Staff Senate October
Meeting Minutes
Thursday, October 7th, 2021 - 12:00 p.m. – 2:00 p.m.
Virtual Zoom Meeting ID: 992 9293 3194 - Passcode: 636246

Call to Order
The meeting was called to order by Staff Senate Vice President, Gregory Brightbill

Voting Members:
Irene Amoros, Gregory Brightbill, Edress Brunson, Timothy Casey, Taylor DeBoer, Allison Dietz, Aaron Graham, Jill Hamilton, Keica Hitch, Susan Holt, Jillian Iffland, Latoya Ludd, Mary Phelan, Shawnta Privette, Shilpa Shah, Sherece Singleton, Priti Wakefield, Lei Zhang, Jade Grant, Thomas Hockensmith, Sarah Jackson, Lakeisha Wilson

Non-Voting Members:

Alternate Member:
Leadership: Dr. Bruce Jarrell, Dr. Diane Forbes Berthoud
Guests: Christopher Rhodovi
Absent Members: Ayamba Ayuk-Brown, Christina Fenwick, Kristy Novak, Nancy McDowell

Establish Quorum (50% +1 = 13 voting members): Quorum is achieved at 23 voting members

Welcome and Leadership Update
• Greg Brightbill welcome everyone and thanked them for joining the meeting
• Dr. Bruce Jarrell’s updates:
  • Dr. Roger Ward is the Provost and Executive Vice President of UMB effective immediately.
  • Search for the Dean of the School of Medicine – the committee has been established and met, the search firm will be working to identify candidates
  • Search for the Dean of Law – a committee has not been established yet. Dean Tobin will step down as of June 2022.
  • Face to Face is today with Dr. Diana Forbes Berthoud at 2pm.
  • President Jarrell’s Inauguration – November 5th 10:30am – Due to Covid-19, it will be in a tent outside of the Saratoga building.

Approval of September 2021 Meeting Minutes
• Correction: The Staff Senate Letterhead template was missing Edress Brunson’s name.
• Motion to accept minutes (with correction) for approval 1st Latoya Ludd and 2nd by Keica Hitch
• Motion passed Unanimously

Staff Senate Mission: “We advocate on behalf of UMB staff with regard to University policies and procedures that affect eligible employees; work environment and staff morale; and issues impacting wages, benefits, and working conditions. We also lead many University-wide community outreach activities.”
Executive Committee

- President: Christina Fenwick
- Vice President: Gregory Brightbill
- Comm. Officer: Ayamba Ayuk-Brown
- Secretary: Jill Hamilton
- Member at Large: Mary Phelan
- Past President: Kristy Novak

Staff Senators

- Irene Amoros
- Edress Branson
- Timothy Casey
- Taylor DeBoer
- Allison Dietz
- Maria Drayton
- Aaron Graham
- Jade Grant
- Kecia Hitch
- Thomas Hockensmith
- Susan Holt
- Jillian Iffland
- Sarah Jackson
- Laytoya Ludd
- Nancy McDowell
- Mary Phelan
- Shawnta Privette
- Shilpa Shah
- Sherece Singleton
- Priti Wakefield
- Lakeisha Wilson
- Lei Zhang

New Business Updates

T-shirts & Staff Senate Photos
- Staff Senate has purchased new t-shirts for each Staff Senator to increase awareness and engagement about the Staff Senate here on the UMB campus.
- December group photo is postponed until further notice. Please submit a fun picture of yourself in your Staff Senate t-shirt.
- The pictures can be fun and things that bring you joy. These are due to Gregory Brightbill by October 14th, 2021.

Feedback regarding in-Person Meetings in the Spring of 2022
- Postpone in person Staff Senate meetings until further notice.
- When the Executive Committee finds out more, they will let Senators know.
- Advance notice will be given if and when this changes.
- Meetings will be virtual via Zoom until further notice.

Staff Senate – Engagement – Outreach
- The UMB Arts & Crafts show is now virtual. Staff Senate will no longer be able to have a table at this event.
- Hand sanitizers have been purchased to give to staff – use this as an opportunity to engage with the UMB community about Staff Senate.

Question and Answer Session with Dr. Diane Forbes Berthoud Chief Equity, Diversity, and Inclusion Officer and Vice President

Dr. Forbes Berthoud is currently working on assessing the Diversity Landscape on the UMB campus, what is the current experience of faculty, staff, and students.

Question: How will UMB measure ourselves? What will we do to bridge those gaps?
Response: Develop a hub for data without compromising anonymity and confidentiality. Understand how our numbers work and the depth of why people/certain populations are separating from the University. Send out surveys for feedback so voices can be heard.

