

University of Maryland Staff Senate
Open Meeting Minutes
September 1, 2011
School of Law, Room 106

Roll Call:

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

Excused Senators: Lisa Anderson, Anthony Brown, Danielle Brown, Bill Hoffman, Marlene King, Phyllis Lovito, and Tom McHugh

Colette Becker called the meeting to order at 12:04 PM.

Colette welcomed Dean Phoebe Haddon to the Staff Senate meeting and Gynene Sullivan introduced Dean Haddon to Staff Senators.

Dean Haddon thanked Colette Becker for the welcome and asked the present Staff Senators to introduce themselves. After the introductions Dean Haddon thanked Gynene Sullivan for her introduction to the Staff Senators, her service to the Staff Senate and her contribution to the School of Law. Additionally, Dean Haddon thanked all of the Staff Senators for volunteering their time to the University and the staff.

Dean Haddon provided the Staff Senate with a brief summary of the School of Law initiatives. She explained that given the “state of the state” the School of Law (SOL) has been strapped due to budget constraints. As such, the SOL has been working to address these struggles as being a part of a state with economic woes. Due to the economic crisis, lawyers are not the most popular candidates for hiring. Therefore there is currently a restructuring of the legal profession and the hiring process. Specifically the School of Law is looking at ways to better prepare students for post graduation and how to manage their debts.

Dean Haddon also explained that the School of Law has been working on fundraising efforts to help alleviate the challenges of the current economic state. Thanks to the hard work of the development staff the SOL has received a \$30 million donation. This donation will only be received a little at a time. Some will be used right away and the School of Law can now think more creatively. The School of Law does want to support the staff and will use some of the donation to make programmatic changes. Being creative with regard to the budget helps make the job more fun and most staff will agree with this notion. Dean Haddon explained that with this donation there is name change to the School of Law. Some of the alumni are resistant to this change but many look at it as a gain. There are naming opportunities abounded on campus and it is symbolic of a new day. Dean Haddon further explained that that while this donation is a gift, there are still matching requirements associated with it. The School of Law needs to match \$15 million of the donation in the form of other donations. The money will be used for student scholarships. While the School of Law was aware of the donation, they were unaware that it would be such a large sum of money, and of course were very grateful. Bill Carey, the grandson of Francis King Carey, was proud of the donation and was able to attend the formal presentation.

Next Dean Haddon asked the Staff Senate what its current initiatives were for the year. Colette Becker informed Dean Haddon that the Senate had recently been working on a community

outreach initiative in which the campus has donated school supplies for families associated with Family Connections. The initiative was very successful and Family Connections was very grateful. There are several other community outreach initiatives that will be organized and managed by the Staff Senate throughout the fiscal year. Other Senate initiatives include creating transparency to some of processes in HR and active involvement with the Council of University System Staff (CUSS). Furthermore, many of the Staff Senators volunteer as liaisons serving on all of the active UMB committees. And one of the most recent groups that have required Staff Senate involvement is the Merger Study. The Staff Senators are very involved with campus activities and initiatives and this is all a volunteer basis in addition to regular job duties.

Roy Ross explained that many of the Staff Senators work beyond the campus initiatives with various legislative committees and policies, especially during the legislative session.

Colette Becker explained that during the past few years the Staff Senate has been very involved in issues regarding pay and benefits. More specifically, this past year the Staff Senate was involved in the process in which the employee contributions to the state pension system were adjusted.

Colette Becker also informed Dean Haddon that a new Staff Senate initiative was to tour the campus during its monthly meetings. Last month the Staff Senate kicked off this tour with a meeting of the full Senate in the President's Board Room with Dr. Perman as a guest speaker.

Gynene Sullivan informed Dean Haddon that she is the first of the UMB Deans to address the Staff Senate and they were very appreciative of her hospitality.

Dave Delooze then thanked Dean Haddon for the School of Law's support of the Maryland Charity Campaign as they have been the highest per capita giver for the past 10 years.

Dean Haddon said she was surprised that they had managed to give the most last year considering their donation was much lower as compared to previous years. She said that she was disappointed by last year's donation.

Dave Delooze said that he was not disappointed considering that the employees were dealing with temporary salary reductions and an upcoming pension increase. Dave then introduced Bill Crockett to Dean Haddon and explained that Bill would be the new campus coordinator for MCC.

Dean Haddon thanked the Staff Senate again for their contributions to the campus and Colette Becker thanked Dean Haddon for her update to the Senate regarding the School of Law initiatives.

Minutes: Colette Becker asked for questions/corrections to the minutes for the August meeting. As there were no corrections to the minutes Dave Delooze made a motion to accept the minutes as is, and the motion was seconded by Carol McKissick.

