

WELCOME TO THE SCHOOL OF PHARMACY

Meeting Minutes

October 1st, 2015

Present for Roll Call

Amanda Azuma, Colette Beaulieu, Colleen Day, Ken Fahnestock, Susan Holt, Carl Jackson, Elisa Medina, Janet Nance-Richardson, , Karen Underwood, Lois Warner, Pamela Wright, Nicole Barber, Riham Keryakos, Nakiya Schurman, & Carleveva Thompson.

Excused from Roll Call

Kiscia Cannon, Angela Hall, Carol McKissick, Roy Ross, Kevin Watson, & Sandra Rollins.

Absent from Roll Call

Marie Brown, Yimei Wu

Approval of the Minutes

The minutes of the September meeting were approved with no amendments or corrections, a motion was made by Karen Underwood to approve, and was seconded by Nicole barber ?.

Remarks from the Executive Committee

Executive Committee meeting with Joe Smith, Executive Director, HRS, September 28, 2015

Matt Lasecki will be the new AVP for HRS and will start at the University on November 16. The Staff Senate has invited Mr. Lasecki to attend the November 18, 2015 joint meeting of the Staff and Faculty Senates.

Joe Smith will be leaving the University on October 16, 2015. The Executive Committee thanked him for all his hard work on behalf of the Senate.

Susan McKechnie (need her title) from Financial Services also joined the meeting and will be joining future meetings with HRS to give the Executive Committee an update on policy changes that will be affecting Staff. Currently the policy on overpayment to employees is being reviewed.

Upcoming Training Opportunities for Staff

HR 101 for supervisors' classes are full and HRS is looking into adding more dates in January and February 2016.

Diversity Training is being offered on October 14 and as of the date of this meeting, the class still has openings.

The Management Essentials class being offered by HRS still has opening for the December 1 class.

October 13, HRS will be hosting a brown bag lunch seminar on Women and Retirement.

HRS is hopeful in FY17 that more money will be available for training and also making the current PDP more interactive and robust.

TALEO roll out has been slightly delayed and will happen in November for Staff and after the New Year for Faculty. HRS will notify staff via The Elm.

Open Enrollment begins on October 15 and will run for one month. The IVR is back this year. At the time of this meeting the new rates had not been posted, but no significant changes in the rates are expected.

The Executive Committee addressed concerns about W4's coming to schools for corrections when a new employee has been hired.

The Wellness Questionnaire deadline has been extended to December 31.

The Exempt Staff D Day timesheet is up as people need to be aware that HRS will now be stricter on people turning in timesheets on time.

The Executive Committee will be meeting with Dr. Perman later in October. Please send any agenda items to Colette before October 20th.

Colette welcomed Bill Crockett, former Staff Senator, who is working with the Bylaws Review Committee to update and amend the Senates current bylaws.

Colette gave an update of upcoming meetings and notified the Senate that Tony Green from Parking and Transportation will be at our February 4 meeting. She also reminded Senators that in the spring of 2016 the Senate will be asking for volunteers for the General Elections Committee who will oversee the 2016-2017 elections of new Senators.

Bylaws Review

The Bylaws Review Committee chaired by past President Carol McKissick has met several times over the summer and presented their proposed changes and amendments to the current Bylaws. Pamela Wright, from that committee led the review discussion.

The process of how the proposed changes and or additional amendments to the Bylaws was discussed and it was decided that the Senate would review the changes section by section for discussion.

See attached document UMBSS Bylaws Combo.pdf for more information about each proposed change and other suggested revisions by the Staff Senators at the October meeting.

Committee Reports

- Community Outreach Committee report our next community project is holiday gift collections that will benefit both the Ronald McDonald House and the YWCA: Druid Heights Transitional Housing. Information has been forwarded to Communications to get started on our Elm article. And something new - we will have a link for credit card donations on our Elm article and the Community Outreach web page. Donation bins will go out to various campus locations the week of October 12th-16th. Last day to donate will be Friday, December 11th. Delivery to those charities will be by Friday, December 18th. We would like volunteers to be in charge of a tote for their building. This would entail collecting and securing the donations, daily, and coordinating the pick-up at the end of the drive. If you are interested in helping, please pick up a tote from me today, and start saving paper boxes or any large boxes to store donations in and for delivery purposes. Thank you!!
- University of life Committee Meeting
Attendance: Carleveva Thompson, Nicole Barber and Pamela Wright
Objective: Reviewed the suggested committee tasks/goals and Committee Mission from the meeting on 8/6/15 meeting via the email sent out by Nicole
During the meeting, the committee discussed and/or recommended:
a-Staff Senate could establish an interactive link (e.g., update current link) on the Staff Senate website that would allow for staff to ask questions, concerns, make suggestions, etc. This interactive link would incorporate staff suggestions for new improvements.
1- a suggested process: the suggestions would be reviewed by the Staff Senate then forwarded to the appropriate contact person & School president, if warranted
2-an University wide suggestion box could be developed and instituted for staff to make suggestions to upper management.
b-identify a contact person and/or liaison in Human Resources to inquire about the possibility of leave donation for staff

c-discussed if the seniority issue as stated within the mission state is related to a person transferring from a contractual position to a full-time position.

This point needs clarification from Staff Senate body.

d-the time keeping change has been addressed by the new system taking place now to duty days

e-child care is now being handled through another University of MD entity.

f- parking-a parking issue was brought to the attention of a Staff Senate representative. The concern was that the parking fee continues to increase as well as safety concerns. Staff is parking off campus due to the increase in cost of parking but is confronted with safety issues. Suggestions were provided by the University of MD staff:

1-to do a survey of how many University of MD staff park off campus

2-could parking investigate the possibility of bringing all Staff on campus to park as a strategy to decrease safety issues

g-Staff morale-issues that may have impact on staff morale are as follows:

1-University computer systems-(such as Raven, etc.) they present challenges for staff and would suggest establishing User Groups to discuss possible solutions to assist in a smoother work flow

2-Conduct Social as well as Work-related activities university wide to increase Morale (e.g. such as Everyman Theatre on 10/1/15 at 7:30pm) and discussing issues that impact staff's work day.

3-invite the University of MD- IT staff to the User Groups & discuss how to be more effective and efficient 4-update link on website for UMB Staff

h-Discussed suggestion from last meeting on 8/6/15- Topic of the Month.

Goal: a staff member's story will be featured as a Success Story of the Staff Senate being able to assist in connecting the employee to the appropriate department and/or or person to resolve their issue. Also, this story is recommended to be featured on the Elm and/or Staff Senator's website.

i- discussed if this Committee services are still needed within the Staff Senate.

If so, the committee recommended Nicole as the Committee Chair.

➤ Adjournment

A motion to adjourn the meeting was made by Colleen Day & Susan Holt

Minutes submitted by: Amanda Azuma, Secretary

Approved by: