced that work was being done on the smoking/tobacco policy and how to enforce this on campus; UMB can not be smoke free until a working relationship is established with Baltimore City
- Information about smoking cessation classes

Remarks from the Executive Committee: No Meeting (Lani Barowick and Elaine Gill have resigned and it was decided by the executive committee to reschedule this meeting until it is determined who will be our new point of contact)

Committee Reports:

Campus Life -no report; however discussions on duty day issue

The campus currently does not record time uniformly; each school or department records hours differently. USM policy states that this should be standard however each school/department interprets this policy differently.

There are 2 main issues that should be revisited: (1) uniform recording of time (this may not need to be a D day however employees should all be recording their time the same way); (2) uniform performance review (this is also done differently across campus)

It was decided that the committee would meet again to discuss how to proceed.

Meeting was held on 11/2/10 with Dave Delooze, Danielle Brown and Bill Hoffman

- Review of staff senate meeting and previous meeting held about duty day; Kevin Curly determined this was not a PeopleSoft issue and a policy issue that needs to be handled by HR
- There should be consistency among schools and departments
- Suggested that we develop a survey to issue to campus to see what they would like to have; either duty day or continue to record hours worked however make sure this is uniform across the university
- Question will ask staff how we should proceed with other policy issues, i.e., time recorded and performance reviews
- Dave Delooze will draft the information and we are asking that the staff senate provide questions that they would like to see in this survey.

By Laws - No report

Policy and Legislation- No Report

Communication - No Report

Nomination - No Report

Community Outreach—No Report

The Community Outreach projects are being advertised on-site and on the BIORESKO blog:
<http://bioresko.blogspot.com/>

CUSS -CUSS meeting held on UMB campus 9/28/2010 10-2PM

Standing Committees:

Special Events: Libby Guarnera

Craft Fair will be held on 12/10 from 11-12:30 PM; vendors have until 9/15 to request a table

SSW Domestic Violence Symposium will be held on 10/6

MLK Day guest speaker will be Vic Carter held on 2/1/2011 MSTF

Future dates for Dr. Perman's Q&A Sessions:

10/18/10 SOP

11/17/10 SON

12/13/10 SOM-this will be the final Q&A for 2010

Looking to have a Multi-Cultural day to include everyone on campus; this is being formed by HR; each person will get a passport to travel around campus to different buildings and meet people; you will be able to get your passport stamped each time you visit a new place

Reminder about Dr. Perman's inauguration—everyone is invited, please be sure to request your tickets. This will be held on 11/1 from 10-12 PM at the Hippodrome

Jessica Grabowski will take Libby's place on this committee.

Gynene Sullivan thanked Libby for all of her years of service to the staff senate. Libby will retire at the end of October.

IT Steering: No Meeting

Library: No Meeting

Parking: No Meeting

Safety Awareness: No meeting notes

Sustainability Committee: Bernadette Taylor October 6, 2010

Present: R. Rowan (Facilities and Operations), P. Boland (SSW), D. Choiniere (UMMC), P. Crowe (SOP), T. Fahey (SON), A. Fowler-Young (Capital Budget and Planning), T. Green (Parking), V. Hollamon (FM), W. Irish (Procurement), R. Milner (Parking), J. Phillips (SOD), A. Pleake-Tamm (SOL Student Rep), G. Robinson (SOM), B. Taylor (Facilities and Operations), G. Viola (FM), R. Ward (AA)

A new student representative from the School of Law, Amalia Pleake-Tamm, was introduced to the group. She will be replacing Andrew York, and Mark Getz.

B. Rowan and A. Fowler-Young, who are on the MTA Station Committee, met with other committee members to discuss the newly proposed Red Line. A proposal is on the table to develop transit stations at several locations; the closest station to the campus would be at Howard and Lombard Streets. UMB would like to have (and have suggested) a red line station located on campus added to the proposed stations. The Red Line has not been funded yet although the design process has been funded so no concrete decisions regarding locations have been finalized.

T. Warner, B. Rowan, and A. Fowler-Yung toured two local schools (George Washington and Carver Charter School) as possible sites to develop a community garden. More details will follow.

President Perman's next Q&A session will be on October 18th and several anonymous questions that have been received are about campus sustainability. These questions provide a opportunity to inform the campus about sustainability efforts and gives visibility to the Sustainability Committee.

