**University of Baltimore Staff Senate**

**Meeting minutes**

**Nov. 10, 2014**

Meeting called to order at 12:15

1. Approval of Minutes from October 13, 2014

Motion to approve minutes by Sasha Hudson. Minutes approved.

1. Chair’s Report

Update – Kristen Tull and on behalf of Bill Schnirel.

Kristen mentioned veteran’s activities this week and women’s forum at Bowie; SEPSC staff rep is Lisa Park. The committee met Oct. 27 for the first time, talked about student success; its next meeting is in Nov. The UBSS is looking for 11th senator to fill seat vacated by Daniel Page. StrengthQuest codes are available from Bill Schnirel—senators are encouraged to complete the instrument by the Staff Senate Dec. meeting.

GSC committee report: Subcommittees have submitted action plans to the GSC; an update will be given to the UBSS at the Dec. meeting. Action plans and other documents will be placed on GSC website. UBSS web form for suggestions to senate is almost live—an email announcement on this is coming.

Constituent suggested holding a special election to fill vacant seat if Senate is having difficulty locating a replacement. Kristen noted the suggestion and agreed UBSS will do this if needed.

1. Laura Bryan – CAS Dean – Discussion of UB’s Distinctive Freshman Program

Dean Bryan discussed how the FSP (now to be known as the First Year Program) is relatively unknown on campus; her goal is to communicate as much as possible. She introduced Fiona Glade as Daniel Page’s interim replacement as Assistant Dean; Dr. Glade will also continue as director of Writing Program with help from YGCAS staff. Dean Bryan explained distinctive the FSP program (flyer), High Impact Practices, Learning Communities (fall and spring cohort model). The Dean emphasized that President Schmoke wants Learning Communities more closely linked to majors. She further explained the First-Year Seminar, Foundational—formerly “developmental” courses (writing and math), supplemental instruction (peers and adjunct professors added to courses in addition to the instructor), WRIT program, Directed Self Placement (writing), Gen Ed requirements, INFO 110 (librarian taught), Freshman advising, Early Alert, co-curricular learning, (which takes advantage of the city as UB’s campus), math Learning Center in LC (coaches), Writing Studio, small class sizes, degree audit, EAB (which will be ready in Jan or Feb). Evaluation coming of these activities and components. Advisory Board of faculty and staff has been created for oversight (Fiona Glade is chair).

Sasha Hudson: Suggested including students on Advisory Board. Dean Bryan: focus groups with students are planned.

Kristen Tull: Has the Distinctive First Year Programs flyer been sent to prospects? Dean Bryan: yes, for HS counselors; the advertising is a work in progress. The focus is academic on these programs.

Dean Bryan: We are meeting objections that too many resources are being spent on freshman programs – all programs and activities discussed today are actually accessible to all students except LCs and IDIS 101.

Fred: What has been done to take advantage of the city environment? Dean Bryan: field trips, getting students out in the community, into farmer’s markets, for example. Fred: Is there involvement with the business community? Dean Bryan: unknown for FSP; the goal is to show them the community more than act as an internship model. Darien Ripple’s work on HIPs was mentioned.

1. Suzanne Tabor – Dir. Government Relations - Maryland Charity Campaign

Guide was sent out. Over 900 charities are listed. So far $8500 has been raised, though the participation rate is only 5% and needs to be higher; the goal is $35,000. Participants may donate online, use pledge card, or payroll deduction.

Constituent: UB Foundation is one of the charities, running through Dec. 5th

Sasha: Holiday Giving drive is administered in individual departments.

Anita: Barbara Thompson runs the Holiday Giving drive; the program needs more message distribution.

Constituent: Suggested letting staff and faculty know about similar charities

Anita: Email coming to UBSS

1. Anita Harewood – VP Gov’t and Community Relations – Title IX Introduction

Title IX information for UBSS involves 4 parts. There have been recent reports in the media about sexual misconduct on campuses. A new focus of Title IX is broader in application. The Obama administration has made it a top priority. Dept. of Education has asked higher ed institutions to come into compliance with Title IX. UB is looking at its compliance.

UB must post a notice of non-discrimination that included offices responsible for receiving complaints and has updated its policy: UB is now in compliance and has added USM’s language to federal requirements. There will be a workgroup over summer on this policy. The policy will be posted by Dec.

UB has designated a Title IX coordinator: Anita Harewood, with Kathy Anderson for students, Mary Maher for employees. 5 staff members are trained investigators. UB is well positioned to implement Title IX.

All employees are required to take training on the law and policies. Employees will be “Responsible Employees” with a duty to report incidents. The focus is mostly on student to student complaints. This requirement won’t include certain non-exempt staff. The goals are to recognize sexual harassment and violence, identify proper conduct, how to respond, the reporting protocol, and knowing your own rights and responsibilities as staff. Once policy is publicized, there will be an expected bump in incident reports.

Please share thoughts with Anita or Kathy about kinds of training that meets staff needs. Training will take place perhaps every other year, perhaps online, sessions, groups, in person, printed materials. UBSS can train as a group if requested. Anita Gave handout of excerpts on Title IX.

Training is planned to begin early spring semester.

Sasha: There is a risk to UB and individuals because of generational differences. Anita: There are generational gaps on this topic.

John Brenner: What is the priority in training which groups? Kathy Anderson: Training will begin probably with faculty first; we’re still working on the tricky nature of the policy to make those training decisions. How do you improve the community is the big question. Anita: hostile work environment is another big concern and whether the institution “should have known” about the situation. It’s a civil rights law coming through education.

Fred Kowalski: How structured will the complaint process be? Anita: UB must investigate, case by case, level of involvement depends on case. Kathy Anderson: it’s a volatile situation nationwide.

Kristen: This is just an introduction, please don’t ignore messages.

CUSS Update – Fred and Sasha

Meeting tomorrow at college park with joint groups to identify goals among groups, campus safety, changes in legislation, how to advocate for USM. Focus in visiting Annapolis to advocate for USM.

Constituent: Are there updates on the Chancellor search? Sasha: no updates

Kristen: What is the date for the Annapolis meeting? Fred: Jan or Feb. Sasha: all CUSS members invited (not open to others, however)

1. UB Committee Updates

Staff Recognition Committee – John Brenner - Revealed marketing initiatives with posters on easels, digital signage for BOR awards. Discussed committee plans to assist with clarifying the difference between BOR awards and UB Staff awards on campus.

Culture and Diversity Committee – Michael Campitelli – Plans to create foundation knowledge through climate survey. What does UB want to see? Safe space, training, looking for feedback on campus.

Work/Life Committee – Rebecca Spence – submitted action plan, attended brown bag event on campus, sponsored a table at block party, collected feedback at table (to be shared with Kristen) from faculty, staff, and students

1. New Business

Kristen - Strengthsquest emphasis; senators may request code from Bill Schnirel.

Motion to adjourn by Kristen. Seconded by Sasha and Michael.

Meeting adjourned at 1:16.