Question: In defining DEI, is there a guideline for what groups you are focusing on?
Response: UMB does collect race and gender data, LGBTQ, military background, persons with disabilities, immigration and cultural groups, and first in family to earn a professional/graduate degree.

Question: Will you be able to come to departments to find out what each DEI officer in each school is doing at this time?
Response: Yes, someone from my office will be able to attend to find out what we are doing on campus and how well we are doing it.

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Question: The Returned to Campus/work flexibility - exposes some inequities between departments, days they need to be here – it is different between each school. It appears each school is siloed about this process.

Response: There have been discussions about the return to campus with the Leadership. The goal is to administrate as equitably across all 7 school. I have heard disparity between staff and faculty as well. Where these disparities are seen and how to elevate them.

Question: Recruitment of staff to have the most diverse population, in the final state, we do not have the most diverse groups. Some areas to fill positions, they don’t consider having the finalist person. The person gets selected because they are part of a population only. For example, 5 candidates, none are from a diverse population. Do we continue to search for others to be included in the job search?

Response: Pre-entry to Exit – every stage of recruitment, every step of the way, DEI needs to be included. At every stage, this is a concern. It is worth stopping the search to figure out what is lacking and to monitor what is going on and stop the process and use the tools to track and map this.

Committee Updates

Board of Regents: Susan Holt
- We are presently collecting nominations through December 5th. Dr. Jarrell has sent out an email to the Deans asking them to encourage their schools to nominate deserving staff.
- We currently have one nomination and are looking at other ways to advertise.
- Please make sure you encourage your constituents to nominate someone, or themselves for this prestigious award.

Citizen Advisory Committee Meeting: Susan Holt
- The Citizen Advisory Committee which includes Chief Leone as well as Faculty, Staff and Student shared governance representatives, meets the third Monday of the month.
- We polished up the Campus Safety Survey which should go out soon after some edits.
- Safety concerns have been reported by the School of Medicine and hospital employees at night. Some garages feel remote and need more visible security around Lexington and Greene.
- We discussed Blue light Phones vs. Cell phone APP. The consensus is that both are needed because one of the most reported crimes on campus is stolen cell phone.
- We discussed safety in the crosswalks. Issues are both pedestrians and car related. Fayette and Arch Street is a problem, traffic comes from cars are leaving the Veterans Administration and Pearl Street Garage, merging into traffic at the bottom of a hill.
- Meanwhile, patients from the Dental School have been witnessed crossing the street against the light, because they are under the impression that the traffic is supposed to stop for them.
- Some possibilities discussed were traffic calming, signage and repainting the crosswalks. The later needs to be completed by the City of Baltimore. Cellphone dead zones were brought up and will be discussed with the Office of Emergency Management.

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COMMUNICATIONS: Ayamba Ayuk-Brown & Jade Grant
- If there is feedback about the newsletter, please share. If there are any additions for the next newsletter, please let a member of the Communications committee know.

COMMUNITY OUTREACH: Taylor DeBoer & Aaron Graham
- Moving forward with Thanksgiving Drive. The drive is virtual again this year. Donations will be collected online, and purchases will be made through Amazon.
- The food will be shipped to UMB and volunteers will pack the boxes on Monday November 22nd and November 23rd (if more time is needed). Taylor and Aaron will let Staff Senators know more as we get closer to this date.
- Expecting to serve 250 – 300 families with these donations.
- School supplies are being purchased from the donations submitted in August/September.
- Thank you to everyone who donated for the School Supply Drive.
- The Holiday Toy drive will be in November & December. Stay tuned for more information.

COUNCIL OF STAFF SYSTEMS: Susan Holt
- On September 14th CUSS met virtually at The University of Baltimore.
- President Schmoke welcomed us and discussed their rebranding. The purpose is to mitigate the confusing with their very similar sounding name to UMBC, UMB and College Park. UB is now UBalt and referred to as THE University of Baltimore. UBalt continues to focus on being a premier regional institution for career advancement.
- Open Enrollment will begin Monday, 10/18 and end Friday, 11/12. Information will be communicated in the coming weeks. Between now and then, make sure you sign into Workday to view your current elections and change your password if required so that you’re ready for open enrollment.
- The USM Training Committee is coming together to bring back National Health Education Week (NHEW) from October 18 – 22, 2021 to the USM. This week of workshops will focus on mental health, physical health, and wellness education. USM Institutions and Guidance Resources will be offering live webinars for employees on topics such as navigating virtual work during the pandemic and incorporating fitness into your daily life.
- We’ve consolidated our committees from 4 standing committees to three: Awards and Outreach (replaces BOR Staff awards and Communications) Legislative Affairs and Policy, and Staff Resources and Special Projects (replaces Benefits and Compensation committee). We discussed our goals for the coming session and will report our progress at the monthly meetings. All committees (except for executive committee which co-chairs all the other committees) meet during the CUSS meeting.
- Some of the issues that are being taken up this year are:
  - Promoting CUSS and the BOR Staff Awards through social media, newsletters, videos, and PowerPoint.
  - Addressing staff needs and resources in a new hybrid work environment.

