

University of Maryland Staff Senate  
Open Meeting Minutes  
December 1, 2011  
School of Pharmacy  
Room 102 & 103

**Roll Call:**

**Present Senators:** Lisa Anderson, Colette Becker, Pat Boland, Nancy Bowers, Anthony Brown, Danielle Brown, Bill Crockett, Dave Delooze, Ken Fahnestock, Dawn Flair, Jessica Grabowski, Bill Hoffman, Marlene King, Phyllis Lovito, Tom McHugh, Carol McKissick, Victor Peguero, Roy Ross, Bernadette Taylor, and Yimei Wu

**Excused Senators:** Tammy Dinsmore, Mary Jo Pohlner, Jean Marie Roth, and Gynene Sullivan

**SGA Guests:** Justin Taylor and Shannon O'Connor

Colette Becker called the meeting to order at 12:03 PM.

**Welcome from Dean Natalie Eddington:**

Dean Eddington welcomed the Staff Senate to the School of Pharmacy (SOP). She provided an overview of the SOP at the University of Maryland. Its mission is to provide education and practice, scientific discovery, and community outreach. The school's 2010 strategic plan focuses on areas such as basic sciences and clinical research, practice activities, and creating a healthy work environment for faculty, students, and staff. Additionally, the new plan focuses on entrepreneurship as a way to generate revenue for the school. There are approximately 633 students enrolled in the Doctor of Pharmacy program, 65 students are enrolled in the PhD program, and 58 students are either post docs, residents, fellows or trainees. The School of Pharmacy has 4 dual degree programs (JD, MBA, MPH, and PhD). A distance education program was started in 2007 at Shady Grove. There are 40 students enrolled at the Shady Grove campus. Courses at UMB and at Shady Gove can all be accessed online. 33 students graduated from Shady Grove in 2011. Most graduates work in a community setting such as Rite Aid or Walgreens, while others work in residency programs and health care settings. Residency programs are beneficial to graduates who wish to work in academic settings. The School of Pharmacy's Pharmaceutical Health Services Research program currently has 25 students enrolled and this program focuses on economics and federal government applications. The Pharmaceutical Science program has 40 students enrolled, is focused on clinical trials design, and prepares students for careers in academia and the pharmaceutical industry. Next Dean Eddington explained that the SOP is focusing its program on practice. She asked the Staff Senators how many knew their pharmacists by name and only two out of 22 people raised their hands. Dean Eddington explained that the field of pharmaceuticals is trying to change this by taking the pharmacist out from behind the counter. The PPS Leadership in Clinical Service program focuses on this initiative. During the National Leadership Roundtable leaders determined that pharmacists play a critical role in healthcare because patients often fail to take their medications correctly. Also discussed were innovative pharmacy models. In 2006 the SOP started the Patients, Pharmacists, and Partnerships (P3) program. Some of the areas of concern for this program are chronic disease management, opportunities for patients to speak with pharmacists to enhance adherence, and to reduce hospital visits and work absenteeism. The School of Pharmacy has seen some cost savings due to the program and there are positive healthcare outcomes as a result. Additionally, this program provides an educational forum for students. Another important initiative in the School of Pharmacy is research. In FY 2011 the

SOP received \$16 million in research funds and \$5 million in NIH awards. One major award that the school partially received was a \$35 million grant from the FDA. Additionally, the School of Pharmacy at UMB received a joint award with UMCP, which demonstrates the universities' ability to work collaboratively without a formal merger. Dean Eddington further explained that on September 21, 2011 the school conducted a Town Hall meeting which provided an opportunity for introspection. The school sent out a survey to solicit feedback from faculty and staff in order to find ways to make changes within the structure of the organization, and for benchmarking purposes. The School of Pharmacy also recognized its employees for their service to the school and the university, which included Nancy Bowers for her current two year service on the UMB Staff Senate, and Pam Crowe for her efforts in obtaining a Gold Lead Certification for the Pharmacy Hall Addition.

Pat Boland asked Dean Eddington where the P3 program was being infused. Dean Eddington said that several companies throughout Baltimore were participating in the program to include W.R. Grace, McCormick, and Chesapeake Health System. Essentially the program is formatted in a way that there is a network of pharmacists throughout the state. The participating pharmacists can reach out to patients at the companies for which they work, or patients can select pharmacies that have participating pharmacists.

Victor Peguero asked if the School of Pharmacy was experiencing any challenges with regard to their Shady Grove program. Dean Eddington said that there were always challenges resulting from additional costs for buildings and parking at Shady Grove. The recent preparation of an MOU for UMB and Shady Grove should bring more focus to the expectations for program growth at Shady Grove.

