

Staff Senate Meeting
April 2, 2020
12:00 – 2:00 p.m.

Call to Order

The meeting was called to order by Staff Senate President, Kristy Novak.

Attendees

Voting Members: Ayuk-Brown, Ayamba; Azen, Michael; Beaulieu, Colette; Boggs, Steven; Brightbill, Gregory; Buckingham, Kent; Edwards, Hillary Anne; Essien, Sharese; Fenwick, Christina; Gallico, Mary Beth; Hamilton, Jill; Hitch, Kecia; Hokenmaier, Sarah; Holt, Susan; Jackson, Casey; Keryakos, Riham; Lewis, LaToya; Novak, Kristy; Volberding, Jenn; Wakefield, Priti; Watson, Kevin; Wilson, Lakeisha; Zhang, Lei

Alternate Members: Barkman, Emma; Deitz, Allison; Phelan, Mary; Thomas, Janet

Absent Members: none

Establish Quorum (50% +1 = 12 voting members): Quorum is achieved at 22 members.

Approval of March Minutes

- A motion to approve the minutes without changes by Kristy Novak; 2nd by Greg Brightbill. Minutes were approved unanimously.

Guest Speakers

- **Bruce Jarrell, MD, FACS, Interim President, UMB**
 - UMB is participating with UMMS in preparing for surge with field medical center at the Convention Center. The center will hold over 250 beds and 1000 employees.
 - Information to be coming re: how UMB employees can participate as volunteers if desired.
 - Tents are set up on campus for testing; increasingly working to get more testing up and running.
 - University System leaders meet three times per week with Dr. Perman; USM is working collaboratively as a unit in many areas (for example, student fees)
 - Senior leadership remains committed to mitigating financial and other impacts on UMB employees.
 - All UMB employees are still being paid.
 - Expect huge impacts on revenue; hopeful for federal and state dollars to offset expenses. Will be meeting with Senator Cardin to discuss this issue.
 - Research has been significantly downscaled; will be putting that back up and running as soon as it is safe.
 - Working on setting up regular Town Halls for Q&A and on particular topics – more to come on that.

Questions:

- Kristy Novak: Many employees are feeling isolated. Is there anything in the works to recognize essential employees on campus for their extraordinary efforts during this time?

- Dr. Jarrell: Requests that Staff Senate brainstorm how we can recognize those staff members still working on campus.
 - Casey Jackson: Essential employees on campus have commented that the campus feels eerie and not necessarily safe with a reduced police presence.
 - Dr. Jarrell: Is not aware of any reduction in police presence; will follow up on this.
 - Matt Lasecki: Additional security officers are still being hired and in process of orientation.
 - Jill Hamilton: Do you know whether the Employee Assistance Program is overwhelmed, or able to handle the increased need?
 - Matt Lasecki: They have seen increased volume; working with them to make sure they have the resources they need, including reaching out School of Social Work where appropriate.
 - Dr. Jarrell: Student and Employee Health has been very busy tracing individuals with symptoms. There is a new hotline for this.
 - Elisa Medina: There is a COVID coping kit on the HR website.
 - Sarah Hokenmaier: You mentioned that there are plans in the works to include UMB employees in possible volunteer efforts that are needed. Will there be volunteer needs for administrative and other non-medical functions?
 - Dr. Jarrell: It is believed that there will be a large need for non-medical support. It is still being determined if/how this may be possible for UMB employees.
- **Matt Lasecki, Associate Vice President, Human Resource Services**
 - Field 20-25 calls on hotline daily and are addressing HR issues as they arise.

Guest Speaker

Elisa Medina, Manager, Career Development, Career Development at the University of Maryland, Baltimore

- See PowerPoint slides for presentation.
- To schedule an appointment, visit the HR website.
- Please share this information within schools about the availability of these services.
- Questions:
 - Kristy Novak: Many individuals have noted the need for career mapping within UMB. Are there any updates on this?
 - Elisa Medina: There is a Job Description Tool available on the HR website. You can view job families and the descriptions available there. Taking this further into a mapping/pathway is a project that we'd like to expand in the future. Also working on developing Communities of Practice to share opportunities and resources.
 - Jenn Volberding: If an individual is interviewing externally could they use you or your information as a resource?
 - Elisa Medina: Yes, Career Development is confidential. I will discuss whatever opportunity an individual would like to discuss.
 - Latoya Lewis: If your supervisor has identified that you're working above your level, is that a reclassification process and what is the timeline for that?
 - Elisa Medina: There is a reclassification process, it is handled by Compensation.

