

University of Baltimore Staff Senate  
General Assembly, Open Forum

October 12, 2015  
12:15 – 1:30PM

**12:20 Review of Agenda**

Agenda Approved

- **September Minutes, Keiver to send typographical errors to Michael.  
Approved contingent upon edits**

**12:21 Chairs Report**

*Provost Search*

- UBSS Email to all staff detailing agenda for Provost Search.
- If there are general questions you'd like asked, forward to JB.
- Can attend other meetings, but will be focused on the group who is hosting (Staff, Student, or Faculty).
  - Question: Magui - Can we provide feedback?
    - Yes, unsure of how, but there will be an opportunity for feedback.
  - Question: Keiver - will there background information on the candidates?
    - Bill - it should be coming out in a week or so.
- Staff Senate emails going to "clutter" folder.
  - If you delete emails immediately, they will start moving to "clutter"
  - You can turn clutter off in Outlook.

*Women's Forum, Friday October 23.*

- Kristen Tull is the Secretary of the Forum. Registration at 9:30, conference at 10:30 at Salisbury University. Hotel near the University, but please consider carpooling
  - Conference on Navigating Leadership.

*Open Enrollment October 15 through November 16.*

- Benefits fair, Tuesday October 20 BC Antrim 11-1 PM.

*Staff Recognition and Achievement Committee*

- We have members and no committee.
- Bi-laws workgroup has been asked to look into amending bi-laws so we can form a committee.
  - To be considered an ad hoc committee until the committee is formed.

Anything voted or reviewed will be placed in the T: Drive as a PDF

No CUSS report today, mention of the meeting UB hosted last month.

*Keiver updated on email list serves.*

- Need to identify how the setup was being used, complete.
- Work group has evaluated and has changes to make. Will query once changes are made and verify before launching into production. Hopes to be complete by end of the week: 10/16.

Employee orientation attended by Chair to greet the new employees.

Executive Board reviewing next steps to implement our action plan.

- To follow up with Senate for action items.

Grant writing workshop, Magui needs details about what information is needed to tailor the workshop to our needs.

- Is there a Grant 101 type workshop?
  - Magui: There is, but it's best to know what you want/need funding for.

- Some ideas may come out of the Executive Board meeting.

HR: Would someone come to present on the BOR Awards in November?

- Rebecca volunteers.

GSC will be sending a message RE: committees.

### **Vice Chair Report: Megan Manley**

The Governance Steering Council met this past week on October 8th and covered the following:

- Building security and access--There have been concerns about building security as of late and a discussion surrounding building access is circulating amongst units. This past summer, for example, the front door to the LAP building now requires BeeCard access to enter. Whether more buildings on campus become locked is up for debate, but there has been an uptick in small thefts from academic and student serving buildings. Further discussion about building access will need to be had by UBPD, the planning and facilities committee and academic dean consultation. We will keep you posted.
- The Student Government Association has selected its Vice President, Ms. Tahirah Khan.
- SGA has continued to advocate and promote a student bereavement policy. A draft of such is here for review. Faculty Senate reps have provided preliminary feedback and the hope is that a final draft of the policy can be voted on prior to the Thanksgiving break. One recommendation that was made was to remove friend from the list of close relatives to ensure fairness with the faculty/staff bereavement policy. The GSC is hopeful that the policy will be presented to President Schmoke in November.
- Additional updates include details on the Provost search. UB's Staff Senate will host open forums for staff in which they can meet with the candidates for provost. Dates for such will be advertised shortly. Each governance group will have an opportunity to host open forums with the candidates. We do encourage staff participation in these as this is a great opportunity to ask questions and to get to know the candidates.
- Lastly, the GSC spent time discussing our organizational structure and how best to operate for the year. Attention was paid to committee makeup and action and we are ensuring each committee is fully staffed for the year; waiting for a few more students to be added to committees. We are hoping we have fully composed GSC committees prior to the end of November and that these groups will take off and take action.
- We also discussed assessment of our governance structure for the purpose of Middle States as well as for our own internal purposes. We need to again review committees, what they do and their charge--need to determine where there is duplication with other UB committees, we need to ensure the reporting/communication structure and org chart for GSC is fully accurate as there are multiple versions circulating, and we need to focus on some clear cut goals. The GSC is in the process of developing new goals while incorporating past goals. This will help renew focus and increase transparency as we move forward.
- One other item of the Vice-Chairs report is a brief report on the Strategic Enrollment Retreat. All members of the GSC were in attendance minus Ms. Khan. The retreat took place on both October 2nd and 9th off campus and participants include faculty, staff, deans, and administrators from a variety of campus units. While not provided initially with an agenda, the first half of the retreat spent considerable time reviewing where we have been as an institution in terms of our population and enrollment growth. The second part of the retreat was used to re-examine enrollment measures to ensure we're focusing on the right things. Questions such as where should we be growing, who are we, how can we better retain our students, how should we market, who is responsible for enrollment, how should resources be allocated and distributed to assist with growth and recruitment were all thrown out there. Immediate answers were not found, but retreat participants were tasked with determining the top concerns, priorities, and

steps needed to move forward towards developing a strategic enrollment plan. Summaries of the meeting will be forwarded to President Schmoke for his review and consideration.

