

UBSS Monthly Meeting Minutes

January 14, 2013

12:15 pm to 1:30 pm, room BC 143

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

I. The minutes for December 10, 2012 were introduced and approved by the senators.

II. Chair's Report, Magui Cardona

The Chair introduced Susan Schubert, Executive Director for Presidential Operations and Projects, attending on behalf of the President. Susan announced the space planning and reuse recommendations were due at the end of January.

Governance Steering Council (GSC) Report – Magui Cardona

- Focus continues to be on developing by-laws. The next meeting is January 30, 2013 and then every other Wednesday.

ACTION ITEM: The Chair encourages attendance by the UBSS. Meeting schedule is posted on the GSC website.

- The UB21 Learning Committee is focusing on the challenges we face to balance access, excellence and rigor for the University. The committee members are planning site visits to other institutions based on criteria discussed during the open forum in December. The Faculty Senate will create a Transformational Oversight committee to meet this directive to find the right institutional mix of access, excellence and rigor, as it relates to curriculum.
- The Student Government Association (SGA) will investigate the impact of using e-books in the classroom and if they are allowed in open-book exams (this may be an issue particular to the School of Law). The SGA has invited administrators to attend a round table discussion on January 22, 2013, and a Town Hall will be scheduled for mid-February. A concern the students want addressed is the mandatory purchase and accessibility of scan-trons and blue books required for exams.

III. Council of University System Senate Report – Dan Nagle, CUSS representative

System representatives are evaluating the Employee Assistant Program (EAP) in consideration of expanding the current services provided. Mary Maher, Assistant Vice President of HR, elaborated and is currently involved in a system-wide RFP effort to establish a consortium, which in part, would provide broader services for staff. She is hopeful UB will have a new partner by the new fiscal year.

The minutes from the Council of University System Faculty (CUSF) revealed a discussion at the last joint system meeting with CUSS, that a change in tuition remission benefits was being considered as part of a cost cutting effort requested by the Chancellor.

ACTION ITEM: Dan agreed to follow up on this issue because, if true, it would be an issue of concern and input for the UBSS.

IV. University Committee Reports

Budget (under the GSC) – James Hale, UBSS representative
James indicated scheduling issues have prevented a meeting thus far. He hoped to schedule something soon with the return of faculty and students from winter break.

Culture and Diversity (under the GSC) – representatives not present
Karyn Schulz announced this group was meeting February 1, 2013.

Strategic Planning (under the GSC) – representatives not present
First meeting scheduled on this day, January 14, 2013. A report will be provided at the next monthly UBSS meeting.

Worklife (under the GSC) – representative not present
Committee members in the process of developing a meeting schedule.

Recognition Advisory Group (sponsored by HR) – Magui Cardona, UBSS representative
Have not met but will meet monthly when convened.

Planning and Facilities (under GSC) – Blair Blankinship, UBSS representative
Committee members in the process of developing a meeting schedule.

Constitution Working Group (under UBSS) – Magui Cardona
A group of staff will be visiting UMBC to seek input into the development of a constitution and other shared governance procedures and processes.

ACTION ITEM: Magui encouraged membership to participate in the constitution working group. All UBSS members are welcomed.

V. Old Business

As a pre-cursor to this meeting, the Chair sent an email announcing the constituent groups and their senators:

1. Ronald Vickers (rvickers@ubalt.edu) – Administration and Finance
2. Nick Owens (nowens@ubalt.edu) – Enrollment Management and Student Affairs
3. Stacey Marriott (smarriott@ubalt.edu) – Institutional Advancement and Office of Technology Services
4. Tarikul Islam (tarikul.islam@ubalt.edu) and Leslie Metzger (lmetzger@ubalt.edu, non-voting) – School of Law and Merrick School of Business
5. Robin Gunkel (rgunkel@ubalt.edu) – College of Public Affairs, College of Arts and Sciences, Office of the Provost, and Office of the President

Teresa Callison disseminated a DRAFT communication plan to help in shaping inter- and intra-communication among the UBSS and interested parties. The plan is attached to these minutes. Everyone agreed we need a process for communicating and determining information of interest for shared governance and/or UBSS constituents. Assuredly process and procedural development would be part of the Constitution Working Group charge.

ACTION ITEM: Magui recommended senators consult with their constituents and seek input into the communication process.

VI. New Business

Keisha Haughton-Smoots brought forth an item for UBSS consideration. She is requesting support from the UBSS for an evaluation of the leave package for contingent 2 employees. She is requesting more vacation, sick and personal leave with a roll-over each year on behalf of her department colleagues in this classification. The full request is attached to these minutes. In a separate email, Magui reminded Keisha that the UBSS does not have power to change HR policy.

ACTION ITEM: A motion was made and approved unanimously to forward this item to the GSC Worklife Committee, with a specific request to review contingent 2 employee leave packages from the other USM institutions.

Giordana Segneri requested a motion from UBSS to request the offices of administration and finance to send a more descriptive email regarding the impact of the federal tax increases to the recent state cost of living increases and employee paychecks. As a follow up to this meeting, an email request was sent to the Associate Comptroller, in which she indicated questions were being handled individually as not everyone was impacted the same.

The meeting was adjourned later than usual to accommodate review and discussion of new business.

