Staff Senate November Meeting Minutes

Thursday, November 4th, 2021, ~ 12:00 p.m. – 2:00 p.m.
Virtual Zoom Meeting ID: 992 9293 3194 Passcode: 636246

Call to Order
The meeting was called to order by Staff Senate Vice President, Gregory Brightbill

Attendees


Non-Voting Members: Kristy Novak

Alternate Member: Nancy McDowell

Leadership: Chief Leone

Guests: Amy Daniels, Cindy Geppi, Christopher Rhodovi

Absent Members: Christina Fenwick, Jade Grant

Establish Quorum (50% +1 = 13 voting members): Quorum is achieved at 24 voting members

Welcome

Greg Brightbill welcomed everyone and thanked them for joining the meeting

Approval of October 2021 Meeting Minutes

• Motion to accept minutes for approval 1st Timothy Casey and 2nd by Lakeisha Wilson
• Motion passed Unanimously

Staff Senate Mission: “We advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees; work environment and staff morale; and issues impacting wages, benefits, and working conditions. We also lead many University-wide community outreach activities.”
Leadership Update

- Thomas Leone - Chief of Police
  - **Safe Ride Updates:**
    - 3 UMB vans operated here on campus by security officers.
    - Safe Ride app is similar to Uber or Lyft.
    - The app shows how long it will take for your ride to arrive.
    - The average wait time is 8 minutes, average duration of the ride is 4 minutes.
    - This service is free to UMB employees.
    - There is an average of 110 Safe Rides per day
  - **Safe Walk Updates:**
    - Safe Walk is available by calling 410-706-6882
    - Safe Walk is underutilized by the campus community.
    - Safe Ride and Safe Walk information is available inside of each school, also on the UMB website: [Safe Walk/Safe Ride - UMB Police Department (umaryland.edu)]
  - Public Safety Survey– more responses are needed. Chief Leone will send an update to the Executive Committee [Online Survey Software | Qualtrics Survey Solutions]
  - Cold Weather Kits & Coat Drive– Aaron Graham will follow-up with Chief Leone to work with the Community Outreach Committee for this project.
  - The UMB Police Community Outreach and Support Team includes 2 Social Work interns assigned to the police department, who provide case management and follow-up care if needed.
  - **Question** – Will there be consideration to have Safe Ride and Safe Walk services extended further away from campus?
    - **Answer:** Safety is a primary concern. It is not out of the question to see if the distance can be extended, and Chief Leone and his team is looking into this.
  - **Question** – Do you use the app to request a Safe Walk?
    - **Answer:** You would call and ask for someone to be dispatched to walk and meet you. The Safe Ride is available through the app. Chief Leone is looking to see how both Safe Ride and Safe Walk can be combined in the app.
  - **Question** – Are self-defense courses back yet on campus?
    - **Answer:** There is a RAD (Rape Aggression Defense for Women) course is going on right now at UMB. More classes will be held in the future.
  - **Question** – Is this information (Safe Walk and Safe Ride) available for UMB employees who works in other buildings not operated by UMB?
    - **Answer:** Chief Leone is working on information now with the communications team and this information will be coming out soon.
  - Greg congratulated Chief Leone on his appointment and his continued commitment to staff and the UMB campus.

---

**Staff Senate Mission:** “We advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees; work environment and staff morale; and issues impacting wages, benefits, and working conditions.

We also lead many University-wide community outreach activities.”
EXECUTIVE COMMITTEE

President
Christina Fenwick

Vice President
Gregory Brightbill

Comm. Officer
Ayamba Ayuk-Brown

Secretary
Jill Hamilton

Member at Large
Mary Phelan

Past President
Kristy Novak

STAFF SENATORS

Irene Amoros
Edress Brunson
Timothy Casey
Taylor DeBoer
Allison Dietz
Maria Drayton
Aaron Graham
Jade Grant
Kecia Hitch
Thomas Hockensmith
Susan Holt
Jillian Iffland
Sarah Jackson
Laytoya Ludd
Nancy McDowell
Mary Phelan
Shawnta Privette
Shilpa Shah
Sheree Singleton
Priti Wakefield
Lakeisha Wilson
Lei Zhang

Committee Updates

➤ **Board of Regents**: Tim Casey
- December 5th is the deadline for the Board of Regents Awards
- Continue to discuss the best way to generate more nominees and please share the flier with each school and your constituents.
- There is 1 completed application and 2 partially completed applications are in progress.
- Encourage everyone to help find more good candidates to self-nominate or nominate the person yourself.

