

University of Baltimore Staff Senate

MINUTES DRAFT

Monday, Dec. 9, 2013

12:15-1:30 p.m.

BC 143

1. Approval of Minutes, Nov. 12
Schulz made a motion to approve. Vickers seconded. Minutes approved.
2. Chair's Report (Giordana Segneri): 15 minutes
 - a. Amended Bylaws: On Nov. 22, the Staff Senate bylaws were ratified.
 - b. CUSS Alternate: Pursuant to article 12.5, Nagle will serve an additional 1 year as CUSS representative. This will initiate staggered terms for CUSS representatives and establishes continuity of representation. Pursuant to 12.6, Vickers will serve as alternate through April.
 - c. Staff Recognition Committee: Committee has been formed with six members. Members are Gigi Boam, John Brenner, Margarita Cardona, Kate Crimmins, Dan Nagle, and Anita Thomas. Their first meeting is scheduled for Dec. 18.

Rebecca Spence from Human Resources been asked to serve as an HR liaison to the committee.

- d. GSC Update: GSC is scheduled to meet Dec 12. Items on the agenda for that meeting are:
 - Scheduling meetings for next semester. The GSC has been meeting every two weeks. The staff senate representatives on GSC will recommend meeting once/month. Now that the shared governance restructuring has settled in, it may be possible to reduce the meeting frequency.
 - Discussion of action plans from Diversity and Culture and Work-Life committees.
 - Discussion of the response received from Planning and Facilities committee.
- e. Reminder: Budget Priorities
 - Priorities for FY15 are due to the Budget Committee by Jan 17, 2014.

Staff Senate has been asked to submit budget priorities. Senators should reach out to constituents so that the input is from the membership and not solely from the Senate determining our priorities.

Plan to have senators begin outreach with constituents as soon as we return from the winter break.

3. USM's New EAP Provider (Mary Maher): 15 minutes

A new employee assistance program (EAP), provided by Inova, will roll out in January. All regular employees, contingent II employees and their family members are eligible to use the services.

Inova is a large, nationally-recognized healthcare provider on the east coast. Inova contracts with Workplace Option. Maher provided several highlights about the program and the provider:

- Inova has high retention rate for clients and a high resolution rate for cases.
- EAP services are available overseas and across the US.
- Using the EAP
 - Can contact EAP for financial issues, legal issues, emotional support issues, work-life balance (child care, elder care, adoption), wellness coaching, lactation support, will preparation services, pet care services, and more.
 - Access: phone, live chat, email, iPhone app, USM-specific website.
 - The service is confidential.
 - When you contact the EAP, you're assigned a case manager.
 - They triage the problem and proceed with a 5-session model, with referrals to appropriate services. This can happen by phone or face-to-face.
- Confidentiality:
 - Information about services you receive will not be shared.
 - UB receives a utilization report that includes presenting problems and website hits. This information provides UB the trends of usage. This can help UB identify needs for onsite training or services. The utilization report does not provide information about specific employees, their information, or their department. It is primarily used to see what services UB is taking advantage of and what are trends, if any.
- Rollout
 - All eligible employees will receive a folder about the services.
 - HR will provide training to supervisors for referring employees to the EAP when appropriate.

There will be a website available to us that will also provide information about our benefits and saving/discount programs. Counselors can answer questions about our specific benefits (tuition remission, health insurance, etc.)
- There is an opportunity for UB to contract with Inova for additional, onsite services.
- This EAP contract costs us 50% less than the previous EAP provider.

4. Presidential Search Committee Update (Sasha Hudson): 5 minutes

RFPs for search firms are being distributed to the sub-committee today. They will select the search committee by Wed, Dec 11.

At the next search committee meeting on Dec. 18, the committee will work on the position description. Search firm will attend the meeting. Goal is to have a finalized description by the end of that meeting.

5. New Employee Outreach: How is it working?: 10 minutes

HR has been sending UBSS a list of the new employees on a weekly basis. Those employees have been provided to appropriate senators. What has the experience been?

- Sentiment was that it's too early to say if this is working well.
- Senators have been sending to new members.
- We'll continue contacting new hires.
- Staff Senate is now in the new employee orientations. Nagle will represent the Staff Senate at those orientations.

6. CUSS Update (Dan Nagle/Kristen Tull): 10 minutes

November meeting was at UMCP. The USM is working on a new budget for next year, FY2015.

News will be shared. Other items:

- Coalition of Friends of Morgan State University lawsuit: there are ramifications from the opinion that affect some USM schools. Tull will distribute the opinion to the Senate and will be linked from the UBSS website. Constituents are encouraged to read the opinion.
- Some campuses have had active shooter trainings. Is this something we should address?

General Discussion:

Is the UB Emergency Communication Plan widely distributed and helpful? Is it helpful in the case of an emergency? Would be helpful, perhaps, to focus on the types of things we see regularly and how to deal with those issues:

1. Students who are threatening to other students or faculty and staff.
2. Earthquake.
3. Pedestrian-involved traffic accidents

An app was recently purchased: LiveSafe. This will not replace the email/text alert system used by UBPD is still using email/text alert system. UB should expect to see some communication soon.

Discussion continued with comments about the expiration of the campus alert subscription. Some stated they didn't receive an expiration notice.

Options for obtaining information/resolution: ask Sam Tress what is in place, ask him to attend January meeting, and review what's available.

- Board of Regents award: some changes were made to the nomination packet requirements, such as asking for the job description to be included.

HR website shows 2012 deadline and needs to be updated. (As of the date of finalizing the minutes, the date is accurately reflected as Jan. 23, 2014.)

7. Committee Reports (staff representatives): 10 minutes (if applicable)

Facilities and Planning: Met to discuss was the action plan items, and provided a response to those items.

Segneri: as committees address particular items, the committee should prepare a report on the results. This is something GSC needs to make the committees aware of moving forward.

A formal report with comprehensive responses will allow more staff members to see the results. Example provided was the committee's response to a request for more space for staff to eat/meet/lounge. The response was that this requires a budget call item. This could translate into one of the UBSS budget priorities.

General discussion about the Diversity and Culture committee: The committee has employees serving who are in dual roles at UB, as a staff person and adjunct faculty. The question has been raised whether those employees can/should be involved in multiple governance bodies. The decision was to bring this forth to the GSC for discussion as to whether an employee's primary role should determine their involvement in shared governance, or whether the employee can serve in shared governance according to multiple employee roles.

8. New Business: 10 minutes

HR would like to be on agenda for January to discuss Work Number services. This is a server for verification of employment or income. This service is owned by Equifax and is conducted online, including the ability for the employee to provide authorization.

Meeting was adjourned at 1:20 pm.