

Staff Senate Meeting October 3, 2019
President's Boardroom 14th floor Saratoga

Call to Order

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

Attendees

Voting Members: Beaulieu, Colette; Boggs, Steven; Brightbill, Gregory; Buckingham, Kent; Edwards, Hillary Anne; Fenwick, Christina; Gallico, Mary Beth; Hamilton, Jill; Hokenmaier, Sarah; Holt, Susan; Keryakos, Riham; Lewis, LaToya; Novak, Kristy; Wakefield, Priti; Watson, Kevin; Wilson, Lakeisha;

Alternate Members: Jackson, Casey; Deitz, Allison; Phelan, Mary

Absent Members: Ayuk-Brown, Ayamba; Essien, Sharese; Hitch, Kecia; Volberding, Jenn; Warner, Lois; Zhang, Lei; Azen, Michael

Establish Quorum (50% +1 = 12 voting members): Quorum established with 16 voting members

Welcome and Introductions

- Kristy Novak offered words of welcome to staff attending the meeting as observers.

Approval of Minutes

- September Meeting Minutes:
 - One change noted to page 2: misspelled 'unanimously'.
 - A motion to approve the minutes with changes made by Hillary Edwards, 2nd by Priti Wakefield.

UMB Human Resources – Goals for the Coming Year *(Matt Lasecki)*

- Shared goals of the HR Annual Operating Plan
 - Employee Recognition - core values integration
 - Leadership Development - core values integration
 - Recruitment - core values integration
 - Onboarding - core values integration
 - Evaluation – core values integration
 - HR development
 - Climate and Engagement survey
 - Hiring process for C1/Adjunct
 - Hiring process for grant positions
 - Internal development system for high turnover positions
 - FMLA process
 - Cloud HR Plan
 - Labor relations
 - Annual compensation review
 - Off-boarding
 - SPS implementation
 - HR Dashboard
 - Standardize job descriptions

- HR website
- Contact the Executive Committee if interested in learning more about or participating on workgroups to address any of the goals.
- Question from Greg Brightbill: Maryland recently passed legislation re: at-will employment; how does this change what we're doing now?
 - Matt Lasecki: This is limited to staff represented by collective bargaining unit. A University of Maryland System policy is being developed. When approved, will provide more information about how UMB will be impacted.
- Question from Greg Brightbill: Maryland legislation recently passed allowing gender selection of 'X' on state IDs. How will this impact how gender data is collected in UMB systems?
 - Matt Lasecki: Working to draft a policy on this and determine how to implement this change with UMB systems.
- Question from Mary Beth Gallico re: recruitment: Has HR considered a coaching program for managers who are recruiting/hiring?
 - HR has reviewed research in this area and will be passing on this information to the schools.
- Question from Casey Jackson: Are you considering sharing results of Staff Senate survey when Climate and Engagement survey results are shared?
 - Matt Lasecki: Would be interested in looking at these results alongside the results of the campus survey. It's possible to include Staff Senate when meeting with Gallup about future surveys.

Committee Reports

- Board of Regents (Co-Chairs: Riham Keryakos and Jenn Volberding)
 - Announcement for nominations will be on eboards and social media in the next week
 - Will reach out to HR to request employee of the month and year winners in the last year in order to encourage them to apply for the Board of Regents staff awards
 - Will request an email from Dr. Perman encouraging nominations
- Communications (Chair: Hillary Edwards)
 - Updated civility campaign website
 - Will be working with Community Outreach for Thanksgiving food drive
 - Contact Hillary if anything needs to be edited on the website
 - Question from LaToya Lewis re: committee member updates on website; Hillary will work on updating this
 - Question from Riham Keryakos on SharePoint: information from previous committees is not showing up. Sarah Hokenmaier will work with Riham to try to address this.
- Community Outreach (Co-Chairs: Lois Warner and Jill Hamilton)
 - Will be collecting for CURE families and PALS families for Thanksgiving drive
 - Faculty Senate is interested in working with us on community outreach efforts
- CUSS (Susan Holt)
 - Learned about UMBC non-exempt staff senate
 - BOR awards have been distributed
 - Online tuition remission will be rolled out this year
 - Date change for employee retirement: December 31st
 - Lunch with UMB emotional support dog on campus
 - Working on gathering information on telecommuting policies across campus
 - Working on gathering information re: Ombuds at all campuses

