

**UMB Staff Senate Meeting Minutes**  
**620 W. Lexington St. – Room 02-111**  
**September 15<sup>th</sup>, 2016**

**Present for Roll Call**

- Nicole Barber, Steven Boggs, Kent Buckingham, Kiscia Cannon, Bill Crockett, Hillary-Anne Edwards, Ken Fahnestock, Angela Hall, Susan Holt, Carl Jackson, Janet Nance-Richardson, Mike Ruddock, Karen Underwood, Lois Warner, Kevin Watson, Pamela Wright, Nicole Miskimon, Sarah DiTizio, Lauren Hall & Kaya Smith

**Absent from Roll Call**

- Amanda Azuma, Colette Beaulieu, Riham Keryakos, Mona Kiriakos, & Jessica Rowe

**Minutes**

- July meeting minutes were approved with a motion made by Lois Warner and second by Pamela Wright.

**Greetings**

- Laurelyn Irving, PhD came to speak to the senate about her position as an Ombudsperson on campus. She provides a service that is outside of the HR and EAP process. She explains her services include mediation with coworkers and/or management, guidance on employee matters, help with other grievances. Her services are available for faculty and staff but not students. However, she is unable to help with Title XI type of situations and is unable to testify as a witness in court.

**Executive Committee Reports**

- Meeting with Matt Lasecki – July 19, 2016 - Any discussions or concerns of the staff is welcome to be addressed to Matt or Dr. Perman. Below are some concerns that were clarified for staff.
  - Availability of exempt jobs descriptions is coming, but there has not been a date set when job descriptions will be available on the UMB website for employees.
  - Each department has the ability to promote from within.
  - For employees to seek an increase in pay should contact the compensation department in HR. The direct extension number to the compensation department is x66338 (found by Kaya Smith after the meeting).
  - For an employee temporarily working in acting position(s), a supervisor can request pay for the employee acting in capacity of another position(s).
  - Staff Senate should consider an ex-official position for non-exempt employee not covered by collecting bargaining to serve the Senate.
  - Next meeting is October 18<sup>th</sup> with Dr. Perman.

## Old Business

- None

## New Business

- By-law Review: Pamela Wright passed out proposed changes. Per Bill Crockett, changes made in sections 4, 5-2, and 6 were considered technical changes and can be done at any time since they do not alter the meaning of the by-laws. Other changes were considered amendments and would need to be approved before changed.
  - Fixing numbering and/or heading is a technical change.
  - Copy of changes will be posted on web site before the October meeting
  - Reading of proposed changes to by-laws will be done at the October meeting and non-senate staff are welcome to attend the meeting.
  - Voting for the by-law changes will take place in the November meeting.

## Staff Senate Committee Reports

- BOR Staff Awards
  - The process will be more streamlined to ensure candidates are eligible to apply for the award before having to fill out a full application.
  - Promotion of the award will be increased to encourage employees to apply.
- Policy and Legislation
  - Would like to provide a mission statement the committee and send to Collette
  - Proposed to change the due date of reviewing the by-laws
- Community Outreach
  - Completed back to school drive with three boxes of supplies going to each of the 20 schools. Participation seemed light but was still successful. \$300 was raised and will be used to purchase school uniforms. Schools that have received their boxes have sent thank you notes to the staff senate.
  - Next year will extend the drive to a week after school starts as to gain more supplies and the schools will be more prepared to receive donations.
  - Next year school drive goal is to obtain enough donations to fill a school bus.
  - Next outreach drive will be the holiday gift/toy drive.
  - The staff senate would also like to partner with the CURE Scholars program and the Community Engagement Center by attending events and volunteering with the program if possible.
  - Karen Underwood presented an event for Young Women and Biology, a STEM event. The event information will be sent via email to the staff senators.
- Communications
  - Shared examples of communication templates and ideas for the staff senate.
  - The staff senate would like to provide
    - more photos of events
    - update the social media tools more frequently

- create calendar of events and promotions
  - come up with a clear definition and talking points for staff senate
  - have presence on front page of main website
- University Life
  - Would like to incorporate a list of accomplishments the staff senate has participated in
  - Create an event for all staff to meet and greet the staff senate and voice concerns and ideas.
- Campus wide Committee liaisons
  - Sustainability
    - The campus will be getting a new solar charged bike station. The bikes can be rented and taken to other bike stations in the city.
    - More lights have been throughout the campus, parking garages and Lexington Market area for safety
- CUSS
  - First meeting of the year was an orientation
  - There is a process in place to update and streamline tuition remission paperwork
  - Accolades: Dr. Hazel Jones-Parker is the winner of the BOR Award. 40 nominations were sent from UMB
  - Although CUSS oversees the nomination process, MD University Systems selects and delivers the award.

### Closing Remarks

- Thank you for your hard work in your committees and continue to promote the staff senate
- Early voting for any district in Baltimore City will be available on campus (October 27 – November 8)

### Adjournment

- A motion to adjourn the meeting was made by Lois Warner and second by Susan Holt.

Minutes submitted by: Kaya Smith, Alternate