

UMB Staff Senate
Open Meeting
Saratoga Building Ground Floor Conference Room
November 6, 2014

Roll Call:

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

Excused Senators: Danielle Brown, Bill Crockett, Cynthia Hollis, Carol McKissick, Lois Warner, Kevin Watson

Absent: Senators: Kiscia Cannon

Visitors: Elisa Medina

The meeting was called to order by Chair Kate McManus at 12:00pm by introducing the guest speaker, Mr. Vassie Hollamon, Associate Director, Operations and Maintenance, in the Office of Facilities Management.

I. Remarks from Guest Speaker

Vassie Hollamon is a member of the Campus Sustainability Committee, and he discussed several key initiatives that are underway. The campus will implement the composting of animal bedding effective 11/7/2014. Mr. Hollamon explained that the University does not generate enough food services to warrant food composting; however, in the Howard Hall facility alone, over ¾ tons of animal bedding is generated daily. Mr. Hollamon is working with Vet Resources to facilitate the composting and as the program grows, other buildings that house animals will be included. Another key initiative is to change all campus fluorescent lighting to LED lighting. The campus has approximately 14,000 rooms and over 60,000 lights that will need to be changed to LED lighting. The cost for each light is \$30 which will be paid for in part through BGE rebates. A contractor will be used to do the re-lamping. An initial meeting with the vendor is scheduled for 11/18/2014.

On the Operations and Maintenance side, Mr. Hollamon said that over 30,000 work requests are completed annually. He oversees 180 housekeepers and 80 maintenance staff who cover 6 ½ million square feet of campus space. The University has purchased a professional shredder; O&M now has the ability to shred all paper. Approximately 40% of all waste on campus is recycled. Mr. Hollamon asked for feedback regarding services (good or bad) because he is committed to getting things right. He can be reached at vhollamon@af.umaryland.edu.

II. Revisions/corrections/approval to October 2014 meeting minutes?

A motion was made to accept the October minutes as written by Colette Beaulieu and seconded by Sandy Rollins. The October minutes were approved.

III. Attachments/Committee Minutes: October 21, 2014 meeting with President Perman and Jennifer Litchman, Sustainability Committee meeting

- a) All notes accepted as written.
- b) Agenda will be sent to Dr. Perman at least one week prior to the scheduled meeting.

III. Remarks from Executive Committee

A) Meeting with Dr. Perman and Jennifer Litchman – accepted as written.

- i. The AED machines should be in all police cars and all officers should be trained on the use of the machines by January 1, 2015.
- ii. Additional childcare options on campus continue to be explored but the process is moving slowly. Aphrodite Bodycomb who chairs the campus committee will try working through legislative channels to garner support as she believes that the support from the campus has become stagnate.
- iii. After carefully listening to the concerns generated by the Staff Senate about losing the ability to communicate directly with its constituents because of the new mandate that all communications be submitted to the Office of Communications to be distributed to the campus, Ms. Litchman explained that the Staff Senate is free to send emails directly to those we represent without having to go through the Communications Office.
- iv. Dr. Perman and Ms. Litchman are eager to help push the BOR Staff Awards program; they have agreed to meet with the deans and discuss the process with them.
- v. The Town Hall to discuss campus security was videotaped and the video is available on the campus homepage for viewing. It was determined that a portion of Pratt Street does not fall within the campus boundaries; however, a recent incident has caused the campus to rethink this boundary and will now ensure that this area is patrolled by campus police.
- vi. The Food Day Fair was very successful. The items that were donated by faculty, staff, and students generated enough supplies to supplement food to families through Christmas.

B) Upcoming Meeting with HRS, November 18, 2014

- i. Topics for discussion with Dr. Ward – any questions for discussion with Dr. Ward should be submitted to the Executive Committee. The next meeting with HRS will be on Tuesday, November, 18 2014 at 9:00am.

This will be a perfect time to discuss concerns about lack of response from HRS. Any concerns that are submitted should be clear and specific.

C) Staff Senate Monthly Meeting Speakers/Sites

December 4 – Executive Director Kevin Kelly, Government Affairs, Lexington Building, Room 02-110

January 8 - NO MEETING

February 5 - Dean Tobin, School of Law, Krongard Room, 1st floor, SOL

March 5 – Assistant Vice President Flavius Lilly, Academic & Student Affairs, location TBD

April 2 – Dean Barth, School of Social Work, location TBD

May 7

June 4

July 2

Consider inviting Jose' Bahamonde-Gonzalez from SOL and M.J. Tooley from Health Sciences Library.

