

UBSS Monthly Meeting Minutes

December 10, 2012

12:30 pm to 1:30 pm, room BC 143

DRAFT – Contact Teresa Callison to initiate changes to this document.

I. Review and Approve Minutes – Teresa Callison, secretary

The monthly meeting was called to order by the chair, Magui Cardona. The draft minutes were offered by the secretary for discussion. No changes were recommended, therefore, the chair approved the minutes as recorded.

II. Chair's Report, Magui Cardona, UBSS Chair

Governance Steering Council (GSC) and President Meetings:

The (GSC) has been meeting quarterly with the President.

The most recent meeting of December 4, focused on security and safety on campus. Debra Stanley previously met with Chief Tress about the recent thefts in the Liberal Arts and Policy (LAP) building and encouraged the UB Police Department (UBPD) to send an email to alert the community of such activity. The email was disseminated in December.

The chair asked Chief Tress for an update during her report. He announced suspects for the recent LAP thefts have been identified but not yet confirmed. He also offered that additional security measures were being implemented in the LAP, including cameras, after hours card only access and additional security staff. Further, Chief Tress indicated he would be looking into a campus-wide ID access program sometime in the New Year.

Discussion ensued among the UBSS about the lack of communication pushed out from the UBPD regarding thefts. A member of the UBSS suggested it may discourage such activity on campus if the UBPD pushed out information as the thefts occur. Chief Tress indicated notifications regarding acts of assault are pushed out via email and non-violent criminal acts are posted on the [UPBD website](#). He reminded everyone to notify the UPBD immediately of any suspicious activity or persons and that securing items of value is the best prevention against theft.

The chair continued the report of the GSC's meeting with the President. As part of the current law center reuse and space backfill program, the President asked the GSC to consider a space for faculty and staff to gather and share meals.

UB21 Learning Committee:

Members of the UBSS participated in the UB21 Learning Committee forum. The focus of the committee going forward is on balancing Access, Excellence and Rigor. An outcome of the meeting was to determine which institutions best exemplify this philosophy and to schedule site visits to a few of them.

ACTION ITEM: The UB21 Learning Committee requested the UBSS to submit suggestions regarding ways UB can achieve the above mission and also identify institutions that exemplify best practices toward the mission. Suggestions should be forwarded to Brian Etheridge, chair of the UB21 Learning Committee.

BOR Staff Awards:

Karyn Schulz was nominated on behalf of UB for the USM BOR Staff Award for her exemplary leadership in the team effort in developing the new shared governance structure.

Commencement:

The chair of the UBSS was officially invited to attend commencement, for the first time recognized at the same governance level as the Faculty Senate chair and SGA chair, who regularly attend this event.

III. Council of University Staff Senate (CUSS) Report – Dan Nagle, CUSS Representative

An overview of the joint USM Councils for staff (CUSS) faculty (CUSF) and students (UMSC) meeting from November 13 was provided. The official minutes can be found on the [USM CUSS website](#).

Chancellor Kirwan spoke during the meeting. The following are some of the topics discussed:

- Faculty concerns regarding negotiated salaries among new faculty
- 2014 COLA and merit
- Shared governance
- Digital text books
- Advancing technology in the classroom

ACTION ITEM: Dan will have a better idea of questions requested from CUSS regarding UB shared governance after the next CUSS meeting scheduled for December 11.

IV. University Committee Reports – Magui Cardona

The GSC-charged committees have not yet met.

Jason Duncan, University Webmaster in the department of University Relations, was selected as the UBSS representative to the University Strategic Planning Committee.

The HR managed recognition advisory team had its first meeting in November to receive its charge (included as an attachment to this document) and will meet regularly after the New Year. The goal of the group is to improve recognition of UB staff through stronger internal and external award submissions and programs. The team includes two UBSS representatives (Magui Cardona and Dan Nagle).

V. Old Business – Magui Cardona

The UBSS senators voted on two proposals to determine the breakdown of the constituent representation per senator. The senators voted unanimously for proposal 1, which basically

provides senator representation by Division. The proposals can be found as an attachment to this document below.