- Matt Lasecki: Generally, the evaluation of the position can be done in approximately one month. Paperwork should be provided by the supervisor.
 - Elisa Medina: If an employee would like to speak further about that process and how to discuss with your supervisor, I am a great resource.
 - Latoya Lewis: Is there a process for job rotations?
 - Elisa Medina: There is not a formal process, although it has happened in the past. It could be arranged with discussion with your supervisor.
- Closing note- a good antidote to uncertainty is planning. You may want to take some of this time to think about career planning.

Staff Senate Draft Strategic Priorities

- Overview
 - Committee Members: Steven Boggs, Christina Fenwick, Sarah Hokenmaier, Kristy Novak, Priti Wakefield
 - Meeting with Dr. Ward: he provided suggestions for the format and process
 - Draft document was provided to Senators
 - This is meant to be a framework – it is only a draft
 - We need: (1) input on the current draft and (2) additional objectives
 - This document will belong to the Staff Senate across time, though the individuals on the Staff Senate will change
 - Implementation
 - Hope to utilize existing committee structure for implementation
- Timeline
 - Finalize the document this Staff Senate term (by June 2020)
 - Begin implementing through Staff Senate committees next term (begin implementation July 2020)
- Format
 - Theme: The “WHY” – or the vision area/overarching category (with reference to UMB-associated theme)
 - Goal: The “WHAT” – describes what we would like to accomplish
 - Objective: The “HOW” – describes how we will get there
 - SMART Objectives: Specific, Measurable, Achievable, Relevant, Time-bound
- Reviewed examples from draft document; Discussion:
 - Kent Buckingham: In reference to Staff Councils in schools, we should let the schools drive the decision of whether to have a Staff Council – and not push that on them.
 - Kristy Novak: Agreed. The intent is to provide resources if schools are interested in a Staff Council.
- Next Steps
 - Review the full Strategic Priorities Draft Document
 - Discuss with Committees
 - Do you have edits or suggestions for the drafted Themes/Goals/Objectives?
 - Where can you include a SMART Objective that your committee will work on implementing?
 - Send edits, suggestions, and new SMART Objectives to Sarah Hokenmaier by April 23rd
 - Will discuss the new draft at the May Staff Senate Meeting

Old Business

- I Heart UMB Day

- This event will not take place, so a vote re: budget is not needed.
- Questions:
 - Ayamba Ayuk-Brown: Can we discuss the budget now so that we can ensure we have funds for I Heart UMB Day for next year?
 - Kristy Novak: Yes. The process for budget requests has changed this year. We will ensure that this is part of our request for next year.
- 2020 Staff Senate Nominations and Elections
 - 11 voting seats and 4 alternate positions available
 - Ad hoc committee: Hillary Edwards, Colette Beaulieu, Susan Holt
 - Timeframe:
 - Now: Updating website with election info and meeting schedule; this should now be up to date and communications in the works.
 - April 1-24: Will collect nominations
 - May : Voting and announcement of new Senators
 - June: New Senators invited to attend meeting; Executive Committee elections
 - July: Start of new term and Member-at-Large elections
 - Questions:
 - Will COVID-19 impact ability to vote or participate in election?
 - Hillary Edwards: The process of nominations and voting was already done online. Sharing communication may be impacted as we don't have the opportunity for in-person connection to get the word out.
 - Colette Beaulieu: We have done an in-person meet and greet in the past. We could do a virtual meet and greet for those who may have questions or are interested in running.
 - Kristy Novak: We will work on how to make the process as interactive as possible.
 - Kristy Novak: As a reminder: In June, we will be voting for Executive Committee positions.
 - Colette Beaulieu: Beginning at the May meeting, and continuing through the June meeting, we will accept nominations for the Executive Committee positions except for Member at Large.
 - Kristy Novak: If there are question about any of the positions, please reach out to the Executive Committee.

New Business Items

- Communication with Staff Not Represented by Staff Senate (Kristy Novak)
 - We have received questions from various individuals about how non-exempt and corporate employees (who we do not represent) can be involved in the Staff Senate.
 - We wanted to discuss with the Senate: Do we want to extend our communication to reach non-exempt and corporate employees (example: FPI and UMFDS)?
 - For example, Weekly Email Updates, Town Halls, etc.
 - Things to consider:
 - Certain staff have expressed concerns that they don't feel like they're part of the campus community because they weren't aware of Staff Senate and all we do.
 - Staff Senate does not represent non-exempt employees represented by collective bargaining, but non-exempt staff are included in most events and

professional development opportunities. Will advocating for these staff be seen as negotiation?