➤ **Citizens Advisory Committee**: Susan Holt
- The Community Outreach and Support Team (COAST) was discussed.
  - The main goal of this group is to maintain strong bonds with the community by having homelessness outreach, PAL and DARE, Comfort K9 (Officer Lexi) the Community Engagement Academy, CPTED assessments (crime prevention via design) and LEAD (law enforcement assisted diversion) which routes individuals with drug offenses are redirected to the social program.
  - The social worker program provides services to unsheltered people in our community, work with the law school and community engagement center to help with expungements and the medical school to provide medical help.
- We discussed the campus safety survey; we have received over 300 replies. The survey is still open, if you have not already, please complete the survey. Here is the link to the Safety Survey: [https://umaryland.az1.qualtrics.com/jfe/form/SV_3ISfblshbpkKvY](https://umaryland.az1.qualtrics.com/jfe/form/SV_3ISfblshbpkKvY)

➤ **Communications**: Ayamba Ayuk-Brown & Jade Grant
- Ayamba is working with CITS/Human Resources to get the Exempt Staff who have been hired since Covid-19 began added to the email list.
- Please let Ayamba know if exempt staff are not getting emails from Staff Senate
- The Staff Senate newsletter goes out by the 15th of the month. Please have information to the Communications group by the 10th of the month. If you have more questions, please follow up with Ayamba and Jade.

➤ **Community Outreach**: Taylor DeBoer & Aaron Graham
- Please share the Thanksgiving Drive October 18th - November 15th 2021
  - If you need more information, please contact Taylor DeBoer or Aaron Graham
  - Pack-up Thanksgiving donations – Monday November 22nd and Tuesday November 23rd 12 – 4pm on these days. If we have all the items on Monday, we may not need Tuesday. Taylor will be sending out a sign-up the week of November 8th to Senators.

*Staff Senate Mission: “We advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees; work environment and staff morale; and issues impacting wages, benefits, and working conditions. We also lead many University-wide community outreach activities.”*
• Holiday Project – November 22nd through December 8th, 2021
  • Holiday Store is Friday December 10th and Saturday December 11th this year.
  • Emergency Survival Kits – January 2022- in partnership with Chief Leone, the School of Nursing, and other community partners. Aaron & Taylor are working on the details now.

➢ **Council of Staff Systems**: Tim Casey
• Reminded Open Enrollment for Health Benefits is through November 12th
  • Please remember you must register every year for flexible spending accounts.
  • Please do not wait until the last minute. Log into your Workday account and make sure your credentials are up to date.
• USM Training Committee - GuidanceResources®
  • Provides all USM employees at no cost health education workshops to address the physical, emotional, and mental health challenges we all face today. This year the committee met and discussed managing stress and anxiety as the most important topics for their employees.
  • Partnership with GuidanceResources® Online to put together the line-up for this year’s National Health Education Week. [https://www.usmd.edu/training-and-development/](https://www.usmd.edu/training-and-development/)
• Next Meeting – November 17th will include all the shared governance groups with the Board of Regents and Chancellor Perman
  • The group will have the opportunity to as the Board of Regents questions about things that concern staff across the system.
  • If you have a question that you would like to suggest we ask, please send it to Susan Holt (sholt@som.umaryland.edu)

➢ **Policy and Legislation**: LaKeisha Wilson
• The committee will work with the communications committee to send emails to find out what projects need to be worked on for the staff senate.
• Discussed the interview process that Staff Senate is involved in to represent the staff
  • Provide more guidance for Senators when they are asked to participate on these search committees.
  • For example, what questions to ask, what is expected of a Staff Senator (for example, the time commitment involved), can it be more than 1 person due to the amount of time needed to participate in this process?
  • The committee will work on this and get a draft submitted to Staff Senate.