Remarks from the Executive Committee:

Executive Committee Meeting held on August 22, 2011:

- Security Issues:** Carol McKissick updated the Senate on her meeting with Chief Williams on August 18th. She explained that Chief Williams is willing to work with the Staff Senate in improving security on campus. There have been several near misses with pedestrians in cross walks. Chief Williams previously worked with the Baltimore City Police and therefore has a close working relationship with that department. Currently the city is conducting a study on traffic volume and the results are due this month. Once the results are out, Chief Williams will meet with Carol again to discuss. Also, the Chief would like the Staff Senate to specifically provide feedback on ways they can make the campus safer. Carol would like the Senate to communicate with her via email prior to her next meeting with the Chief. Additionally, Chief Williams mentioned that he is serving on the task force with Dr. Perman that is working on the redevelopment of the Westside community. The task force would like to see that area become a better community. Because the President is a bigger supporter of this initiative it is possible for the Staff Senate to play a role in this. With regard to the UMB One Card security and swiping in each time you enter and exit the building, Chief Williams supports this idea but realizes in order to make it work there needs to be buy-in from each of the deans. This is a potential stumbling block that could hold back that project. When Carol explained to Chief Williams about the lack of support from CHHS in finding potential grants to cover the project, he said not to worry about the funding. The project would cost about \$40k for the new equipment, but the Chief said that as long as there is buy-in from the schools funding would not be an issue. Chief Williams would like some feedback from the Staff Senate explaining where we want to be with regard to safety. Many organizations gave up a lot after 9/11; in what direction do we want to go now? If someone doesn't have a university ID, how is the situation handled? For example, with the earthquake that occurred recently, many people forgot to take their ID's with them when they left the building, but were permitted back in. Some employees were allowed into their buildings before it was authorized. The campus needs to decide where it wants to be. Staff Senators should email their thoughts to Carol McKissick. Bernadette Taylor commented that Chief Williams might have the report back from the traffic volume study because she noticed that many of the crosswalks have been repainted. Carol McKissick commented that the last she had heard the campus was waiting on supplies to have the crosswalks repainted. Dave Delooze commented that some of the crosswalks have been painted already, such as on MLK boulevard. Dave also mentioned that during the earthquake there were issues with the fire alarms not going off in the buildings. Victor Peguero said that the SON sent out an email to its employees saying that the alarms could be set off in these instances by manually pulling the alarms. Nancy Bowers mentioned that the campus is in the process of conducting an after action review of earthquake incident. Bernadette Taylor mentioned that the issue with the fire alarms going off is that it also shuts down the elevators and the campus isn't sure how to handle this situation with regard to handicapped employees. Bill Crockett commented that the earthquake was a new experience for the campus and that many people were unsure of how to react; however, people in the Campus Center reacted well in this scenario. In summary of the security issues on campus, Carol McKissick informed the Senators that the campus police have an interesting relationship with the city and UMB police officers don't have the same authority as other city cops. The campus police officers will soon be running radar guns on campus in an effort to slow traffic down. Victor Peguero commented that he has already seen the UMB police running radar on MLK Boulevard.
- Foundation Account:** Jessica Grabowski informed the Staff Senate that she and Colette Becker had met with Jan Wright and Vaughn Hastings in OEA on August 19th to discuss the potential establishment of a foundation account for the Staff Senate. Essentially the

Staff Senate can create a foundation account at any time with or without an initial contribution. The money in foundation accounts are used for the betterment of the Staff. There may be restrictions on spending and the Foundation Office is available to address any specific questions. Ultimately foundation accounts are useful for departments that coordinate fundraising initiatives. The Executive Committee has decided not to pursue the establishment of a foundation account at this time because fundraising is not a primary goal of the Senate. If in the future the Staff Senate decides to incorporate staff events into its goals and to support these events through fundraising initiatives a foundation account can be created at that time. Also, for future community outreach initiatives with Family Connections, the Staff Senate is now able to accept monetary donations to be deposited into their foundation account. Additionally, any employees who donate items to Family Connections, a University sponsored program, can receive a gift in kind receipt for their contributions.

- **Merger Study:** Carol McKissick informed the Staff Senate that she is representing the Staff Senate on of the Merger Study Task groups. At this time she is unable to discuss the content of information discussed at these meetings due to its confidential nature. However, there is a merger study website that employees are able to access. Carol mentioned that the individuals participating in the merger study task groups are knowledgeable and they have the employees' best interests at heart. Colette Becker mentioned that she attended the Open Forum on August 25th and that Dr. Perman has asked that the Staff Senate testify at the hearing that will be evaluating the pros and cons of a merger of UMB and UMCP.
- **Creation of Senate Initiatives and Status Spreadsheet:** Colette Becker informed the Staff Senate that Dawn Flair requested the creation of a spreadsheet that would track the progress of each initiative and make the Staff Senate's work more transparent. The Executive Committee will work on developing this spreadsheet and will post it on the Staff Senate website.

