

University of Baltimore Staff Senate (UBSS)  
Monthly Meeting Minutes  
November 12, 2012  
12:30 pm to 1:30 pm, room BC 227  
DRAFT

I. Review and Approve October 8 Meeting Minutes – Teresa Callison, secretary

The monthly meeting was called to order by the chair, Magui Cardona. The schedule for monthly meetings is provided on the [UBSS webpages](#) and reminders are sent via Daily Digest notifications.

The secretary reminded everyone a written record of meeting proceedings will be taken at each meeting and to respond accordingly. The minutes will be circulated in DRAFT form for review and comment in advance of each monthly meeting. The senators are strongly encouraged to provide corrections to the minutes as necessary before each meeting.

[The minutes](#) from the October 8, 2012 meeting were offered by the secretary and approved by the chair with no objections from the senators.

Senators introduced themselves – all eleven were present. See attendee list as an attachment to these minutes.

II. Chair's Report – Magui Cardona, chair

The Governance Steering Council (GSC) is officially constituted with the election of the UBSS executive board. The purpose of the Council is to help communicate among the shared governance bodies and the President and prevent redundancies among institutional committees.

The Council membership is comprised of:

- Dan Gerlowski (faculty), chair
- Magui Cardona (staff), vice chair
- Debra Stanley (faculty), past chair
- Shiraz Ahmed (student)
- Amirah Muhammad (student)
- Giordana Segneri (staff)
- Chris Spencer (faculty)

The GSC will meet weekly to finalize committee membership and develop by-laws, and will meet monthly afterward. More information including a schedule of the open meetings can be found on the [GSC webpages](#). UBSS members are encouraged to attend the GSC meetings.

This week the GSC provided a total of six names from the staff, faculty and student senates to participate on the Strategic Planning Coordination Committee at the request of the President. Jason Duncan and Bill Wells were submitted on behalf of the UBSS for consideration by the President. Visit the [Strategic Planning webpages](#) for more information and updates on the process.

### III. Council of University Staff Senate (CUSS) Report – Kristen Tull and Dan Nagle, CUSS Representatives

Kristen provided an overview of the CUSS meeting of October 23. The official minutes can be found on the [CUSS webpages](#) under the USM System Office website.

Topics covered at CUSS meeting:

- CUSS awareness among institutions
- Develop uniform letter to state legislators about who we are (i.e., CUSS and UBSS are not recognized by collective bargaining)
- Board of Regents (BOR) meeting summary
- Chancellor's Council meeting summary
- Center for Academic Transformation Workgroup
- Performance Evaluations
- Libraries' Consortium across USM
- Legislative Committee breakout session
- Joint Meeting, November 13, agenda

Dan emphasized CUSS' interest to encourage and promote awareness of the purpose of CUSS among the constituent institutions. Also CUSS seeks feedback on how each institution elects representatives.

The chair reminded the members the by-laws do not provide a provision for electing a CUSS alternative to serve in the absence of Kristen and Dan. The UBSS Executive Board will discuss and provide recommendations for choosing alternates.

ACTION ITEM: Dan will seek input on how to promote awareness of CUSS and its mission to serve UBSS members.

IV. University Committee Reports – Magui Cardona

The GSC has not yet received representatives from the Faculty or Student Senate for the four GSC standing committees, therefore committees have not met. The members of the UBSS nominated representatives to serve on the GSC committees. The senators elected the final membership from the nominees and submitted the names to the GSC in October.

The university committees and UBSS members are:

- University Budget Committee: Karen Karmiol and James Hale
- University Culture and Diversity Committee: Toni Martsoukos and Shelia Burkhalter
- University Planning and Facilities Committee: Blair Blankinship and Anthony Butler
- University Work Life Committee: Cindy Schuster and Laura Bryan

Committee representatives will have space designated on the web (location to be determined) to post reports and other information. Committee members must make a request to the UBSS chair not less than one week before the monthly meeting to get on the agenda.

V. Old Business

a. Terms of Senators – Karyn Schulz, past chair and parliamentarian

The parliamentarian provided the election tallies for the eleven senators, which according to the by-laws determine the senator term limits for the start-up year of the UBSS in order to stagger the membership. The senators elected during the next cycle will replace the one-year term senators. There are no limits to the number of terms senators can serve. However, executive board members can only serve up to two, one-year, consecutive terms. The senator terms established this start-up year are as follows:

<b>Two Year Term (received most votes)</b>	<b>One Year Term</b>
Magui Cardona, chair	Karyn Schulz, past chair and parliamentarian
Giordana Segneri, vice chair	Teresa Callison, secretary
Dan Nagle, CUSS representative	Nick Owens, senator
Kristen Tull, CUSS representative	Robyn Gunkel, senator
Ron Vickers, senator	Tarikul Islam, senator
Stacey Marriott, senator	

A member expressed concern over unlimited terms for senators and requested clarification regarding election proceedings. The by-laws provide provisions for electing senators and executive board members. The chair explained terms were purposefully not limited for senators to ensure participation during times of disinterest among the constituency. Senators were nominated and elected by all UBSS members. Executive board members were elected by the senators. The GSC committee members were nominated by all UBSS members and elected by the senators. There are currently no provisions in the by-laws for electing committee members. The chair reminded members the by-laws were ratified by all UBSS members and amendments can be proposed by any member.

