

University of Maryland, Baltimore Staff Senate  
Open Meeting Minutes  
July 10, 2014 (Amended 8/11/2014)  
School of Social Work, Room 2W11

**Roll Call:**

**Present Senators:** Amanda Azuma, Colette Beaulieu, Laura Bell, Craig Boegner, Nancy Bowers, Bill Crockett, Colleen Day, Ken Fahnstock, Angela Hall, Cynthia Hollis, Susan Holt, Carl Jackson, Kate McManus, Carol McKissick, Janet Nance-Richardson, Sandy Rollins, Nakiya Shurman, Bernadette Taylor, Lois Warner, Kevin Watson, Yimei Wu

**Excused Senators:** Roy Ross

**Absent Senators:** Danielle Brown

Kate McManus called the meeting to order at 12:08pm.

**I. Revisions/corrections/approval to June 4, 2014 meeting minutes:**

The June meeting minutes will be sent out with the July notes and will be reviewed and approved at the August meeting. Meeting minutes from the Executive Committee meeting with Dr. Perman will also be sent out prior to the August meeting for review. As this was a continuation of transition from the May meeting, everyone was asked to introduce themselves. The Vice Chair (C. Beaulieu) will order name tags for everyone.

**II. Attachments/Committee Minutes: June Minutes**

June minutes for the Executive Committee were distributed. Of note was the discussion regarding the member-at-large position and whether there was any merit to having more than one person. Bylaw changes would be required if there are any changes to this position. The issue of changing the composition of the position surfaced because of two incidents occurred during 2013 when only one member of the executive committee was available to meet with Dr. Perman and Marjorie Powell. The thought was that if another member-at-large was added, there would be enough people to ensure attendance at meetings with senior leadership. The executive committee is composed of 25% of the staff senate which is a standard compilation. It was noted that current bylaws were written deliberately to avoid making frequent changes and that the member-at-large role/duties should only be changed if duties are changed.

There was some discussion about whether a bylaws review committee should be established who could review current bylaws with some degree of understanding to ensure that the senate is following mandates established by the bylaws. Although some members were not in favor of adding a new committee to the current list, there was some interest in establishing an ad hoc group of 3-4 people who could conduct a comprehensive review of current bylaws (which should be reviewed every three years) as well as to ensure that procedures are done properly, interpretation of bylaws are accurate, and provide a person who can step in to keep order within the group.

The ad hoc group would serve as advisor to the executive committee on how to proceed with bylaws. The suggestion on the make-up of the ad hoc group included the vice chair and past chair of the executive committee, and one veteran senator. K. McManus made the motion to create an ad hoc review committee with a friendly amendment by Bill Crockett to add one newly elected senator to the ad hoc group. The motion was seconded by Lois Warner. The motion received a unanimous vote in favor of creating the ad hoc group composed of the four members as discussed.

### **III. Remarks from Executive Committee:**

- A. Meeting with Marjorie Powell is July 15, 2014.
  - i. Phone in benefits during open enrollment. Status?
  - ii. Merit/COLA
  - iii. Campus Positions. Hiring Freeze Status?
- B. Meeting with Dr. Perman is August 19, 2014.

### **IV. Old Business**

#### **A. Election of Member-at-Large**

Primary duties of the member-at-large is to order food (about one hour), attend all executive committee meetings (about 1 ½ hours once a month), and meet with Dr. Perman and Marjorie Powell (one hour alternate months).

#### **The Candidates:**

*Kevin Watson:* Is good at taking orders; good at taking complaints. He is really happy to be elected to the staff senate. He'd like to become the member-at-large because he is curious and interested in the effectiveness of the executive committee as they relate to campus leadership.

*Yimei Wu:* Has been a staff senator for the past three years. She has enjoyed working with the staff senate and is now interested in becoming more involved in senate activities. It was her idea to add more people to the member-at-large position.

*Roy Ross* (absent)

*Carl Jackson:* He is an administrative analyst in the SSW and he is honored and excited about being a senator. He has been encouraged to be involved in the staff senate and looking forward to learning about the executive committee, and on building on continued relationships.

Votes were received from 20 senators (out of 21 senators who were present; three senators in attendance were alternates). Carl Jackson was elected as the 2014-2015 member-at-large.

