

Staff Senate Meeting April 4, 2019
President's Boardroom 14th floor Saratoga

Call to Order

Brought to order by President Hillary Edwards

Attendees

Voting Members: Rachel Beaudry, Colette Beaulieu, Kent Buckingham, Mikki Coleman, Hillary Anne Edwards, Sharese Essien, Mary Beth Gallico, Sarah Hokenmaier, Susan Holt, Malinda Hughes, Riham Keryakos, Nicole Miskimon, Kristy Novak, Kaya Smith, Yan Sun, Lois Warner

Alternate Members: Kevin Watson, Mary Phelan, Emma Schmidt, Janet Thomas

Absent Members: Steven Boggs, Christina Fenwick, Carl Jackson, Janet Nance-Richardson

Minutes

- Grammatical errors motioned to table approval until May meeting
- 1st Riham Keryakos then 2nd by Mary Beth Gallico

Welcome Guests

- Jonathan Bratt, Executive Director of Emergency Management
- Hayley Markmon, Manager of Operations in Emergency Management
- Brian Godette, University Ombuds

Committees

University Life (Kaya)

- After Meet and Greet all committee goals will be completed.
- Meet and Greet scheduled for Monday 4/22/19.
- Civility Campaign is underway with Mary Beth as the lead. University effort will focus on core values with Staff Senate being the leader of Civility. Meeting with Jon Kuscar 4/10/19 to further outline campaign. Great job Mary Beth!
- Great job to University Life Committee for all their hard work this year.

Policy and Legislation (Nicole)

- Legislative session ends on Monday April 8th.
- There is a \$10M cut to the increase budget of \$150M, therefore, the increase is \$140M. The \$10M cut will remain for now and future budget years.
 - o \$640k is directly under the chancellor's budget which impacts 104 employees that work in that office.
- There is 3% COLA for state employees.
- The Collective bargaining bill for the graduate research students. It was passed in the house and still waiting for the hearing. USM will be opposing this bill.
- Data privacy bill which was pushed by the state IT department. USM will be opposing it as well.
- Will forward the Assistant Vice chancellor newsletter to the Staff Senate.
- Reminder on .5% increase and \$500 bonus based on FTE % will occur next pay check.

Community Outreach (Lois)

- Had to reject a proposal of working with Brian Strudivant on outreach initiative.
- Guidelines for using the funding was formally understood. (more info in new business)

Communications (Colette)

- Meeting 4/4 2pm
- Will be working on Meet and Greet communications.
- Mary is working on the Staff Senate newsletter through the Elm. Work in progress.
- Thank you to those who manned the Staff Senate table during the wellness fair.
- Working with the elections committee on communications for the self-nominations and voting.
- Will send out information for the professional day at 8am on Monday 4/8.
- 1807 journal is in its final edits will find out who will be published soon.

Elections (Colette)

- Colette, Nicole, and Riham will be on the committee
- Thank you to the previous committee for providing checklist for the to-dos of putting together the elections.
- Contacted CITS and Communications for new registration website. It will be live April 15.
- There will be another website when the actual elections takes place.
- Riham is working with Mary to ensure announcements for the nominations are posted in the Elm.
- Working to get the meet and greet communications and logo for Staff Senate celebrating 25 years.
- Please email Kaya if you can't access SharePoint.

BOR (Mikki)

- The BOR nominees are all invited to the luncheon tomorrow. There were 3 people who were sent to BOR out of 9 applications.
- We may find out when people win tomorrow (4/5).
- Congrats to Sarah for employee of the month.
- Congrats to Hillary for employee of the month.

Liaisons Committees**Faculty Senate (Kristy)**

- Question: Should we have a member of the faculty senate to come to the SS meetings?
 - o They should appoint a faculty liaison to attend Staff Senate meetings.
- There was bill on the table for the Wheel Mobile.
- They will be sponsoring I heart UMB day.
- They are currently going through elections.
- Dr. Ward came in to discuss about consensual relationships and thanked everyone for their feedback.
- Matt Lasecki came and discussed strategic plan and short term hiring for faculty.
- Question: Can you provide a list of faculty members on the senate
 - o <https://www.umaryland.edu/faculty-senate/>

Climate and Engagement Survey (Nicole)

- The survey has been completed. Gallop is analyzing data.
- Training was done to for members to be Engagement Champions for the results of the Climate and Engagement Survey.