**ACTION ITEM:** The chair asked the members to notify her if a member needs to be added to the email notification list. Membership is not easily tracked and includes all exempt staff, exempt and non-exempt staff not represented by the union, and all contingent II staff.

b. Communication Plan – Magui Cardona and Teresa Callison

The chair and the secretary proposed the need to develop a communication plan for disseminating information of interest to the UBSS members. The plan should provide guidelines for how and what to communicate as sanctioned by the UBSS, including information not necessarily official business but deemed of interest to the constituency.

Of immediate need, and in accordance to the by-laws, the senators not serving on the executive board will represent specific constituencies for the purpose of keeping the membership and senators apprised of matters of mutual interest and to promote participation on the UBSS. The chair solicited recommendations to determine how to divide the constituent areas among the remaining five senators. Mary Maher, AVP of Human Resources, agreed to provide an updated list of members and locations to help determine the representation.

**ACTION ITEM:** The chair asked for recommendations for determining senator representatives via email.

VI. New Business

a. Board of Regents Staff Award – Magui Cardona

Nominations for the BOR Staff Awards are due December 7. The chair recommended creating an awards committee to encourage submissions and increase the chances of wins for UB. Mary Maher indicated HR was establishing a recognition advisory team to commence in January 2013 and welcomed UBSS participation. The chair asked Dan Nagle to participate. The purpose of the group (provided by Mary Maher after this meeting) is to:

- review current UB recognition programs and awards
- review related best practice literature/programs re: to UB becoming great workplace/workplace of choice
- recommend improvements or “evolution” of our current practices
- seek to influence USM recognition programs to ensure alignment with UB program changes, as needed
- determine how UB will better anticipate, plan and thus position efforts needed to put forth UB nomination for annual Board of Regents award

b. Constitution Working Group – Magui Cardona

The chair advised the UBSS is without a constitution and proposed a working group.

**ACTION ITEM:** The chair asked if anyone was interested in participating on the constitution working group to contact her via email. Anyone can participate from the UBSS constituency.

VII. Guest Speaker

a. Steve Cassard, vice president of Facilities and Capital Planning

Steve Cassard provided a PowerPoint presentation on the law school reuse plan, when the new law school opens next year. Below is a summary of the presentation.

Last spring, the president appointed an 18 member committee to explore re-use options for the 118,000 square foot law school when it becomes vacant in May of 2013. The outcomes were: Learning should be the predominant theme of the building, exemplifying the themes of the UB21 Campus Environment characteristics; create communal “commons” spaces that become catalysts for experiential learning; the building should be flexible and adaptable; it should showcase the campus “front door” and encourage collaboration.

The proposed space reuse plan, which is being called the new Learning Commons, would be available by fall 2013. The plans include a student center annex in the lower lever, a CAS

dean's suite, honor program, and welcome center on the first floor, 8 new classrooms on the second floor, the relocation of CAS departments to the third and fourth floors, while the law library area serves as surge space for Langsdale Library as it undergoes a 2 year renovation. The fourth floor law library area can serve as a study commons and flex event space with more capacity than any current area on campus. Renovations to the Learning Commons will be limited to paint, carpet, elevator and HVAC modifications and furniture replacement.

Additional moves proposed include the relocation of some departments currently in leased space and the Police Department to Charles Royal, and several other occupancy options for the law buildings on Chase Street. Certain areas of the Academic Center second floor will be vacated until major renovations can be funded. The plans are currently under review by department heads.

For the complete presentation regarding the plan visit the [Facilities Management and Capital Planning webpages](#).

ACTION ITEM: A town hall meeting with Q&A is scheduled for November 13 in the Moot Courtroom. Feedback regarding the reuse plan should be sent to Steve by December 12 via email at [fmcp@ubalt.edu](mailto:fmcp@ubalt.edu)

VIII. Adjournment – Magui Cardona

The chair reminded everyone the next UBSS meeting will be on December 10 in room BC 143. Lunch will be provided on a first come, first served basis.

Meeting was adjourned on time.

UBSS Meeting  
 November 12, 2012  
 Attendance

Please print legibly.

Print First and Last Name	Title and Department	Senator Y/N
Teresa Callison ①	Coordinator A+F	Y
Karyn Schulz ②	Director, CEA	Y
Kristen Tull ③	Academic Coordinator CPA	Y
Bob Blankinship	Director of Procurement	N
DAN NAGLE ④	Associate Director, Aux	Y
Nick Owens ⑤	Associate Director, Fac/Stu Dev.	Y
Ann Cotten	Director Schaefer Center	N
Bill Wells	Survey Mgr. Schaefer Center	N
CAROL A. VAETH	LANGSDALE LIB. B. DD Supervisor	N
Ronald Vickers ⑥	Peoplesoft Functional Mgr / EMSA Tech	Y
Karen Karmidi	Asst Provost Finance / Provost office	N
James Hale	Budget Manager / Facilities	N
TARIKUL ISLAM ⑦	Manager of Finance / MSB	Y
DANIEL PAGE	Assist. Dean / CAS	N
Robin Pankal ⑧	Advisor / CAS (Freshman Adm.ing)	Y
Magui Cardona ⑨	Director / Provost	Y
Giordana Seguen ⑩	Mgr. college comm. / UR	Y