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- COVID-19 Communication: create ways for staff to communicate concerns, develop templates and general language for staff to advocate for themselves and the institution
- Tuition remission fees (are they duplicated for home campus? For example, are you paying for parking on your campus and also parking as part of student fees) That is something that we are addressing and doing research on now. Our next meeting will be held virtually at Frostburg later this month.

Policy and Legislation: Priti Wakefield
- Discussed the need for more clarity in the telework policy for the Staff Senate handbook.
- Requesting what the Staff Senate would like the committee to review this year?
- Greg answered the question about in person meetings, earlier in this meeting. Staff Senate meeting will be virtual until further notice.

Returned to Campus Ad Hoc Committee: Jillian Iffland & Shilpa Shah
- The committee is working on telework survey questions to share with the campus community, seeking feedback on how it is going.
- The committee met with Jon Kucskar on September 15th. Direct comments from staff were documented and shared with Jon anonymously.
- A concern was express about the disparity between the return to campus and the telework component was not fully understood by Leadership. For example, every school is not offering up to 2 days as an option to eligible staff.
- Please share feedback from staff across the campus with the committee. Feedback is anonymous – it will be gathered and shared with Leadership.

University Life: Latoya Ludd & Tom Hockensmith
- The committee reviewed events from previous years
- Working on the upcoming UMB Talent Show with students and faculty.
- Thinking about ways to get the Staff Senate name out in the UMB community
- Latoya and Tom have been reaching out with Human Resources to see if information can be shared during the New Staff Orientation.
- Considering a Listening Tour here at UMB for staff to give feedback and ask questions
- Trying to figure out to virtually “build a snow person” as a future event
- Staff Senate Meet and Greet – let staff know who we are, having a table set-up during the upcoming Staff Luncheon. Latoya will connect with Christina and the Executive Committee.

Campus Liaisons Updates

Faculty Senate: Lei Zhang
- First meeting held on September 15th 2021
- Committees were formalized during the meeting
- Plans this year are to continue visibility and refining the purpose of Faculty Senate.

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**Funding Model Working Group: Ayamba Ayuk-Brown**
- No updates currently.

**President’s Diversity Advisory Council: Gregory Brightbill**
- Resources are located at [Diversity Advisory Council (umaryland.edu)](http://www.umaryland.edu)
- Please let Greg know if you have any questions or concerns.

**Parking and Transportation: Kecia Hitch**
- No update currently
- Next meeting is October 12, 2021

**President’s Council for Women: LaKeisha Wilson**
- No update currently
- Fall quarterly meeting is on November 1, 2021

**Safety Awareness: Latoya Ludd**
- Meet on September 29th, 2021 – this group will meet Quarterly.
- Lexi the comfort dog is back in action. She can be requested to visit at UMB.
- UMBPD/SSW Partnership launched on September 22nd
- Crime Statistics – uptick in assaults and thefts are down
- Take precautions – everyone be mindful of your surroundings, exercise caution, utilize Safe Ride and Safe Walk.

**New Business & Open Discussion – Staff Questions and Concerns**
- RAD and Fire Marshall Training at UMB – when will this happen at UMB?
  - Latoya will find out more about this information and pass along to the Executive Committee.
  - EHS – call their main number to find out more about the Fire Marshall training at UMB
  - The trainings will start again soon for the Fire Marshalls/Fire Drill
- Clarification for the KN95 Masks
  - The Executive Committee discussed this with Dr. Jarrell earlier this month.
  - Who should be wearing them? How long will we wear them? Will UMB continue to give staff masks to use?
  - Greg is working with communications to clarify a KN95 mask use – via a visual diagram.
- Human Resources Committee and/or Sub-groups
  - Concerns from staff about the process and equity of the PDP
  - What is the point of above standard if there is not merit increase involved?

**Adjournment**
A motion to adjourn the meeting at 2:00pm by Tim Casey, and 2nd by Priti Wakefield

Minutes submitted by: Jill Hamilton, Secretary

Minutes approved: November 4, 2021

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