Justin Taylor, one of the SGA guests asked Dean Eddington if there would be any future collaboration between the School of Pharmacy and the School of Medicine. Dean Eddington said that currently the School of Pharmacy is working on a computerized drug design program that could create an opportunity for collaboration with the School of Medicine. Currently there isn't as much collaboration between the two schools as there could be. It is important that collaboration is not forced through leaders. Rather, opportunities for collaboration should be provided by faculty.

Phyllis Lovito asked if the taping of lectures has led to a decrease class attendance at UMB. Dean Eddington said that yes, there has been a decrease in classroom attendance. It is difficult to mandate attendance. The taped lectures have provided opportunities for both programs (UMB and Shady Grove) to have opportunities for interactive learning. There are classes in each course that use video conferencing, however, bandwidth is an issue. The majority of students prefer looking at their classes on laptops rather than physically attending class.

**Minutes:** Colette Becker asked for questions/corrections to the minutes for the November meeting. As there were no corrections to the minutes Danielle Brown made a motion to accept the minutes as is, and the motion was seconded by Victor Peguero.

### **Remarks from the Executive Committee:**

Executive Committee Meeting with Marjorie Powell, HRS, 11/21/2011:

- **Zero Tolerance Policy Follow-up:** This policy was taken off the HRS website. The Executive Committee is waiting to hear back regarding updates and revisions to the

policy. This is an opportunity for HR to review the existing policy and to make it transparent by putting it on the website. The revised policy should be available sometime after the holidays.

- **Childcare Update:** Marjorie Powell indicated that the university has a good chance of acquiring the Social Security Metro West building which is already equipped with a daycare. The space in the Metro West building would likely be multipurpose, but daycare and research space are priorities. The existing daycare already has the required outdoor space. Aphrodite Bodycomb who is the chair of the committee tasked with researching child care options would like two Staff Senate representatives. Anyone interested in serving on this committee should let Colette know.
- **Work Time for Volunteering:** This topic has been discussed with Dr. Perman and Marjorie Powell on separate occasions. The Executive Committee would like to meet with both Dr. Perman and Marjorie Powell simultaneously in order to push this initiative forward. When the Executive Committee meets with Dr. Perman in December they will mention having a joint meeting with Marjorie Powell. Currently employees that volunteer are required to use their own leave. Danielle Brown mentioned that some employees are volunteering and not using leave. Tom McHugh also mentioned that he was aware of entire departments volunteering during work time. Bill Crockett mentioned that Directors should currently have the ability to release their employees for approved initiatives. Colette said that a policy should still be in place to enforce this practice on campus for all employees.
- **Employee Orientation:** Colette explained that Ken Fahnestock had previously mentioned getting a Staff Senate brochure in the orientation packet. When the Executive Committee approached Marjorie Powell about including the brochure she explained that HRS is currently revamping the employee orientation and on-boarding program. Once the new program is implemented there will be a specific date each month that new employees will start, and an employee's first day of work will be orientation. All documents will be completed electronically and employees will receive a USB drive with all necessary information. I-9 forms will be completed during the orientation; this will eliminate any confidentiality breeches with the current method of sending sensitive documents in the campus mail. Ken Fahnestock mentioned that the orientation will not be mandatory for all employees. Colette agreed and said that the only portion of the orientation that is mandatory is completing the forms; the rest is optional. Yimei Wu asked if the process for filling out payroll forms would be different. Colette explained that HRS is trying to work out having all forms completed during orientation. Nancy Bowers mentioned that this could create a payroll issue for new employees because it will take longer for new hires to receive their first paychecks if they wait until orientation to fill out the forms. Colette explained that HRS is still working out the training aspect of orientation and all other issues. Nancy said that the new process will need to be communicated to the campus.
- **Safety on Campus:** During the President's last Q&A session Chief Williams addressed many of the upcoming changes to campus security. Kathy Byington, VP for Administration and Finance has appointed Chief Williams is the Chair of the Emergency Management Team (EMT). Previously the Campus Security and the EMT were two separate entities. Now there will be more overlap between the two groups. The campus has made adjustments to the alerts so that Chief Williams is able to send out the updates. However, only 20% of the campus is signed up for UM Alerts; it is important to convince more employees to take advantage of this service so that they are informed of campus emergencies, such as earthquakes and power outages. The SGA representative, Justin

Taylor, mentioned that in order to sign up for alerts you just go to the UMaryland website, type “alerts” in the search engine, and the link to the alerts page comes up. There was some debate over whether all of the alerts make it to individuals that are signed up and Bernadette Taylor clarified that some of the alerts can get hung up in the system depending on the cell phone provider. Tom McHugh mentioned that the benefit of text messages over emails received to your phone is that texts don’t require a data package. Pat Boland mentioned that UM alerts are not perfect; some of the EMT members did not receive the alerts during the power outage. Carol McKissick said that if only one out of five employees is signed up for the alerts the majority cannot complain about the system. Dawn Flair mentioned that it might be a good idea to have the UM Alerts as part of the new orientation program so that employees know how to sign up. Carol said that she has already emailed Marjorie Powell and Chief Williams about this idea to encourage new hires to sign up. However, it cannot be mandatory if not everyone has a cell phone or text messaging included in their cell phone plan even though the cost of a text message is a minute fee. Carol then mentioned that the crime statistics for the campus are much lower as compared to the surrounding area and other urban campus schools. Also the cross walk widening project is almost complete. Even though there are signs in the crosswalk, pedestrians should still be careful when crossing.

