



June 23, 2008

Dear UB Community Members:

On behalf of the University of Baltimore Administrative Council Executive Board, I am pleased to share with you the council's first annual report, regarding the 2008 fiscal year. The purpose of this report is to highlight the council's progress and goals.

As the report demonstrates, the Administrative Council has had a very successful year, evidenced by its increasing participation in various events, meetings and initiatives. The council has held monthly meetings, developed mission and diversity statements, participated in developing the parking proposal and new strategic plan, and initiated staff development and networking opportunities.

The goals identified for the 2009 fiscal year are in line with the strategic plan and will move the council into a new era of campus involvement and participation. The council plans to be active in the University's sustainability efforts, employee training and development, diversity initiatives and more. In addition, the council hopes to continue working with, and among, its peers at the University and in the University System of Maryland.

I invite you to review the report, and I welcome discussion about and feedback on its content.

Thank you,

Seth Marc Kamen  
*chair, University of Baltimore Administrative Council*

P.S. Mark your calendars for our fall kick-off event on Thursday, Aug. 28. The council, in co-sponsorship with the Office of Human Resources, invites you to join us for food, training information and prizes. Look for more information in August.

# UNIVERSITY OF BALTIMORE ADMINISTRATIVE COUNCIL ANNUAL REPORT 2008

## Executive Summary

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The University of Baltimore Administrative Council is dedicated to engaging and informing exempt and nonunion staff members as well as building a welcoming and inclusive community for them. UBAC also discusses issues and concerns affecting these staff members with campus leadership. The organization, which is part of shared governance at UB and within the University System of Maryland, strives to promote UB's overall mission and strategic plan while keeping the needs and concerns of staff at the forefront of long-term decision-making and planning. UBAC provides information and professional development opportunities to its members and the University community as a whole.

During fiscal year 2008, the Administrative Council set forth and met the following goals:

- *increase visibility to the University's executive administration as part of shared governance*
- *promote staff interests*
- *expand outreach efforts to constituencies.*

The executive board has also developed plans for fiscal year 2009 with measurable objectives.

## Fiscal Year 2008 Successes

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**Objective One:** *increase visibility to the University's executive administration as part of shared governance*

In upholding the importance of shared governance in decision-making on the UB campus, the Administrative Council has fulfilled its duties in representing our constituencies to various governing bodies, including but not limited to campus administration, such as the executive committee, the cabinet and the Office of Human Resources; University-wide governance boards, such as University Council; and systemwide advisory bodies, such as the Council of University System Staff (CUSS).

This past fiscal year, Administrative Council representatives served on influential University-wide committees, including the University Council Budget, Facilities and Strategic Planning committees. Representatives were invited to serve and participated in other campuswide advisory boards such those for the University Conflict Management Service, the Sustainability Task Force and the USM chancellor's five-year review of UB President Robert L. Bogomolny.

Two representatives of the Administrative Council also serve as voting members of the University Council and the Council of University System Staff. Seth Kamen, chair of the Administrative Council, and Claire Petrides both served in executive-level leadership positions in the University Council this past year, while Kimberley Lynne and Judy Sabalauskas served as executive board members for CUSS.

To increase the council's visibility even further, we have invited guest speakers to attend our monthly meetings to provide information regarding topics related to staff members' work life at UB. The speakers have included Karen Drake, vice president of human resources; Sally Brown, assistant director of the Office of Human Resources; and Peter Toran, vice president of planning.

**Objective Two:** *promote staff interests*

As early as Sept. 6, 2007, following an announcement regarding negotiations for increased parking rates, the Administrative Council delivered a letter to Bogomolny and Senior Vice President of Administration and Finance Harry Schuckel expressing constituents' concerns and opinions regarding the parking rate increase. Two days earlier, the Administrative Council executive board had issued an e-mail to constituents requesting their "thoughtful, well-written responses to and concerns about the proposal." These responses were included in the letter, accessible at <http://www.ubalt.edu/downloads/ParkingRateLetter.pdf>, along with an explanation of the council's two main goals: to request the council's inclusion in further discussions of the proposed parking rates and to make recommendations regarding the parking rate increase. Responses to the parking letter were overwhelmingly positive, including an e-mail from UB Provost Wim Wiewel: "My compliments on the thoughtful tone and wording of this letter. I consider this to be a constructive contribution to the discussion. Wim"

