

UMB Staff Senate Meeting Minutes  
Presidents Board Room  
June 1st, 2017

**Present for Roll Call**

Colette Beaulieu, Steve Boggs, Kent Buckingham, Kiscia Cannon, Bill Crockett, Sarah DiTizio, Hillary-Anne Edwards, Angela Hall, Susan Holt, Carl Jackson, Riham Keryakos, Mona Kiriakos, Nicole Miskimon, Janet Nance-Richardson, Jessica Rowe, Lois Warner, Kevin Watson, Pamela Wright, Kaya Smith, Mikki Coleman, Malinda Hughes, Yan Sun, Danielle Ward, Mary Beth Gallico, Monica Martinez, Dawn Rhodes, and Matthew Lasecki

**Absent from Roll**

Amanda Azuma, Nicole Barber, Karen Underwood, Nejima Celestine-Donner, and Angela Hines

Guests: Dawn Rhodes and Matt Lasecki.

**Minutes**

Meeting minutes were approved, with corrections made to attendance. A motion was made to approve the minutes by Susan Holt, and second by Pamela Wright.

**Executive Committee Updates**

The meeting with Matt Lasecki took place on May 22<sup>nd</sup>.

- The HRS and Staff Senate co-sponsored Employee Professional Development Day, scheduled for June 7, has over 125 registrants, two times more than last year. The Executive Committee requested that this event continue to be offered at least once per year and that the funding be made available to expand the program and amount of participants.
- The Executive Committee was asked if there were any changes to the tuition remission process and Matt said there were no changes.

Hiring Practices:

- Concerns that include job titles and pay do not match along with the check and balances of hiring employees was discussed. Matt's recommendation was to inform HR if employees encounter improper check and balances of hiring or paying employees.

## Evaluating Supervisors:

- A Senator asked the Executive Committee to inquire if evaluating supervisors is being considered and Matt indicated that it was not at this time. However, Matt added in the Staff Senate meeting that if evaluating supervisors were to occur it needs to be intergraded as a part of the PDP process.

## Status of the MOU

- Matt explained that the FOP would not agree to the MOU and at this time it is back in negotiation.

The next Executive Committee meeting with Dr. Perman will be on June 13th and items are needed for the agenda by June 8th.

## Old Business

### Elections Status

The elections have been completed with 489 votes cast for 10 open two year appointments and 4 one year alternate appointments from a pool of 27 candidates. There was only one inquiry during the elections which was a browser issue with the ballot URL.

The tallies were validated by Carl Jackson and Hillary-Ann Edwards. The results as follows:

The Senate has full representation from every school and central administration for the next term.

### Elected Senators (July 2017 – June 2019)

Kent Buckingham, SOD  
Kiscia Cannon, SOM  
Mikki Coleman, SON  
Sharese Essien, SOP  
Susan Holt, SOM  
Malinda Hughes, Graduate School  
Janet Nance-Richardson, SOL  
Kaya Smith, CITS  
Yan Sun, SOM  
Danielle Ward, SSW

### Alternates (July 2017 – June 2018)

Mary Beth Gallico, SOM  
Angela Hall, Admin and Finance  
Riham Keryakos, SOM  
Monica Martinez, SOM

All elected senators and alternates were emailed and accepted their positions. Also, those who did not make the Senate were emailed and encouraged to attend open Staff Senate meetings and run for a Senate seat next year.

A special thank you goes to Tom Connolly in CITS for helping with the ballot administration.

#### **Change in 2017-2018 senators**

Bill Crockett asked to serve his second year term as an alternate Senator, due to new responsibilities after being elected President of one of the professional associations he belongs to. This resulting in an open Senate seat. The highest voted alternate from this past May's election, Riham Keryakos, will serve the remainder of Bill's term ending in 2018.

#### **Executive Committee Nominations**

First round of nominations were held at the May 4<sup>th</sup> meeting for the next term executive committee (President, Vice-President, and Secretary):

Hillary-Anne Edwards – Nominated for President, nomination accepted.

Carl Jackson – Nominated for Vice-President, nomination accepted.

Riham Keryakos – Nominated for Vice-President, nomination accepted.

Amanda Azuma – Nominated for Secretary, nomination accepted.

2<sup>nd</sup> round of nominations were held at June 1<sup>st</sup> meeting

Kaya Smith - Nominated for Secretary, nomination accepted.

Each of the candidates then made a short speech informing the voting Senators of their qualifications and reasons why they should be elected to serve on the Staff Senate Executive Committee.

### **New Business**

#### **Executive Committee Elections Results**

20 Senate members (18 senators; 2 alternates) were present to vote for executive committee.

##### **President**

Hillary-Anne Edwards ran unopposed for President. Vote was conducted by a show of hands with: 20 – Yes; 0 – No; 0 – Abstained; resulting in favor of **Hillary-Anne Edwards**.

##### **Vice-President**

Carl Jackson and Riham Keryakos ran for Vice-President. Vote was conducted by paper ballot with the majority of votes in favor of **Riham Keryakos**.

### Secretary

Amanda Azuma and Kaya Smith ran for Secretary. Vote was conducted by paper ballot with the majority of votes in favor of **Kaya Smith**.

### Member at Large

Member at Large nominations were called with no nominations. Nominations will also be accepted and voted on at the July meeting.