- Advocacy Day: February 19, 2020 (there will be a back-up day)
- Policy and Legislation (Chair: LaToya Lewis)
 - Decided on committee mission statement
 - Plan to work on a Staff Senate handbook
 - Would like to discuss the idea of Auxillary membership with Staff Senate
 - Jill Hamilton: supportive of this idea, especially to help with community outreach
 - Sarah Hokenmaier: In 2014, Staff Senate voted to establish a volunteer arm of auxillary members; it was never put into practice.
 - Mary Beth Gallico: would like to review a draft created by the Policy committee
 - LaToya Lewis: looking for ideas about length of term, how to organize, etc.
 - Greg Brightbill: DAC has a similar model. Non-DAC members are allowed to be on sub-committees. Could look to their policy as an example.
 - LaToya Lewis: Interested in providing pin or t-shirt to the volunteers
 - Kent Buckingham: Do we need to set guidelines in terms of who should be allowed to participate?
 - Collette Beaulieu: I don't believe there would be any issue with non-exempt employees participating since they will not be voting members. Back in 2014, it was discussed that there would need be a discussion with supervisors regarding time spent by employees on this initiative.
 - Kristy Novak: This could be a form that is created, or some standard language.
 - Riham Keryakos: Suggest when we announce volunteers, could provide certificates as acknowledgment of their participation.
 - Kristy Novak: In summary, a one year term is appropriate; need language for discussion with supervisors; think about recognition and defined role.
 - Steven Boggs: Would like to learn more about the legislation discussed earlier re: at-will employees. Request that the Policy Committee and the Executive Committee review the legislation closely to get a clear understanding.
 - Kristy Novak: The Executive Committee will follow up more on this.
 - Greg Brightbill: Will share the bills with the Staff Senate.
 - Christina Fenwick: This discussion will be tabled pending further review of the legislation.
- University Life (Chair: Mary Beth Gallico)
 - Discussed results of Staff Senate Climate Survey
 - Would like to review recommendations and conduct a listening tour to learn more about the issues raised by the survey; Will work with each school to pull together a group of interested staff for this discussion
 - Prior Senator interesting in helping to facilitate the process
 - Would like to help facilitate the Town Hall to be held in January
 - Working to coordinate future Staff Senate meetings in each school (coordinate w/ Mary Beth Gallico)
 - Need help for SSW: Christina Fenwick
 - Need help for Pharmacy: Jill Hamilton
 - Need help for Law: Steven Boggs
 - Professional Development Day: Committee would like to help with planning for this
 - Civility Campaign
 - Working with Communications Officers in each school
 - Please take the pledge if have not yet done so

- Discussed incorporating civility workshop into UMBrella coaching program
 - Working with HR re: developing civility training/coaching program for managers
- Executive Committee (Kristy Novak)
 - Update from meeting with Dawn Rhodes
 - Offered to have representatives come speak to the Senate on various areas including (not limited to): appreciation for Environmental Services employees; Cost for shuttle for employees; Child care discounts
 - Kristy Novak will invite Dawn Rhodes to a future meeting; please send questions in advance.
 - Update from meeting with Matt Lasecki
 - Discussed items that were shared earlier in the meeting today (see above)
 - Send the Executive Committee questions/items for meeting with Dr. Perman by 10/14/19.
 - Reminder: Chairs post notes/updates on SharePoint
 - Kristy Novak will speak at President's Symposium along with Faculty Senate President re: Shared Governance and Incorporating Core Values. Will share the link to register.