- Any school or department that wants to improve based on the results they can use an Engagement Champion to help facilitate improvement strategies.
- Matt will be using Staff Senate as a means to also be Engagement Champions

Sexual Task force Appointment

- Rachel will be on the committee

Executive Committee (Hillary)

- Impressed with Mary Beth on the Civility campaign
 - o Will be requesting resources from some senior leaders to push initiative forward
- Comment (Mary Beth): This is the Staff Senate initiative and we should keep up the communication and this is only the beginning to open doors.
- Meet with Stephen Hollowell
 - o Please use the proper term of Security Officers when addressing officers in buildings.
 - o Reiterating the need to be aware of your surroundings.

Ombuds Department (Brian)

- Will love to help with the civility campaign
 - o Comments (Mary Beth): Thank you so much for your contributions. We understand that you received 90% of issues about dealing with civility. Looking forward to working with you.
- Question (Janet T.): We have breakfast talks in parking. Would you be willing to come and speak with the department?
 - o Would love to participate and will talk to Janet after the meeting.
- Question (Mary Beth): What can you do in order to expand talks around campus?
 - o Discuss information as it relates to the services that are provided at in the Ombuds' office.

Question (Colette): Does parking and transportation work the city policy in order to allow people to get out of parking garages for big events such as today (Orioles Opening Day)?

- They do work together, but will follow-up about the concern.
- To-Do (Hillary): will send an email to Chief Cary and parking about the issue.
- Parking meeting will have a meeting 4/9.

CUSS

- Information will be provided on SharePoint.

New Business

- Voting
 - o I heart UMB Day sponsorship - \$500
 - Motion to vote 1st Lois and Sarah 2nd
 - Quorum met with 17 voters
 - Yes - 16; Nay - 1; Abstain - 0
 - Table information about future budget
 - o Meet and Greet - \$300
 - Motion to vote 1st Kaya and
 - Yes - 17; Nay - 0; Abstain - 0

- Open Discussion for May
 - o Strategic plan
 - o Staff Senate auxiliary members
 - o Robert rules and Parliamentary
 - o Executive committee nominations (President, Vice-President, Secretary, and Communications)

- To-do: Follow up with Chief Cary on the shooting and open forum/advertising of Pizza/coffee with the chief (Hillary)

- Open discussion Community Outreach Fund
 - o It was found we cannot provide monetary donations to the schools.
 - o Brian is providing a wish list of schools and their supplies.
 - o Guidelines were established
 - Funds will only be used for normal drives.
 - If there are new requests, they will be brought to the Staff Senate for voting.
 - o Question (Mary Beth): Clarification on purchasing things for the schools is allowed?
 - Yes, you can also purchase and be reimbursed. Original receipts need to be attached to the requests.
 - o The surplus is from prior years and rolled over.
 - o Question (Colette): Are we planning on spending all of the surplus?
 - No, we leave a little in order to get other supplies for the committee.
 - Will have verbiage on the website on how money is spent.
 - Will there be other outreaches like the VA that will be used?
 - Not for this surplus as the funds were for specific initiatives such as the school drives and holiday drives. But future campaigns can include VA.
 - o Question (Kaya): Do you have an idea of what percentage or amount you will be spending of the \$2700?
 - Hoping to save \$500. But it could be more depending on the request of the wish list.
 - o Comment (Mary Beth): Wants to donate to the fund. And sees the value and that there is a sustainability of this fund.
 - o Would still like to do a veterans drive over the summer. Starting at the beginning of FY 20
 - o Suggestion (Lois): A way to acknowledge those who would like to speak use the table top names by putting it up so that people will know they would like to speak during an open discussion.

- Open Discussion on Strategic Plan
 - o Will be tabled for May meeting.
 - o To-do (Hillary): Will be sending out more information on planning and creating a strategic plan.
 - o Comment (Mary Beth): This would be a good idea to move forward in generating a strategic plan.
 - o Comment (Sarah): Should look into the idea of expanding the number of senators.
 - o Comment (Nicole): Should look into the mission of Staff Senate and University.
 - o Comment (Kristy): Try using technology to promote the Staff Senate and strategic plan.

- (Colette): There are limitations to the website because of working with communications.
- Comment (Colette): Establish an ad hoc committee on procedures.

Adjournment

- A motion to adjourn the meeting by Susan Holt, seconded by Lois Warner

Minutes submitted by: Kaya Smith, Secretary