

Committee Reports: Dec. 9, 2013

Budget Committee

In the absence of a quorum at the last Budget Committee meeting the members present just had a general discussion regarding the challenge of packaging and presenting information in ways that are useful for appreciating movement toward UB's goals. That perspective can be expected to be especially useful in inaugurating a new administration.

Diversity and Culture Committee

Our proposed recommendations in wording of strategies 6.7 were considered, but only slight changes were made to the final University Strategic Plan. We also worked to finalize our Committee Action Plan, which was forwarded to GSC (attached) on Dec. 5.

Planning and Facilities Committee

No report submitted.

Work Life Committee

Please see attached action plan, submitted Nov. 22.

- Develop a Web presence and, if applicable, additional communications related to the preferred workplace initiative, as outlined in UB's draft strategic plan (I would imagine this would live among our HR pages). At the very least, the Web page can outline the practices/programs/services *currently in place* at UB that support a preferred workplace. In addition, the committee may want to examine other USM schools' practices and policies to support a preferred workplace initiative.
Response: *The work life committee will be working with HR to create awareness of the new faculty and staff assistance program (INOVA). This will provide a web presence that UB can personalize to employee needs. We are also continuing our review/compilation of work life components available at UB that can be included within HR and/or UB recruiting/handbook areas.*
- Research and examine the possible expansion of UB's telecommuting policy as part of a larger examination of workforce flexibility on UB's campus. UMB has recently instituted a permanent telecommuting policy that has been met with much success; that institution may serve as a valuable resource.
Response: *Work life will review the telecommuting policy and offer a brief summary of components, but the program is in place and is in use. Data regarding usage may not be available as there is not a central requirement to track (handled within employee's department).*
- Report back on the charge forwarded last year related to use of Contractual 2 employees and their benefits.

Response: *This is a closed employment matter from last year. It was a specific contract issue to a small number of employees that are no longer employed at UB.*

- Complete the Excel document related to University benefits, as requested by the Council of University System Staff.

Response: *The excel document has been updated and completed to the best of our knowledge and submitted to Kristen Tull (CUSS rep) to coordinate on UB's behalf. We did include Procurement's note of State of MD policy in the area of vendor discounts.*

University Culture and Diversity Committee
Action Plan Items
2013-2014

1) Develop a shared and inclusive understanding of cultural diversity

- Create a campus wide dialogue where offices are expected to work together to create a clear definition of diversity and a positive climate for diversity.
- Ensure that diversity and inclusion are included in the University Strategic Plan
- Foster a dialog that enables a clear and consistent approach toward Strategic Plan objectives and strategies

2) Create a campus climate that welcomes and supports diversity

- Research and review metrics to identify where we are and where we want to go in regard to diversity
- Advocate and ensure that climate surveys are administered to faculty and staff to gather information about personal experiences, perceptions and attitudes in regard to campus diversity
- Ensure that cultural programs and services are assessed and measured for effectiveness
- Expand the Safe Space Ally Training Program- offer additional training opportunities per semester

3) Explore ways to implement best practices in recruitment and retention of diverse students

- Research best practices of other similar institutions similar to UB
- Review current practices at UB that are successful in the recruitment and retention of diverse students
- Advocate for best program and/or service practices that encourage recruitment and retention of diverse students to the correlated University offices

4) Explore ways to implement best practices in recruitment, hiring and retention of a diverse workforce

- Research best practices of other similar institutions similar to UB
- Review current practices at UB that are used to recruit and retain a diverse workforce

UB Work Life Committee 2013/2014 – Defining and setting new goals to achieve preferred workplace status for University of Baltimore

University of Baltimore work life is a flexible network of components and services designed to be representative of our diverse employee community goals and needs.

The basics of work life are a portfolio of benefits to maintain employee health and lifestyle. This includes traditional human resource services such as employment benefits, compensation, employee development and training and employee records.

Expand **appreciation of work efforts** and successes. UB is a vibrant campus where employees are valued and we have a variety of efforts to recognize and dedicated employees. Staff awards from the President and the opportunity to receive UM System Board of Regents' employee awards are given each year. Another special opportunity to centrally recognize our employees is to celebrate work anniversary milestones.

Work assistance with life's journey is vital to support employees who it turn give to our students and create our University success. This includes recommendations for child care and elder care and support of tenure clock for faculty and leave planning for all when needed.

Another component of work life is **preparing employees for next steps** in their career with professional development and career/tenure path planning. UB also offers retirement seminars as employees start new chapters in their lives.

Quality of work life allows for flexible of work arrangements within individual job responsibilities. Depending on employees' jobs there are hybrid work arrangements and flexibility in schedules. Sabbaticals are offered to faculty.

Services for work life minimize work/life balance concerns and enhance work productivity at the same time. UB is implementing a new concierge approach to a faculty and staff assistance program which will begin in January 2014 called INOVA.

Community building is being formally achieved through shared governance and University leaders incorporating this participation into many levels of business processes and academics of the University. Informal collaborations with more open space and community events such as UB Connect are just some of initiatives to drive community gathering and sharing.

University of Baltimore Strategic Plan Goal 6

The University of Baltimore will be a preferred workplace and destination of choice for faculty, staff, students and alumni.

Timeline	Goals and Activities	Actions
November	Define goals and activities of work life committee	Report issued and shared with shared governance groups and senior leadership
December	Complete inventory of work life practices, components and services	Spreadsheet to include web page development recommendations for the University
January	In conjunction with HR, assist in rollout of faculty and staff assistance program (INOVA) to include PR to constituent groups	Provide support for University-wide rollout event
February	Establish University-wide best practices for a preferred workplace.	Present these practices to senior leadership and management for University-wide adoption (one page).
March-April	Assess employee satisfaction with work life components.	Define scope, identify assessment tool and survey employees. Report findings.
May	CUWFA College and University Work-Life-Family Association conference hosted by UB and JHU (http://www.cuwfa.org/)	Work life committee members will support and attend conference.
June	Make recommendations for campus community cultural, recreational and educational activities	In collaboration with other campus groups
June-August	Present recommendations for formalizing UB work life program to external entities	Issue recommendations for next steps