### **V. New Business**

#### **A. Committee Elections/volunteers**

Campus appointments are to already existing committees; senators represent the Staff Senate at these meetings.

- i. CUSS – Council of University System Staff is represented by all of the UMS campuses. The group meets monthly across the system on the 4<sup>th</sup> Tuesday from 10am – 2:30pm. Term is 2 years and mileage is reimbursed to primary member only but alternates can get reimbursed for mileage if they are serving in the primary member’s capacity.

Candidates for the one position available are: Kevin Watson, Amanda Azuma, Colette Beaulieu, Janet Nance-Richardson, and Cindy Hollis. Results of voting are as follows:

*Kevin Watson* – CUSS Primary Member  
*Amanda Azuma* – 1<sup>st</sup> Alternate  
*Colette Beaulieu* – 2<sup>nd</sup> Alternate  
Janet Nance-Richardson – 3<sup>rd</sup> Alternate

- ii. Parking – meets the 2<sup>nd</sup> Tuesday monthly; no meetings during the summer (July/August), at 3pm – 4pm. New members will be Angela Hall, Susan Holt, and Lois Warner.
- iii. The IT Steering Committee and the Work Life Strategies Committee may get deleted from the list of campus appointments. Confirmation on the President’s Outreach Council and the Community Engagement committees and any other inactive committees will need to be made before accepting senators to serve on any committees. Any committee determined to be inactive will be removed from the Campus Appointments list.

**B. Bylaw Review Committee – volunteers**

As discussed above, an ad hoc committee will be established and will be tasked with reviewing the bylaws every three years and/or when an issue arises that requires the translation/interpretation of the rules.

**C. Facilities Issues**

Vassie Hollamon and Mark Drymala from Facilities Management’s Operations and Maintenance unit will be invited to a future meeting to discuss recycling and any questions regarding facilities.

**D. Other Information**

An email will be sent to all senators regarding what committees are still operational. Sub-committee descriptions are on the staff senate web page.

An item for the August agenda will include discussing and amending an item that was previously discussed during the April meeting regarding the resignation error of a senator.

**Adjournment:** Motion was made by Laura Bell and seconded by Sandy Rollins to adjourn the meeting. Meeting was adjourned at 1:45pm.

Respectfully Submitted,  
Bernadette C. Taylor  
7/14/2014  
*(Amended and Approved 8/11/2014)*

UMB Staff Senate  
Open Meeting  
MSTF BIORESCO, 2<sup>nd</sup> Floor  
August 7, 2014

**Roll Call:**

**Present Senators:** Amanda Azuma, Colette Beaulieu, Laura Bell, Craig Boegner, Nancy Bowers, Bill Crockett, Colleen Day, Ken Fahnestock, Angela Hall, Susan Holt, Carl Jackson, Carol McKissick, Kate McManus, Janet Nance-Richardson, Sandy Rollins, Roy Ross, Nakiya Shurman, Bernadette Taylor, Lois Warner, Yimei Wu

**Excused Senators:** None

**Absent Senators:** Danielle Brown, Kiscia Cannon, Cynthia Hollis, Kevin Watson

Kate McManus called the meeting to order at 12:10pm.

- I. Revisions/corrections/approval to July 10, 2014 meeting minutes
  - a. The list should always include 24 senators (annotated as present, absent, or excused).
  - b. Cynthia Hollis was at the July meeting; she is listed as absent.
  - c. The word Bylaws is always one word.
  - d. Section V.C should be struck from the minutes.
  - e. Section V.D should indicate that Mr. Hollamon will be invited to “a” meeting and not the “September” meeting.
  - f. The July 2014 minutes were approved as amended.
  
- II. Remarks from the Executive Committee
  - A. The meeting with Ms. Powell was held on July 15, 2014. In Marjorie Powell’s absence, the Executive Committee met with Joe Smith, Executive Director of Human Resource Services. Minutes were distributed. No questions, additions, or corrections were noted.
  - B. The Executive Committee will meet with Dr. Perman on Tuesday, August 19, 2014 at 8am. Any questions or comments for this meeting should be forwarded to Kate McManus.
  - C. A food survey, developed by Carl Jackson, Member-at-Large, has been distributed to the committee. The purpose of the survey is to gauge food choices so that he can make fair decisions about what types of food to order for the Staff Senate meetings.