#### Executive Committee Meeting, 11/29/2011:

- **BOR Awards:** Dawn Flair said that the email has been sent to Deans and VP’s. An email will be sent to the campus soon. Please share information for the BOR awards with others on campus. The deadline is January 6, 2012. Colette mentioned that individuals who are awarded a BOR award will be given recognition from the President and the Chancellor. In the past many of the same schools receive these awards and it would be nice to see a UMB employee be selected as a winner this year. Supporting documentation should include letters on behalf of the employee recommending them for the award. SGA student guest, Shannon O’Connor asked if students can nominate staff. Dawn said that anyone can submit a nomination.
- **Guest Speakers:** The Executive Committee has discussed future meetings with guest speakers and the need to keep the presentations under 20 minutes in order for the Staff Senate to conduct its regular business meeting. The traveling meetings have been good for PR and recognition of the Staff Senate. Also, the traveling meetings have given the Senators an opportunity to learn about other departments and schools within the university. Often employees are stuck in their silos. Next year’s Executive Committee leadership may decide to do away with the traveling meeting because there may not be a need to continue the practice.
- **Staff Senate Minutes:** The website is currently up to date with all of the revised minutes. Colette hasn’t had time to keep up with the website. Jessica will forward revised minutes to Gynene Sullivan, chair of the communications subcommittee, for future postings.

#### Senate Committee Reports:

##### University Life – Chair: Bill Hoffman

- No report.

##### Communications – Chair: Gynene Sullivan

- No meeting.
- Yimei Wu mentioned that there needs to be more campus engagement on facebook and twitter. Senators should encourage employees to “like” the UMB Staff Senate on facebook. People should also like things on the page. The SGA Student guest, Shannon O’Connor mentioned giving away gift cards in a raffle based on names of people who “like” the Staff Senate on facebook.

**Community Outreach – Chair: Jean Marie Roth**

- No meeting.
- Jean Marie Roth will be collecting the Cell Phones for Soldiers to mail the following week. Please drop off your cell phones to Jean Marie’s office by December 2, 2011.

**Policy/Legislation - Chairs: Dave Delooze and Roy Ross**

- Roy Ross explained that the Spending and Affordability Reports from October, November, December and have been briefed. This briefing was not as in depth as the one is likely to be in December. The report primarily mentioned the State deficit and that the USM budget is flat. There are no increases, there is a possible 5% tuition increase for students, and in 2013 there is negotiation over 2% cola. All of this could change in January. The Governor could cut the tuition increase because he is against it.

**CUSS – Nancy Bowers**

- The Joint Session of CUSF, CUSS, and USMSC occurred November 15, 2011.
- Legislative update – P.J. Hogan
  - In the past, USM has fared better than any other state agency other than K-12!
  - State projecting \$1 billion in structural deficit for FY13.
  - His priorities include no more furloughs, COLA and merit \$. We’ll need to wait and see what’s the Governor submits in his budget in January 2012. If it includes furloughs we’ll know this early because of the savings documented in the budget. News about Cola and/or merit will come later in legislative session.
- Math programs at state colleges and universities need to be revamped. State offered grants to rewrite programs. Most in state have applied and received a grant. Adjunct faculty issues...
- Brit Kirwan
  - Responded to the issues by asking three questions:
    1. How do we compare to other states?
    2. Are we (USM) getting all of the funding from the state that we can?
    3. What are the issues that worry him and keep him up at night?
  - Kirwan’s elaborations:
    1. How do we compare to other states?
      - a) Look at MD in the national context. USM currently has a similar state base (as % of total funding) as it did in 2008 when recession started. Compared to other states the USM is doing well in regards to the amount of state support from the legislature.
      - b) USM program rankings continue to be high despite the economic downturn.
      - c) Further, Kiplinger Report on best college values contains 5 USM institutions.
    2. Are we (USM) getting all of the funding from the state that we can?