Executive Committee Meeting with Dr. Perman held August 29, 2011.

- **Work time for Volunteering:** During their meeting with Dr. Perman the Executive Committee discussed volunteering in approved UM programs and using administrative leave and he is open to the possibility. Dr. Perman would like to discuss this effort with the campus leadership and with their approval, would like to start with a pilot program. There would need to be some sort of policy drafted and Dr. Perman will discuss this with Marjorie Powell, AVP for HRS. Colette Becker explained that this policy needs the support of the Deans so that supervisors will allow their employees the time off work in order to volunteer at approved programs.
- **BOR/CUSS Staff Awards:** Dr. Perman would like to see the staff on the UM campus recognized for their efforts and he supports the Staff Senate's new awards subcommittee. The awards nominations for the BOR awards will be coming up soon. Dean Reece from the School of Medicine has sent a notice out to the faculty. The same thing needs to be done for staff award nominations. Colette Becker mentioned that the Executive Committee informed Dr. Perman that currently HRS does not have a comprehensive list for all awards on campus. The HR list comprises only of awards that are organized by HRS. The Staff Senate would like an all encompassing list on the HR website so that supervisors are aware of these awards and can recommend their staff when it is warranted. Dr. Perman said that he would discuss this with Marjorie Powell.

- **Merger Study:** Dr. Perman mentioned the question at the Open Forum on August 25th that someone posed with regard to employees losing their jobs if UMB and UMCP merge. He said that he hasn't considered that aspect yet because the merger is still in question. He does understand the concern of employees. Roy Ross said that from a political correctness standpoint leadership can only gather information and present the pros and cons of the potential merger and cannot give direct opinions. So far only the president at College Park has indicated his acceptance of the merger. Staff can assist this process by compiling information and voicing their own opinions as to whether they are for or against the merger. Additionally, Roy recommended that the Staff Senate meet with the SGA leadership on campus to discuss the merger. Factors such as parking costs need to be discussed. College Park prorates parking based on the distance that employees drive. Colette Becker mentioned that the Communications Committee is working with CITS to have an anonymous question forum on the Staff Senate website which is similar to Dr. Perman's anonymous questions. There will probably be several questions posed with regard to the merger once the website is updated. Ken Fahnestock mentioned that College Park also has a collective bargaining unit for their exempt staff which is a factor that would affect employees if the merger does take place, and it could limit some of the Staff Senate's involvement in campus initiatives. Dave Delooze commented that the merger would create a mega super power that might not sit well with the other Universities within the System. Ken commented that if the merger is for schools that utilize the UM name, than why not include UMBC and UMUC.
- **Other Business:** Colette Becker informed the Staff Senate that during the Executive Committee meeting with Dr. Perman they updated him on the status of some of the Community Outreach projects. Additionally, they informed Dr. Perman about the "traveling" Staff Senate meetings on campus and he was supportive of the idea.

Senate Committee Reports:

University Life – Chair: Bill Hoffman; no meeting.

Communications – Chair: Gynene Sullivan

- The committee is discussing whether an electronic newsletter should be sent out monthly or quarterly
- The Staff Senate may send out emails to advertise the Staff Senate open meetings to generate interest
- The committee is working on the anonymous questions piece for the Staff Senate website for employees to ask questions or leave comments about the merger or other staff issues
- The Staff Senate now has a Facebook page and a Twitter account; staff should go on Facebook and "like" them

Community Outreach – Meeting on August 30, 2011

Chair: Jean Marie Roth

- The **Backpacks** and **School Supplies** fundraiser for Family Connections was a success. They received more than they needed and were very grateful.
- The Yoplait Yogurt Pink Lids should be turning up in grocery stores soon. Jessica Grabowski contacted Clare Banks for an article in the voice but never got a response. There will be several drop-off sites on campus and a list will be provided at a later date.
- The Susan G. Komen Race for the Cure in Hunt Valley is scheduled for Sunday, October 23 and staff are encouraged to register under the UM group or donate to someone's page.

It is also possible to register and not participate in the race. Bill Crockett mentioned that the Campus Center has mapped a 5K route to get people ready for the race. They are teaming people up to run in pairs on Tuesday and Thursday mornings at 7:00 AM. He will check to see if non-gym members can use the showers after their morning run.

- The Cell Phones for Soldiers collection will kick off in November and run through December
- The Daffodil Days fundraiser for the American Cancer Society and the Wrap Yourself in Comfort initiative for the Ronald McDonald House will take place during the January, February and March time frame.