### Open discussion

The floor was open to discuss the distribution of Staff Senate minutes after their approval. The following ideas were presented in order for the communication committee to follow-up and discuss possible next steps:

- Distribution through email
- Frequency of email once a month or once a week
- Promote using emails and e-boards
- Events should be promoted separate from Staff Senate meeting information
- An alias for sending Staff Senate email should be obtained from CITS
  - o Follow up with Dawn Rhodes as she volunteered to contact Peter Murray about obtaining an alias email.

### Committee Reports

#### **Council of University System Staff (CUSS): Reported by Angel Hall**

Topics discussed in last CUSS meeting:

- Creating a universal process of procurement and travel reimbursement across all University System of Maryland schools.
- How to detail, alter, or get rid of “other duties as assigned” in job descriptions
- CUSS will be on UMB’s campus on July 18<sup>th</sup>. You must register to attend. Registration will be posted online soon.
- There is no update on Board of Regent (BOR) winners
- There will be changes to the BOR packets/application process because of concerns of consistency of content received. Not all content have the same quality of information. More directions and or sample packet will be given to help complete the application.

**Policy & Legislation** – Reported by Nicole Miskimon. Nothing new to report. However, beginning to look into campus policies as the legislation season has wind down.

**Community Outreach** – Report sent to Senators by Lois Warner. Collection for Veterans Hospital patients has been extended to June 9. Collection bins are located in most buildings and some parking garages.

**Communications** – Report sent to Senators by Riham Keryakos. Also, she encouraged Senators to take photos of events that involve Staff Senate to post on social media.

**University Life** – No Report as stated by Nicole Barber through email.

### **Campus Wide Liaisons**

**Faculty Senate** – Colette attended the Faculty Senate meeting on May 24. The Faculty Senate is in the process of inviting all the Deans to present an update on shared governance in each of their schools. It was suggested by Colette that the new Executive Committee investigate the possibility of inviting Deans to present the status of shared governance and staff involvement at each of their schools during the next term.

**Business and Finance** – Dawn Rhodes was questioned about the user interface (UI) for the new Oracle system and assured the Senate the user interface will have ease of use. Also, there was a demo with other UMB users to test the UI before the selection was made. Furthermore, customizations will be minimal as the system is hosted by Oracle.

**Parking** – Angel Hall reported that Walter P. Carter will be demolished soon. Therefore, Fayette Street will be periodically shutdown between Penn and Arch streets. Also, garages will be power washed and painted so be careful moving through garages. June 20<sup>th</sup> is the next meeting with parking and transportation.

### **Staff Senate Recognition and Thank You**

#### **Colette Beaulieu (President)**

“This year I decided not to run for President in order to give others the opportunity to lead the Senate.

The year has been a great one and I would like to thank the Staff Senate for all their hard work. Under the direction of chair of the Outreach Committee, Lois Warner, we were recognized and awarded with the UMB Community Service Award. This past year I represented the Senate on committees that developed the new campus Strategic Plan and the new Facilities Master Plan. I also had the honor to represent the Senate at commencement. We have liaisons from the Senate serving on every campus wide committee that are influencing policy and procedures implemented by the campus. Our Senators are involved in leadership and mentoring programs. We continue to advocate for issues like campus safety, affordable day care, employee development and career advancement. We have worked successfully over the past few years to be a more active part of shared governance on this campus. Our relationships with Dr. Perman, his cabinet and the Faculty Senate are the best they have ever been. It is my hope that under

the leadership of the new Senate President that these relationships will continue to grow and that the Senate will continue to be an important part of UMB.

I would like to thank all the Executive Committee members.

- Carl Jackson for being a great Vice-President for a second year in a row.
- Amanda Azuma as Secretary, who did a great job in taking our Senate minutes for the past two years.
- Riham Keryakos as our Member at Large. Riham this past year has not only made sure that the Senate was well fed at our monthly meetings, but also organized our first Senate networking breakfast. She took over the leadership of the Communications Committee when the Chair left the Senate in February. She worked with Susan Holt and HRS on the Employee Professional Development day.
- Bill Crockett as Past President for giving great advice and making sure the Senate adhered to proper procedure in adherence to Robert's Rules of Order.

Also, would like to thank the Committees and their chairs.

- CUSS members, Amanda Azuma, Bill Crockett, Angela Hall and alternates Nicole Miskimon, Hillary Anne Edwards and Susan Holt for representing UMB at the USM level.
- BOR Awards Committee, chaired by Kiscia Cannon, for making sure that nominees selected by the committee represented the best of this university.
- By-Laws Review Committee chaired by Pamela Wright.
- Policy and Legislation chaired by Nicole Miskimon.
- Community Outreach chaired by Lois Warner and her committees hard efforts in organizing the donations and drives.
- Communications chaired by Riham Keryakos after Mike Ruddock left the university.
- University Life chaired by Nicole Barber.
- And to all the Senate campus liaisons who served on the various campus wide committees.

Lastly, thank you to my bosses Dale Prince and MJ Tooley for allowing me to be a part of the Staff Senate and serve as President for the past two and a half years”.

**Carl Jackson (Vice-President)**

“Thank you to Colette Beaulieu for being a wonderful President. Thank you to the Staff Senators for your efforts”.

## Closing Staff Senate Term

A motion to recognize and thank Colette Beaulieu, Carl Jackson, Amanda Azuma, and Riham Keryakos for serving on the Executive Committee was made by Bill Crockett and second by Lois Warner.

A motion to adjourn the meeting made by Lois Warner, and second by Riham Keryakos.

**Minutes submitted by:** Kaya Smith, Alternate