Attachment 1 - to UBSS meeting minutes, January 14, 2013

DRAFT

UBSS Communication Plan

1/14/2013

Prepared for consideration by Teresa Callison

Issue

The UBSS regularly receives requests from the UB community to share information or to solicit action as part of shared governance. Likewise the UBSS will require action and information from others as part of UBSS business. Most items are shared or discussed at monthly meetings or via email dissemination, which may not provide adequate or equitable review and vetting, and may not be the proper method to address more sensitive issues. Currently there are no formalized processes to determine:

- how items or requests for action should be received, reviewed and disseminated;
- what items are the responsibility of “shared governance” versus covered under an existing business process or policy;
- how we reach resolution once an item is deemed appropriate for consideration/action;
- if an item is not deemed part of shared governance, is there an unofficial role for the UBSS?

Types of Requests:

A. Information Sharing

Our bylaws indicate the UBSS will provide a forum for discussion and representation for communicating the needs and interests among our constituents and leadership. How do we balance this broad directive AND insure the information is sound and falls within the boundaries of our responsibility as part of shared governance. The following are various ways information can be shared through the UBSS:

- UBSS email account (includes surveys)
- Monthly Meetings
- Guest Speakers
- Committee Representation
- UBSS webpages

B. Requiring Action

We will be asked to provide and we will ask others to provide, input or action as part of the shared governance structure. We need to develop a process for considering requests for action within the boundaries of shared governance doctrines including, USM policy, without bypassing an established business process, policy or hierarchy.

The following are the various sources/stakeholders from which, and to which, requests for information will come:

- individual constituents,

- other shared governing bodies (internal and external),
- UB/USM leadership,
- other interested parties or business units

Recommendation

In the interest of transparency and equity, I would like to propose a working group to expeditiously develop processes by which information is disseminated, and/or requests for action are moved forward within the UBSS. The charge of the group would be to standardize the process/es by which items are received, reviewed and disseminated, and as necessary, when and how recommendations for action are requested from others to the UBSS, or from the UBSS to others.

Below are some of questions the working group may consider when making final recommendations:

- When is it appropriate to use the UBSS email account and who approves?
- What is the process to vet and approve content for emails or surveys developed by others?
- How does one get an item on the monthly meeting agenda and who approves?
- How does one get to speak at monthly meetings and who approves?
- When is a request for action (especially those prompted by a single individual concern) a matter for shared governance and if not, do we still have a role and what is it?
- When should requests go to an appropriate committee for review and/or recommendation for action and what are those committees?
- What is the method for reviewing, approving and making recommendations as requested by others, including external groups?
- How do we act on recommendations brought forth by others? Are actions always by majority vote or is there a role for the UBSS executive committee?
- When is it appropriate for the UBSS to ask for information from the community, including leadership and how is the request vetted and approved?
- Are the monthly meetings the right forum to act upon and/or share all information of potential interest to our constituents?
- How do we impart the charge of the UBSS to our representatives on the various university committees?
- How do we share information with membership, keep constituents engaged and committee membership fresh without simply forwarding emails?

Attachment 2 - to UBSS meeting minutes, January 14, 2013

Excerpted from emails between Magui Cardona and Keisha Haughton Smoots. Keisha's replies shown in red:

From: UB Staff Senate
Sent: Friday, January 11, 2013 4:34 PM
To: Kiesha Haughton Smoots
Cc: Giordana Segneri; Karyn Schulz; Teresa Callison
Subject: Discussion Item for Monday's Meeting
Importance: High

Kiesha,

Per our conversation yesterday, the Senate will reserve time in Monday's agenda to discuss your concern regarding the current leave package for Contingent II employees.

Please be prepared to discuss the following items:

1. What exactly is the concern? **On behalf of the SBTDC's C2 employees, I would like to bring to your attention to the issue of insufficient leave time, i.e. sick leave, personal leave, and annual leave.**
2. What has been done about it in the past? **Our prior host university recognizing that the funding was already accounted for in our budget, allowed the following: 10-15 days of annual leave according to seniority, 5 sick days, 3 personal days, and 14 holidays. Annual leave days were also allowed to roll over to the next fiscal year.**
3. What would you like the Senate to do about it now? **In light of the fact that the SBTDC is made up of highly skilled professional employees that need just as much incentive to remain loyal to our Center as regular employees do to UB, I would like the Senate to be open and flexible about changing the current policies & procedures on this matter. A more attractive benefits package will allow us to more effectively attract qualified employees, retain them, and reduce turnover. Thanks!**

It would be helpful if you could reply to this email with a short answer to these questions prior to the meeting on Monday, if at all possible, so we have your concern in writing.

As discussed, the senate is taking up the topic because it is not an individual concern, but a concern of a class of employees that you are expressing. I appreciate your willingness to present your concern to the Senate and look forward to discussing it with you.

Thanks,
Magui

Margarita (Magui) Cardona

Chair, UB Staff Senate

x-6191

1/14/12 UBSS Attendance

Print Name	Print Dept	Senator Y/N
Teresa Callison	A + F	Y
TARIKUL ISLAM	MSB	Y
Blair Blankinship	Procurement	N
Robin Gunkel	Freshman Advising ^{CLA}	Y
Kristen Tull	CPA	Y
Sally Reed	HR	N
Karyn Schulz	CEA	Y
Dan Nagle	Aux	Y
Nick Owens	CRW	Y
Ron Vickers	EMSA Tech	Y
Magni Cardona	Provost	Y
Giordana Segneri	UR	Y
MARY L. MARTEL	OHR	N
Susan Schubert	OFFICE OF THE PRESIDENT	N
Stacey Marriott	OES	Y
Barbara Aughenbaugh	A + F	N