Staff Senate Liaisons Reports

- Faculty Senate:
 - Liaison is Amy Daniels from SON; she will be attending future meetings
 - In process of setting up committees to carry out work of their senate; may ask for our feedback
- DAC:
 - Discussed disseminating results of Climate and Engagement Survey; reviewing data to develop presentation
 - MLK Day February 5, 2020; CURE Scholars will present posters
 - Staff Senators encouraged to attend
- Safety Awareness:
 - Learned about police training
- Arts and Culture Council:
 - Will begin taking submissions for 1807 Journal (through November)
- HR Learning and Development Advisory Board:
 - Matt Lasecki's earlier presentation covered most of this (see above)
 - Suggest looking on the HR website at the new search tool for exempt positions
- President's Task Force on Sexual Harassment
 - Recommendations presented to Dr. Perman
 - Dr. Perman will present thoughts on these in letter to UMB community
- Sustainability
 - Will be reviewing/sharing environmentally friendly practices for labs

Old Business

- Strategic Planning Process
 - Volunteers include: Steven Boggs, Priti Wakefield, Sarah Hokenmaier, Kristy Novak, Christina Fenwick
 - Will work with volunteers to set up a time to discuss next steps
- Speaker Request Form
 - Greg Brightbill: developed a draft form for speaker requests

- Available at: <https://umbforms.wufoo.com/forms/umb-staff-senate-guest-speaker-form/>
- Direct those interested to this form moving forward

New Business Items

- January Town Hall Event
 - Will invite UMB leadership to participate on panels
 - Possibly work with faculty and student senates to plan jointly
 - Working to determine availability of leadership in order to confirm date
 - Will reach out to University Life Committee to help with planning
- Other New Business
 - Kristy Novak: Please remember to share this information back to your school and colleagues
 - LaToya Lewis: Vending machines are not available in each building; we can add this question to the meeting with Dawn Rhodes.
 - Lakeisha Wilson: Feedback from staff on Title IX Training. It is confusing, bulky, multiple modules; Who can this feedback be shared with?
 - LaToya Lewis: Office of Accountability and Compliance is the appropriate place for feedback to be shared. There is a minimum number of contact hours required for training.
 - Priti Wakefield: One of the trainings for supervisors has been assigned to non-supervisor staff.
 - LaToya Lewis: Will take this feedback back and bring back a response.

Q&A with Chief Cary

- Introducing Lexi, comfort dog on campus
- She has a scheduling page if interested in having Lexi at an event

Questions

- Q: A person was hit at Fayette and Arch, any update on the condition of the individual?
A:
 - No update at this point
 - Working with City to conduct a traffic study at that intersection to address these issues
- Q: In light of incident at bank in hospital recently, how will communication between UMB police and hospital security be addressed moving forward?
A:
 - UMB did provide information to the community on this incident, although it is the jurisdiction of the City, not UMB
 - Will be rolling out an education piece on UMB alerts
 - Text alerts are for imminent threats to the campus community. Studies show that sending too many text decreases the likelihood of students and employees following the information. UMB reserves the text alert systems for imminent threats.
 - Information shared in other outlets: website, Facebook, etc.
- Q: Suggest an educational session on Clery Reporting.

- A: In the process of rolling out a communications plan. When that is clear, will roll out an education piece.
- Q: Many employees travel from campus across the city for issues. With this in mind, information on issues happening around campus are still relevant for employees.
 - A: Social media is a good avenue for this kind of communication.
- Q: Street parking is not efficient – there is often large space between cars. Could spaces be painted?
 - A: This is something we can suggest to Baltimore City
- Q: Is there a place online where employees can find archived information about incidents that have happened?
 - A:
 - Plan to send out a Chief’s Newsletter to follow up on issues.
 - Crimereports.com available on website
 - Can always call UMB Police with questions
- Q: Is it possible to post campus police phone number clearly on campus?
 - A: Working on that with UMB Communications
- Q: Is there a plan for more blue light phones?
 - There’s a plan to upgrade all blue light phones
- Q: How often are areas of campus patrolled? Employee at Greene Street encountered a person around 7 a.m. and felt uncomfortable.
 - A: There are currently patrols there. However, moving forward will be adding a substation at 100 Greene Street.
- Q: Camera on the corner of Greene and Fayette- who does it belong to?
 - A: Access is shared for these cameras between City and UMB

Adjournment

- A motion to adjourn the meeting by Jill Hamilton, 2nd by Priti Wakefield.

Minutes submitted by: Sarah Hokenmaier, Secretary

Minutes approved: 11.7.19