Five senators, Stacey Marriott, Ron Vickers, Robin Gunkel, Nick Owens and Tarikul Islam, will be responsible for providing information to his/her constituents and for communicating constituent feedback to the UBSS.

ACTION ITEM: The senators were asked by the chair to submit their preference via email for the areas they wished to represent.

VI. New Business – Magui Cardona

The Chair asked for volunteers to serve on the UBSS constitution working group and suggested following up via email.

VII. Guest Speaker – Mary Maher, AVP Human Resources

The [PowerPoint presentation](#) from the AVP's talk can be found on the UBSS webpages under handouts for this meeting.

Some of the topics discussed were as follows:

- The President has a goal to distinguish UB as a workplace of choice. HR is planning community discussions on how we get there.
- HR will be working with a consultant in January to develop a faculty equity study and hopes to include a market study for exempt positions if time and funding permits.
- The AVP indicated she will be working with CUSS to recommend a new category for the BOR staff awards to recognize “teams”, as many of our initiatives involve a group effort and may not be solely attributable to one person.
- HR is interested in going paperless; maintaining electronic faculty and staff files, and permitting (based on security and authority) electronic access to those files by appropriate leadership and individual employees by 2014. Additional funding will be required to fully attain this goal.
- HR continues the effort to improve and roll out Candidate Gateway to hiring authorities and identified departmental administrative staff as the "go to" tool when managing workforce recruitment, selection and hire.
- HR is committed to working closely with UBSS as current and future workforce management programs and opportunities are designed and delivered.

VIII. The meeting was adjourned by the chair.

Attachments below:

1. Attendee list was not taken during the meeting but developed from collective memories after the meeting adjourned.
2. Senator constituent communication plan.
3. The University of Baltimore Recognition Program Advisory Team – Official Charge

**UBSS Meeting
12/10/2012
Attendee List**

Magui Cardona	chair
Giordana Segneri	vice chair
Teresa Callison	secretary
Karyn Schulz	parliamentarian
Dan Nagle	CUSS representative
Kristen Tull	CUSS representative
Stacey Marriott	senator
Ron Vickers	senator
Mark Bell	senator, ex officio
Leslie Metzger	senator, ex officio
Nick Owens	senator
Robin Gunkel	senator
Kathy Brophy	
Karen Karmioli	
Daniel Page	
James Hale	
Rebecca Spence	
Mark Emmel	
Jackie Slahor	
Mary Maher	

UB Staff Senate

Communication Plan Proposals for Senate Vote 12/10/12

Proposal #1:

Senator 1: Administration & Finance (A&F) (87)

Senator 2: Enrollment Management & Student Affairs (EMSA) (56)

Senator 3: Institutional Advancement (IA) (17) & Office of Technology Services (OTS) (38)

Senator 4: School of Law (27) & Merrick School of Business (MSB) (33)

Senator 5: College of Public Affairs (CPA) (17), College of Arts & Sciences (CAS) (12), Office of the Provost (11) & Office of the President (8)

Proposal #2:

Senator 1: EMSA & President = 64

Senator 2: OTS + Human Resources + Univ. Relations + Institutional Research + Planning + Student Center = 63

Senator 3: A&F – HR – UR – IR – Planning – SC = 62

Senators 4 & 5: IA + Academic Affairs = 122/2 = 61

Office of Human Resources

The University of Baltimore Recognition Program Advisory Team

University of Baltimore's Recognition Program Advisory Team is charged to:

- Review current UB recognition programs and awards.
- Review applicable best practice literature and programs to influence perceptions of UB becoming/being a great workplace of choice.
- Recommend improvements in the evolution of current practices.
- Seek to influence USM recognition programs (Board of Regents awards)) to ensure alignment with UB program changes as needed.
- Determine how UB will better anticipate, plan and thus position efforts needed to put for UB nominations for annual BOR awards.

Once completed, this Team will discontinue its efforts in favor of involvement of both the Staff and Faculty Senates.



Mary L. Maher, Assistant Vice President
Office of Human Resources

November 28, 2012

Date