- Are these employees already getting communication through their departments?
 - Are all campus resources and events that we promote available to non-UMB staff?
 - There is nothing legal preventing us from communicating with all staff, but if we include all staff we would need to make certain communication is vague enough so there are no legal implications
- Discussion:
- Kent Buckingham: We should ask the Administration of that corporation who employs those employees whether they would like their staff to be included in communication efforts.
 - Kristy Novak: Yes, we will take those appropriate steps before moving forward with anything – but would like to know whether Senators think expanding communication is a good idea.
 - Susan Holt: Could we have tiered communication – so that depending on the topic, it would go out to different groups?
 - Casey Jackson: In the effort of promoting collaboration, we should be communicating with everyone on campus. I echo Kent’s comments that we should be sure that entity is okay with this first. Perhaps having a round table discussion with the entities would be helpful.
 - Colette Beaulieu: Agree that tiered communication is a good idea in theory, and we do always have the Elm. We have to be careful no to water down our efforts by including too many other people. We should very carefully look at our bylaws to make sure we are not violating what our charge is.
 - LaToya Lewis: It depends on what we are communicating. If we are communicating things that may not be applicable, it may cause confusion.
 - Mary Phelan: Having tiered communication may get messy, with blurred lines. We may be opening a can of worms by doing this. Maybe representatives from these groups could come to one of our meetings.
 - Kristy Novak: Getting the union involved may really be overstepping what we do. Maybe we could continue our communication with the Weekly Email to our targeted audience – and then post a summary of topics in the Elm. We could then post information on the Staff Senate website, which is open to all who want to visit it.
 - Christina Fenwick: We have to think about what events may be open to non-UMB employees so we are not providing a confusing message.
 - Casey Jackson: In my experience, multi-trades and environmental services staff don’t view the Elm – as they don’t work on computers during their work day. This topic is complex and would require more discussion.
 - Matt Lasecki: These are all great points. Based on current partnership during COVID-19, there may be more of an appetite for collaboration – so in the future may be able to take this further. There are two categories to consider:
 - Employed by UMB but not represented by Senate: Generally speaking, we can communicate anything we would like to entire university – as long as we are not discussing terms and conditions of employment.

There is some nuance to this, and we can discuss specific communications as needed.

- Corporate Employees: These are not state employees, not employed by UMB. There is more of an issue with communicating with these groups.
- Motion to explore ways to expand our communication to reach non-exempt and corporate employees on campus by Kristy Novak; 2nd by Jill Hamilton.
 - In Favor: 15
 - Against: 2
 - Abstain: 1
- CUSS Membership (Kristy Novak)
 - A question has come up about whether Senators not running for the next term be able to maintain their CUSS positions.
 - We will table this discussion for the May meeting to allow time to discuss and consider.

Committee Reports

- Community Outreach (Sarah Hokenmaier)
 - The Committee met jointly with the Faculty Senate Community Outreach Committee. We are working on compiling a list of opportunities to provide support during the pandemic. Examples include making thank you cards for UMMC providers and sewing masks. I will share the list with all of you when it is compiled.
- CUSS (Susan Holt)
 - Held first virtual CUSS meeting.
 - The Maryland General Assembly completed its work for the 2020 legislative session and adjourned on March 18, almost 3 weeks early. Most of the USM backed bills were given final approval. There is a possibility the General Assembly will reconvene towards the end of May to work on some unresolved issues.
 - FY2021 provides 2% January COLA.
 - Addressing some of the rumors we had been hearing, I asked the systems liaison if there were plans to layoff contractual workers. She responded that Central Payroll stated they were not looking at layoffs at the systems level at this time although individual campuses or agencies might follow their own plans.
 - Campuses are continuing to hire, some performing virtual interviews. Onboarding is a challenge but might be necessary to bring in essential staff. They are continuing to work out these issues.
- Policy and Legislation (LaToya Lewis)
 - We have a draft of the Handbook and will send to the Executive Committee for review. We will then share with the full Senate for discussion.
 - Kristy Novak: I would like to recognize all of the hard work done by this committee to put this together.

Staff Senate Liaison Reports

- Arts Council (Colette Beaulieu): The 1807 Journal is in the works and will come out soon. Those who have had their submissions accepted have been notified.

Adjournment

- A motion to adjourn the meeting by Kristy Novak; 2nd by Jill Hamilton.

Minutes submitted by: Sarah Hokenmaier, Secretary

Minutes approved: 5/7/20