The campus continues to explore costs to use solar panels although the project has been placed on hold due to debt affordability issues although on two garage rooftops.

A meeting has been scheduled with the campus, the Medical Center, and the VA to continue discussions to craft a non-smoking policy as a campus-wide policy. The policy will state that all buildings are no-smoking areas and will identify several outdoor areas that will be earmarked as designated smoking areas.

The Sustainability Committee and Parking and Transportation Services had tables at the September FallFest that was held at the Campus Center. The festival was well attended, 300 GoGreen lunch bags were distributed as well as information about campus recycling. There was significant interest in where to bring old computer equipment. In addition, several people signed up for the car share program during the festival.

Committee Reports

Transportation and Teleworking: Tony Green, Chair

The most recent car share report from Hertz indicates that usage has increased from 17.77% to 25.36% and has 78 members enrolled in the program. The goal continues to be to reach 30% utilization at which time consideration will be given to increase the number of cars on campus from three to four vehicles. Because the Medical Center has a similar program on campus, T. Green is in conversations with the marketing director for the UMMC Zip Car program to determine if there is any utilization among our students/staff.

Registration for bike cage usage has reached 38 spaces (22 students/16 faculty and staff); maximum capacity is 44. Cameras have not been installed yet. The cost of the first cage was paid for through Parking and Transportation Services. Funding for subsequent cages will need to be determined. R. Milner is looking into applying for grants to support this program.

As of October 4th, the City of Baltimore now has a guaranteed ride home program that is available for anyone who uses alternative transportation (walking, biking, mass transit) at least two times/week. The program is free of charge and anyone who needs a ride home due to an emergency will be able to get a taxi to home or to the person's car or the person may be able to have a car rented to get home. Once University Counsel gives its final approval to use the program on campus, PTS will begin publicizing the program.

PTS is exploring providing Marc Train passes at pre-tax rates. Payroll issues must first be resolved and a survey will be distributed to gauge interest in the program.

Education and Awareness: Clare Banks, Chair

The sustainability website has been placed on hold due to the turnover in staff. More details will be provided when a new web developer has been recruited in OEA. Also, anyone with ideas for the Voice should contact C. Banks.

Design and Construction: Terry Morse, Chair - No meeting.

Operations: Vassie Hollamon, Chair

The microwave sterilizers at EHS have been ordered with an expected delivery date of sometime in November.

On July 1, 2010, a new law was presented that requires organizations to have a documented recycle plan in place with a 20% recycle rate as its target. The campus is in compliance with a consistent 25-30% recycle rate. Once a format is determined and who should receive the plan is identified, the campus plan will be submitted.

A research volunteer is still wanted who would be willing to test recyclable pipette tips. P. Crowe volunteered to locate a researcher in SOP to test the process.

New Business:

Energy consumption for July was made available, the campus BTUs have decreased over 2009 numbers.

The Farmer's Market will end the week of Thanksgiving. Also the hospital will be conducting a community flu vaccine clinic and will advise the committee of the dates/times/locations of the event.

Members of the Parking Office staff visited a garage at Shady Grove that had some LEED elements that could be used for UMB campus garages. R. Milner will develop a presentation and forward to the committee by the November sustainability meeting.

Stop #207 of the Charm City Circulator at Penn and Lombard Streets will be out of service for an indefinite time due to construction at Shock Trauma. The closest stop will be in front of Davidge Hall.

Angela Fowler-Young contacted L. Cassard who oversees the Biopark regarding the possibility of having a community garden in the Biopark however the Board of Directors opted not to participate at this time. The Outreach Council felt it best to use local schools as community garden sites.

The next meeting will be on November 3, 2010 at 11:00 am, in GR-001 of the Saratoga Building.

B. Taylor
10/06/2010

Work Life Strategies: No meeting

Old Business:
None

New Business:

Colette Becker—Women's Forum 10/27/10

Staff Awards—there are 10 awards, previously 6; 2 new awards are effective and efficiency award and academic or administrative savings awards (over \$10,000)

Dave Delooze—Maryland Charities Campaign

Carol McKissick—problem with UMBOne IDs and security. She will attend the next Safety/Awareness committee meeting to bring it to their attention, in addition to doing more research on the issue. She will also report back to us at our November meeting on her findings. If you need further details, can you contact her.

Adjournment: The meeting was adjourned at 1:35 PM.

Respectfully submitted,
Danielle Brown