➢ **Returned to Campus Ad Hoc Committee**: Jillian Iffland & Shilpa Shah
• Return to Campus Survey launched on 10/27/2021 via email to all staff
• Here is the link to the survey: [https://umaryland.az1.qualtrics.com/jfe/form/SV_3K8arkgtU5TnUCG](https://umaryland.az1.qualtrics.com/jfe/form/SV_3K8arkgtU5TnUCG)
• The committee is waiting for feedback from the survey

*Staff Senate Mission*: “We advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees; work environment and staff morale; and issues impacting wages, benefits, and working conditions.
*We also lead many University-wide community outreach activities.*”
EXECUTIVE COMMITTEE

President
Christina Fenwick

Vice President
Gregory Brightbill

Comm. Officer
Ayamba Ayuk-Brown

Secretary
Jill Hamilton

Member at Large
Mary Phelan

Past President
Kristy Novak

STAFF SENATORS

Irene Amoros
Edress Brunson
Timothy Casey
Taylor DeBoer
Allison Dietz
Maria Drayton
Aaron Graham
Jade Grant
Kecia Hitch
Thomas Hockensmith
Susan Holt
Jillian Iffland
Sarah Jackson
LaToya Ludd
Nancy McDowell
Mary Phelan
Shawnta Privette
Shilpa Shah
Sherece Singleton
Priti Wakefield
Lakeisha Wilson
Lei Zhang

- University Life: LaToya Ludd & Tom Hockensmith
  - UMB’s Got Talent - Working with Faculty Senate and the Student Government will be on Thursday December 16th – more information will be forthcoming.
  - Greg Brightbill will be the judge representing Staff Senate for UMB’s Got Talent.
  - Town Hall/Face to Face plans for early 2022 are now in the works with the committee.

- Campus Liaisons Updates

  - Communications Council: Ayamba Ayuk Brown
    - Most recent communications council meeting was cancelled.

  - Faculty Senate: Lei Zhang
    - Update on the search committee for the Dean of the School of Law

  - Funding Model Working Group: Ayamba Ayuk-Brown
    - Ayamba was on leave and did not attend the most recent meeting

  - President’s Diversity Advisory Council: Gregory Brightbill
    - Upcoming event November 16th 2021 - “Dying to Belong: Racism, Public Health, and the Law” Lecture by Montrece McNeill Ransom, JD, MPH, ACC 8:30am – 10:00am

  - Parking and Transportation: Kecia Hitch
    - Cashless operations set to launch in 2022 – eliminate cash transactions and increase employee safety.
    - Pay daily rate increase earlier this year from $8 to $9 per day
    - Proposed rate increase for students for FY 2023 is in discussion now
    - The campus is looking at ways to secure loading docks and keep them clear from cars and vehicles that are not legally parked.

  - President’s Council for Women: LaKeisha Wilson
    - Reviewed the childcare grant and the group will be measuring the success of this program.
    - This will include measuring the demographics on those who will be receiving the childcare grant this fiscal year.
    - The committee subgroups will continue working on their designated projects.
    - Next quarterly meeting in the Spring 2022

Staff Senate Mission: “We advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees; work environment and staff morale; and issues impacting wages, benefits, and working conditions.

We also lead many University-wide community outreach activities.”
Safety Awareness: Latoya Ludd

- The RAD (Rape Aggression Defense for Women) class is full, and they are looking to add additional sessions in 2022.
- Here is the link to the UMB Police Department for Safety Tips: Safety Tips - UMB Police Department (umaryland.edu)
- Please contact Latoya directly if you have questions or concerns to share.

Open Discussion with Staff Senators

- Organized and led by Gregory Brightbill
- Discuss issues that have been brought forth to us as Senators:
  - Question for each group to discuss: What has been brought to your attention by your constituents? Your concerns and what other people have brought to you?
  - Each Zoom break out group discussed and summarized feedback to share with the entire group & meeting notes were shared with Jill Hamilton via email.
  - Feedback will be compiled and shared with UMB Leadership.

New Business

- A concern was shared about colleagues interviewing for other positions due to the lack of telework availability and the staff is not feeling valued in the job that they do.
- If an employee is not eligible to telework, due to their job, they need to use their accrued leave vs. an employee who is eligible to telework, is able to do so, and they do not have to use their leave.
- How do we advocate for those who cannot have a hybrid schedule, their job description does not allow it? An employee who is location bound and must be at UMB, how do we advocate for them to be treated equitably also?
- How do employees use their leave when sick, or have caregiving for sick individuals and are still able to work? More clarification is needed on this policy
- Due to lack of time, Greg Brightbill moved to postpone this discussion at this time and add to next month’s meeting agenda.

Adjournment of Meeting

Motion to adjourn meeting by Ayamba Ayuk Brown, second by Priti Wakefield.

Minutes submitted by Jill Hamilton, Staff Senate Secretary

Minutes approved: December 2, 2021