On April 2, following the administration's release of the "Parking Proposal for Faculty and Staff," the council's executive board again sent an e-mail request to constituents for feedback, which was again reflected in a letter addressed to Bogomolny and Schuckel and copied to Steve Cassard, vice president for facilities management and capital planning; Barbara Aughenbaugh, associate vice president of auxiliary enterprises; and Cathy Albrecht, chairwoman of the University Council. The letter, dated April 7, outlined 11 recommendations for improvement of the plan. After receiving the letter, Cassard posted a point-by-point response at [www.ubalt.edu/parkingupdate](http://www.ubalt.edu/parkingupdate). The executive board was pleased to see that many of its recommendations had been adopted in the revised Employee Parking Plan, released April 16.

In the midst of the parking rate increase discussions, the University began developing a new strategic plan. The council's input was requested, and we delivered recommendations for improvement upon the draft of the plan. The council held an open meeting Feb. 4, which Toran attended to request feedback; e-mailed requests for feedback in late January, mid-February and late February; and encouraged its constituents to participate in the Feb. 25 town hall meeting. On March 3, the executive board delivered a letter to the UB Office of Planning with comments and recommendations regarding the plan. The executive board commended the Office of Planning for adopting many of its suggestions in the final document, "Expanding the Vision: The University of Baltimore Strategic Plan, 2008-12."

**Objective Three:** *expand outreach efforts to constituencies*

The most impressive positive change this past fiscal year has been increased participation at the council's monthly meetings, held the first Monday of every month as a brown bag meeting. Ten to 12 executive board members and constituents have consistently attended these meetings.

The council launched a monthly newsletter, *The Whisper*, delivered via a distribution e-mail list to all constituents on the last Tuesday of every month. *The Whisper* includes important staff-related

announcements, upcoming events and the agenda for the next week's Administrative Council meeting. The newsletter has been received well and has garnered praise from administrators such as Rob Hradsky, vice provost of student affairs, and Anita Thomas, associate vice president of government relations.

To facilitate outreach efforts, the executive board developed internal subcommittees for communications, programming, membership and diversity. It wrote a mission statement and diversity statement (visible at [www.ubalt.edu/admincouncil](http://www.ubalt.edu/admincouncil), clicking "About"); developed an automatically updated listserv of constituents with the help of Julie Persell, business analyst in the Office of Technology Services; and regularly updated its Web pages at [www.ubalt.edu/admincouncil](http://www.ubalt.edu/admincouncil). The council also produced a poster (for visibility at events) and handouts such as flyers and mouse pads.

Outreach efforts also included participating in a panel at eight monthly new employee orientations for 49 new staff members since July 2007 (orientations are led by Mark Emmel, manager of training and development), organizing monthly staff lunches at restaurants in the area (open to all staff members), sponsoring a monthly outreach table around campus, staffing a diversity committee table at the fall semester Block Party and hosting the spring semester Staff/Faculty Resource Fair and ice cream social (in which 11 offices/units participated).

## Upcoming Plans

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For fiscal year 2009, the council has set the following goals for itself:

- increasing active membership for broader representation
- assessing UB's work climate to identify advocacy areas
- improving outreach to senior administration
- supporting the initiatives of the strategic plan, specifically sustainability, campus diversity and academic excellence
- expanding the council's representation in University committees
- collaborating with the Office of Human Resources to improve staff development and training
- increasing participation in and the visibility of the annual Staff/Faculty Resource Fair.

## Conclusion

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The Administrative Council continues to promote the needs of the staff at the University of Baltimore. We have aligned our mission, accomplishments and goals with "Expanding the Vision: The University of Baltimore Strategic Plan, 2008-12," and we look forward to working with the University community to contribute to a bigger and better University of Baltimore.