- a) Are our priorities aligned w/ those of the state? College completion rate is a big deal and is one of the top agenda items. State wants 55% completion rate.
- b) MD is a well educated state and provides a knowledge-added economy.
- c) USM is indispensable to keeping the state economy going.
- 3. What are the issues that worry him and keep him up at night?
  - a) The future of higher ed.
  - b) Is concerned about the congressional “super Committee” and country’s ability to address the fiscal situation.
  - c) Compensation levels of faculty and staff. Past practices of furlough, no pay raises will start to compromise our competitiveness.
  - d) FY12 budget – wants COLA and merit while keeping tuition increases at a modest level.
  - e) Family Leave Proposal (originated out of Towson) is being vetted now and sees the need for a new policy to emerge...
  - f) Shared sick leave – make it more uniform across campuses.
  - g) Merger proposal – BOR will meet on 12/2 or 12/9 to weigh in on the pros and cons and then vote. Deadline is 12/15.
- Q&A Session
  - Family Leave Policy – What’s going on with it? Costs? Details?
    - 1. Answers: Review should conclude soon, but right now USM is comparing the proposed policy to other states and what exists elsewhere. What’s the cost? Is it affordable? Should be ready for regents’ review in 6 -8 weeks.
  - Super Committee – are we ready for the results?
    - 1. Answers: If we experience cuts, will we be able to retain the quality of our programs? Critical because it’s hard to rebuild quality.
  - Other issues of concern?
    - 1. Answers: increase in collective bargaining among faculty. Adjunct faculty issues – adjuncts are afraid to speak up about issues which undermine shared governance.

**IT Steering Committee** – Representative: Tom McHugh

- No meeting.
- There is a current trend to move servers to 300 Lexington Street. There are no incentives for moving servers to this location.

**Parking Committee** – Bernadette Taylor and Bill Hoffman

- Meeting on 11/8/2011.
- 1<sup>st</sup> quarter financials are on par.
- Pratt Street major renovations are pending System approval, then BPW. Renovations are expected to begin in March 2012.
- Other renovations in campus garages are ongoing and on par.

**President’s Outreach Council** – Victor Peguero and Jessica Grabowski

- No meeting.

**Safety Awareness Committee** – Bernadette Taylor and Lisa Anderson

- No meeting.

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

- No meeting; next meeting Wednesday, December 7, 2011.

**University Events Committee Representatives** – Jessica Grabowski and Dawn Flair

- No meeting.
- The Craft Fair is scheduled for Friday, December 9, 2011 in the Campus Center Ballrooms.

**USM Women’s Forum Representative** – Jessica Grabowski

- No meeting.

**Work/Life Strategies Committee Representative** – Ken Fahnestock and Donna Bowers

- No meeting.

### **Old Business:**

**Bylaws Revision:** Bill Crockett and Roy Ross have met to discuss the bylaws revision. There are gaps in the existing bylaws that need to be addressed. In some instances it may not be a bylaw change but an operational policy change. The bylaws need to be clearer on proxy votes, simple majority, and true majority. Previously the bylaws were written for a smaller body. But currently there is a 50% changeover per term. The question of when Executive Committee elections are held arises. There is also the issue of when to hold the at-large member elections and whether or not to include new Senators.

**Question about the BOR Staff Awards:** Yimei Wu asked if there was cap on the number of people that are nominated and if they are recognized for the nomination. Colette explained that in the past there haven’t been enough people nominated from the UMB campus, so the number hasn’t been an issue. Once the nominations are received and reviewed, Colette can ask if Dr. Perman will recognize the staff members in the monthly newsletter. Bill Hoffman asked if people know when they are nominated. Colette said that they may not be aware of the nomination. Dave Delooze asked if the nominees were recognized by USM. Colette said that they are only recognized by USM if their packets are forwarded to CUSS for the final process.

### **New Business:**

**BOR Meeting:** On December 9, 2011 the BOR will meet to discuss its position on the merger. This meeting will be broadcast from the USM website.

**Meeting Attendance:** Reminder – if you are unable to attend the Staff Senate meetings please contact Colette or Jessica.

**CUSS Travel:** With the implementation of the travel eForms CUSS representatives will now be required to complete their own travel reimbursements through the eUMB portal and maintain their receipts within their department. Please email Jessica for the chartstring information that should be entered in the travel eForms. When submitting an eForm, your respective supervisor should approve it. Janice Flair from HRS will approve the funding for the travel reimbursement

when she receives it electronically. Colette reminded the primary CUSS reps that if they cannot attend a meeting they should contact alternate CUSS reps to attend in their place.

**Upcoming Meetings:** The Executive Committee has discussed the possibility of a pot-luck meeting in the Spring. This will be discussed in further detail at a later date.

**Child Care Discounts:** Dawn Flair asked if there was any follow up to the child care discounts. Colette said that she would discuss this with Aphrodite Bodycomb.

**Adjournment:** The meeting was adjourned at 1:39 PM.

Respectfully submitted,  
Jessica Grabowski