

UBSS Meeting Minutes

March 11, 2013

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

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

- I. The minutes were not completed in time to approve during the meeting.
- II. Chair's Report – Magui Cardona

Magui introduced the President.

President's Update:

- Shared Governance - The direction of shared governance has been very positive. He is pleased with the growth in staff participation. He appreciates the work involved and the effort of staff in balancing out what was previously faculty-centric. The President also encourages staff to become involved in the efforts to improve the quality of work life on campus. This is an initiative about which he is very excited.
- State Budget - The FY 14 preliminary budget is still in the Legislature. The Governor recommended a very favorable budget for higher education, increased by 8.3%. Included is merit in April 2014 at 2.5% (UB hopes to add another 1% if possible) and COLA at 3% for January 2014. However, it is not finalized and may be impacted by the federal sequester. The Legislature only has authority to cut the Governor's proposed budget. So far the House has reduced the USM budget by \$10 million, of which, \$300K is UB's share. This amount can be covered by UB without much impact.
- Strategic Planning - The strategic planning process is moving forward. The President encourages a plan that will recognize UB as an excellent place to work.
- Space Planning – Some areas in the Academic Center are still not up to the standards he would like. However, the substandard spaces are becoming fewer and plans for further improvements of the AC are under discussion
- Security – This continues to be a complex issue. UB is consistently the No. 1 or 2 safest campus in the USM. However, maintaining security continues to be challenging because most of our buildings are open to the public and in the middle of the city. The implementation of the Student Liaison program is an effort to have more eyes and ears on the front lines. The liaisons would then report suspicious activities to trained security personnel or police for follow up. In addition to these efforts, we will be hiring another police officer, adding cameras and increasing foot patrols.
- Finally, the President encouraged staff to bring to his attention any areas of concerns or interest to the UBSS.

On behalf of the UBSS, Magui thanked the President and indicated her appreciation that staff are sitting at the table with the President as part of shared governance.

#### Recognition Advisory Board – Magui

Development of the UB Staff award program is the current focus of the group. Magui would like the senators to think about what behaviors we want to recognize and reward, such as leadership or team work. Also, what are the criteria we should use to award recipients? Finally, we currently use Board of Regents award categories but they may not be right for our institution; are there other categories of awards that we should implement? Magui followed up that staff seldom, if ever, get recognition from the BOR/USM.

**ACTION ITEM:** Senators reach out to constituents to get ideas and circle back to Magui or Mary with suggestions.

### III. Council of University System Staff Report – Kristen Tull and Dan Nagle

CUSS representatives had a successful day in Annapolis reaching out to Legislators and attending session meetings.

Magui asked if CUSS planned on drafting an issues statement/letter to Legislators this year. Dan mentioned CUSS did not feel the letters were very productive in the past. Giordana indicated they had been very effective in her past experience. The President agreed individual letters are noticed and matter a great deal to the Legislators.

**ACTION ITEM:** Kristen and Dan would bring this idea to CUSS and suggest a letter writing campaign in support of the Governor's budget.

### IV. University Committee Reports

#### Budget Committee – James Hale

The UB Budget Task Force report was reviewed at the last committee meeting. The report can be found on the UB portal. The President commented the recommendations from the task force were meant for his review and approval. The recommendations under *Academic to Administrative Funding Balance*, is a complicated one. In consideration of this recommendation, the key is to keep hiring levels more balanced moving forward. However, he added, faculty levels have grown proportionate to student growth.

James indicated Harry Schuckel encouraged the UBSS to contribute to the FY 14 Developing Institutional Priorities list. The President agreed and indicated the list is not inclusive of all the university's priorities as it stands. James indicated his concern that determining staff priorities may be challenging as staff jobs are functionally diverse.

The GSC is sponsoring a university Town Hall to discuss the FY 14 budget process and priorities on April 10.

ACTION ITEM: [Secretary's note: Please encourage constituent participation in the Town Hall. Part of the meeting will be to discuss priorities. The UBSS should have some collective interests to share at that forum. ]

V. Old Business – Magui Cardona

Magui requested a vote to take the proposed changes to the by-laws to the membership for ratification. [Secretary's note: See minutes from February 11 for a summary of the changes and the proposed by-laws.]

All voted and agreed to disseminate the proposed by-laws changes to the membership. Solicitation of votes will be done via email.

VI. New Business

None discussed.

VII. Guest Speaker - Sam Tress, Chief of Police, UB Police Department

Chief Tress disseminated a PowerPoint document in advance of the meeting and referenced the handout during his discussion.

Highlights of Current Safety Measures and Happenings in the UBPD

- More cameras and duress alarms have been installed. Budget is projected in out years to fully provision the campus with cameras. Additional alarms have been installed in the 1030 building offices. Card access restricted doors have been implemented in some areas campus. Once the law school is operational, all exterior doors on campus will have card access entry.
- Baltimore City has cameras on Charles Street which can be accessed if necessary by the UBPD. The UBPD continues to have a close working relationship with the Baltimore City Police Department.
- The UBPD will be moving to the Charles Royal building in early summer, along with HR and Auxiliary Enterprises. This will give UBPD a more visible presence.
- The UBPD is partnering with OTS to evaluate laptop software to assist in recovering stolen laptops. They recently recovered 3 laptops and made two arrests of people selling them on Craig's list. Magui indicated this software will enable registration of other personal computing devices as well. The Provost's office is providing a grant for this endeavor.
- The UBPD is considering a phone app to enable easy alert to the UBPD from users, in the event of emergencies. This may be offered to students to test.
- The UBPD is wrapping up a nationally recognized accreditation process. The Chief anticipates accreditation in July of this year, renewable every three years. The accreditation is mandated by USM and will be new to UB. Only UMCP and UMB are currently accredited.
- The UBPD will be changing the internal emergency phone number to one that is more easily committed to memory. Most likely is will be 4444.

Questions:

- Giordana: Will card access be required 24/7 or only certain hours?
- Sam: Only certain hours dependent upon the needs of the occupants.
- Giordana: What happens if the card doesn't work?
- Sam: There is an emergency number to call, also posted on the doors.
- Magui: Will internal areas in buildings be secured by card access?
- Sam: Exterior doors will be implemented first, then the interior doors will be addressed.
- Karyn: What are plans for security in the new law school?
- Sam: We will have guards that patrol the area. We've added two police officers to help with the new building coming on line.
- Dan: Will the addition of more cameras mean fewer security personnel?
- Sam: Guards are coming out from behind the desks and will patrol the buildings more. Police officers have been assigned specific buildings and areas for which they are responsible. They are also required to get to know the people that belong to the focus areas.

Magui thanked Sam for coming.

The meeting was adjourned on time.

UBSS

March 11, 2013

# Sign IN

<u>Name</u>	<u>Dept</u>	<u>Swator Y/N</u>
Teresa Callison	A+F	Y
Ron Vickers	EMSA Tech	Y
Giordana Segneri	UR	Y
Kayn Schulz	CEA/EMSA	Y
Kristen Tull	CFA	Y
TARIKUL ISLAM	MSB	Y
Magui Cardona	Provost	Y
DAW NAQIE	Aux	Y
Stacey Marriott	OTS	Y
MARY MAHAR	HR	Y
Nick Owens	CRW	Y
James Hale	FMLP	N
Anthony Butler	EMSA/CSI	N
Carl Hudes	OTS	N
Barbara Aughenbaugh	A/F	N
Blair Blankenship	Procurement	N
President Bogomolny		