IV. Old Business

A) Van Pooling

The Parking Office held an informational meeting to discuss van pooling called V-Ride. Vans can hold anywhere from 6 passengers to 15 passengers and the cost would be between \$800 and \$1200 monthly (that would be divided among the total number of riders). Emergency rides can be done once quarterly with reimbursement. Tony Green, transportation coordinator in Parking, is collecting names of those interested in van pooling. He can be reached at tgreen@af.umaryland.edu.

B) Parking and Transportation Services cashiers will be moving from the Pearl Garage to the lower level of the Campus Center effective November 17, 2014.

V. New Business

A) Staff Senate Newsletter

In discussions about creating a Staff Senate newsletter, it was determined that the first order of business would be to get an updated listserv; C. Beaulieu will coordinate this effort with help from the Communications Committee. K.

Fahnestock will send the Executive Committee a sample of a newsletter that was created in the past; the E.C. can use this template to generate ideas on how to create a current newsletter. The newsletter may be in the form of a blog or an official newsletter; either way, the newsletter will be an electronic version that will contain active informational links. Every member of the Staff Senate is expected to submit articles for inclusion. L. Bell volunteered to collect the information and create a page with input from the Communications Committee.

B) BioPark Tenants Meeting

C. Jackson attended a recent tenants meeting at the BioPark. He reported that the Proton Center is offering tours of the facility until January 2015. Also the School of Business at the BioPark is offering a part-time MBA program; an information session was held on November 7, 2014.

Carl also asked for input regarding food at the December 4, 2014 meeting. His suggestion was to have a pot-luck lunch; however, the group decided that it would be easier to order the lunch as usual and have people bring in desserts.

VI. Staff Senate & Campus Committee Reports

a) University Life – Craig – no report

b) Communications – Yimei

The Staff Senate Auxiliary has its first volunteers signed up. The Campus Communications Office has issued templates of flyers to use for campus-wide distribution. The SOP has developed a staff discount card process that the Staff Senate could help to promote so that all staff can get the benefits of the discount cards. A Blog is being created by C. Day. January is the target date to distribute the first newsletter.

c) Community Outreach – Laura

The Staff Senate will work with the campus Community Outreach division to collect items for children in schools within the Promised Heights community - James McHenry Elementary School, and George Washington Elementary and Middle Schools. New items for collection will include toys, books, crayons, and clothes. Details are still being worked out; however, the tentative agenda is as follows: 12/1 finalize the flyer; 12/1 – 12/12 accepting donations; 12/14 – 12/16 sort donations; 12/17 donations to be picked up by the schools' representatives. The Community Outreach committee will not collect items for Thanksgiving; instead, all efforts will be geared toward the campus-wide Christmas collections.

d) Policy/Legislation – Roy – no report.

- e) BOR Staff Awards – Colette
Information packets were distributed. Dr. Perman is eager to help promote the program. Meetings for this group will be mostly virtual.
- f) CUSS – Bill – no report.
- g) Faculty Staff Liaison – Carol – no report.
- h) Parking – Susan – no report.
- i) By Law Review Update – Bill – no report.

VII) Committees Assignments

SENATE COMMITTEES:

UNIVERSITY LIFE – **Craig**, Amanda, Nakiya, Ken, Janet
 COMMUNICATIONS - **Yimei**, Colleen, Nancy, Susan
 COMMUNITY OUTREACH - **Laura**, Lois, Sandy
 POLICY-LEGISLATION - **Roy**, Angela, Bill
 BOR STAFF AWARDS – **Colette**, Janet, Kiscia
 CUSS - **Bill**, Roy, Kevin, Alternates – Amanda, Colette, Janet
 FS LIAISON – Carol, Kate
 USGA – Kate
 Bylaws Review – **Bill**, Carl, Danielle, Lois

CAMPUS APPOINTMENTS:

PARKING - **Susan**, Lois
 PRES. OUTREACH COUNCIL - Laura
 SAFETY AWARENESS -
 UNIVERSITY EVENTS –
 SUSTAINABILITY -

Lois Warner motioned to adjourn the meeting. Roy Ross seconded the motion. The meeting was adjourned at 1:40pm.

Respectfully submitted,
 Bernadette C. Taylor
 11/12/2014
(Amended and Approved 12/4/2014)