Policy/Legislation - Chairs: Dave Delooze and Roy Ross

- This group will be scheduling a meeting in the near future.
- The chairs just made new packets for the committee.
- Roy Ross is working on the Legislative piece and informed the Senate that OEA puts out a year-end report which is an excellent resource. It can be found on the campus website and it is called the End of Session Report.
- Barbara Klein and Deb Neels will be attending the October Staff Senate meeting and will give a presentation on what the legislative session will look like and will address any concerns.

CUSS – Meeting on August 16, 2011

Vice Chair: Gynene Sullivan

- The meeting was held at Salisbury University and Gynene led the meeting in the Chair's absence.
- The group elected their Members at Large.
- The Executive Committee meeting is scheduled with the Chancellor on September 16, 2011.
- The CUSS and CUSF are invited to report on any disparities with the ORP and the pension System (MSRP) by October 1, 2011; CUSS has already given feedback to the Chair.
- Gynene was chosen to present at the Chancellor's Council Meeting and will be at the retreat.

IT Steering Committee – Representative: Tom McHugh; No meeting

Parking Committee – Bernadette Taylor and Bill Hoffman

- No meeting until the following week

President's Outreach Council – Victor Peguero and Jessica Grabowski

- No meeting
- Victor mentioned that the Outreach Council is looking for mentors for the after school programs

Safety Awareness Committee – Bernadette Taylor and Lisa Anderson; meeting on September 1, 2011

- The campus is in the process of repainting the crosswalks
- Only one officer from the University Police has been trained on the use of the new radar, but the department would like to train others.

- In order to stop someone for speeding on campus the individual must be driving over 10 miles an hour, but the campus police are issuing citations.
- Chief Williams would like to invite anyone interested in campus safety to participate on the committee.
- Some of the University Police initiatives include:
 - Promotion of nine officers to corporal
 - There are three trainees in training
 - They would like more cameras for campus coverage
 - They are in the process of purchasing segways
 - Partnering with Baltimore City to clean up Lexington Market (getting rid of drugs, homelessness, more education, add more police coverage). They are planning to send out a survey through the School of Social Work to see what types of food people would like at the Market
- During the Grand Prix, Penn and Pratt Streets will be closing
- There was discussion about the recent earthquake; the campus is conducting a vulnerability assessment. This is an event that occurs only one in one hundred years. Therefore the University doesn't have a policy for this situation, but now realizes they need one. There are committees that have been formed to develop these policies and procedures in case of any type of emergency. Many of the security guards at the buildings didn't realize that they couldn't allow people back in until they received the all clear. Essentially communication failed. It is important that individuals grab all of their personal items in this type of event. This type of event will be incorporated into the emergency warden and building coordinator training.

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

- No meeting; meeting scheduled for Wednesday, September 7th.

University Events Committee Representatives – Jessica Grabowski and Dawn Flair

- No meeting; meeting scheduled for September 13th.

USM Women's Forum Representative – Jessica Grabowski

- No meeting; meeting scheduled for September 9th.

Work/Life Strategies Committee Representative – Ken Fahnestock

- Will reconvene in the Fall

Old Business:

Status of Meeting Scheduling and Guests: Carol McKissick informed the Staff Senate that the all of the meeting locations for 2011 have been scheduled but the meetings from January through June 2012 still need hosts and locations. Bill Crockett said that the Campus Center would host the Staff Senate meeting in February.

Senate “in the works” initiatives and fact finding: Carol McKissick mentioned that the so far the Executive Committee hasn't gotten very far with regard to the Zero Tolerance policy. Ultimately, it is important to know and understand the System policy; unfortunately Carol has been unable to reach Rosario van Daalen from the Systems Human Resource Office. Colette Becker has also called and left Rosario messages. Gynene Sullivan said that she thinks that

Rosario is on vacation until September 16th. Carol would like a statement as to whether the Zero Tolerance policy is a System wide policy. Dave Delooze said that he didn't think it was a System policy and that it varies between campuses. The question that remains is whether there is an actual policy in HR. If not, then it needs to be. This is a gray area that is subject to interpretation and really requires a written policy.

New Business:

Length of Senate Meetings: Colette Becker informed the Senate that in future meetings with invited guests, committee liaisons must send their meeting notes to Jessica Grabowski who will in turn send out to the entire Senate in an effort to save time. If there are any questions about the committee reports they can be addressed during the "New Business" portion of the Staff Senate Meeting.

Meeting with HR on September 19th: Colette Becker said that the Executive Committee would be meeting with Marjorie Powell on September 19th and that they would be following up on the Zero Tolerance policy, a comprehensive list of awards in one place, and the drafting of a policy on volunteering during work hours for University approved programs and the use of administrative leave. Colette then asked if there were any other pending issues that needed to be addressed at the meeting with HR that Staff Senators email their suggestions to the Executive Committee.

Adjournment: The meeting was adjourned at 1:26 PM.

Respectfully submitted,
Jessica Grabowski