## **UB Police Department (Sam Tress)**

### *Discussion on Crime*

- Media drives a lot of information regarding crime. Can give impression it's unsafe to walk out of the door.
- Sam has been following stats for over a decade, and the number do not change a great deal as it relates to murders.
  - 2010 Census, 310 Million citizens. FBI reports 2013 12,252 people murder in the US; NITSA Report 32,000 people killed on the highways in that same timeframe.
  - Out of the 12,000 people murdered in the USA; 1,200 were murdered by strangers.
  - "We kill the people we know," Mark E. Most murders are committed by someone who knows the victim.
  - Stats show "it's not as bad as the media leads you to believe."
- A lot of crime in Baltimore is Drug/Gang related. Safe area to those uninvolved in gangs/drugs.
  - "Nothing good ever happens after 2 AM."
- UB Traditionally has a very low crime rate (violent crimes).
  - FBI Crime Index (Violent and Property).
    - UB Violent Crime Index is 0.13 for 2014; 0 in 2013.
      - There was 1 robbery in 2014; Dunkin Doughnuts robbery.
    - Property Crime Index in 2014 was 3.2; 4.0 in 2013.
      - UB - 2014, 21 thefts in the building, 2015 23 thefts.
- UBPD Officers made an arrest in Barnes and Nobel for theft, last week. A separate arrest of a theft that targets UB. "UB is an open, public, campus." This individual is believed to be responsible for the bulk of the thefts on campus. Taken to Central Booking, State's Attorney states not enough probable cause for arrest, and released back to general public. Not expected to return to UB for a while, since we arrested him.
- 9/10 theft is due to unattended property.
- MSB had a theft on 10/8, because of an unattended phone (for no more than five minutes).
- Thieves are not stupid. Dress like students, well dressed. Appear to "belong anywhere".
- We need help, if you see something that looks suspicious call UBPD so they can investigate.

*Motion to extend for questioning, Bill, seconded by James.*

*Question/Comment James Hale:* Request for active shooter training performed a second time.  
Sam: "I'll speak to anyone who will listen".

- Access control, public campus, anyone can walk on campus.
  - President requested to move open hours from 8 AM to 8 PM to 8 AM to 6 PM. Those queried pushed back, uncomfortable with the change. Executive Committee (EC) makes all decision regarding building hours. Decision still pending.

*Comment Bill:* There felt to be more support towards changing the times, but there were roadblocks needed to overcome. Are there plans to address the concerns?

- *Response Sam:* I don't know, I made my report to EC and I'm not sure where they'll go from here.

*Comment Bill:* Recommended that the Senate work to address the roadblocks.

*Comment* Karen Schultz: Lack of student representation at the meeting.

*Comment* Sam: There is no campus-wide ID policy, which should change. Question, though, will the policy state if you simply need to carry the card and display when asked, or should one have to wear the ID around campus? HR has submitted a draft policy for bee card ID.

*Request* John Brenner - Requests to be included in conversations in the future.

- Sam agrees.

“UB is a safe campus, our biggest problem is theft,” Sam Tress

### **Karen Schultz, Processes for Accessable materials**

- Small committee on campus working to ensure all material on website is “accessible”
  - Any materials need to be in a certain format to meet ADA requirements.
- Committee is calling themselves a workgroup.
  - Trainings on accessibility are forthcoming.
- Posting of an image, must have an alternate text, so that screen readers can read to those students with disabilities.

*Important Information:* Two Universities under a huge law suit, MIT and Harvard, because their MOOCs are unaccessible.

- We are trying to correct this on the front end to avoid a lawsuit.
- Videos must be captioned.
  - Open and Closed captioning.
  - Software captioning packages
  - YouTube, you must caption on the front end to avoid the YouTube language.
  - UR reaching out to campus community to help caption videos.

*Important Note:* If you save a PDF as an image, the document readers cannot process, and renders the file out of compliance with ADA.

- We are looking to create an accessible website to guide those how to create their website. Good examples of accessible sites are PSU and OSU.
- FFE Grant allows us to determine if units should caption videos internally or through a 3rd party vendor. Will be an expensive investment to take UB Site towards accessibility.

*Important Information:* If you hear from Karen regarding your site, you have a student in your class with accessibility issues.

- John Brenner to send out the “Tiers” information to the Senate for their review.
- Natalie Malm, webinars: one every month. Informational, short, to send out daily digest updates for the upcoming 3 webinars.
  - This is not something that will be accomplished by the end of this year, it will take years to accomplish. OSU took 14 years to accomplish this mission.
    - Any questions you can contact Karen or Natalie.

### **University Committee Reports**

- Work-life has met. No other updates.
- MISHIE Steering Committee Update (Magui): Kick off on 9/11 met with co-chairs and provided work for 18 months. Meeting again tomorrow to receive an update. Attending MISHIE Annual Conference in December in DC. President has asked committee to develop institutional effectiveness plans for the administrative offices: to evaluate if the administrative offices are effective at achieving their goals. As there is more to share, I’ll share it.

*Question* Bill: who is our facilities committee representative?

*Response* John B. unsure.

*Follow-up* Bill: We need to address the card access issue through our facilities rep.

### **Bi-laws committee to report**

- Keiver: We've met, and come pretty close to finalizing our document. Changes to bi-laws should be sent to constituents for all to approve.

### **Other Business**

- James Hale: UBSS Budget Discussion - Can we repurpose our "food funding" for the UBSS meetings to support other initiatives?
  - We would just need to request from Donna to use the budget for another purpose. Asked to table the food order for next meeting to try to use for another purpose. Anything that we could do would be better than buying food for 10 people.

*Question Bill:* What's the budget for food?

*Response:* \$180 per month

- We could try to use to support the potential FFE Grant for Professional Development.
- Keiver: We could potentially change the time of our staff senate meetings, to avoid the need to buy lunch.
  - JB, lunch is an incentive to guest, and would not like to have the president served lunch at the UFS and not here.
- Discussion of how to appropriately use the funds. We would want specific ideas before making the request to repurpose the funds.

*General Question:* What is the faculty senates budget? Do they receive additional funds for UFS outside of lunch funds.

James motion to table the food orders for future meetings until a conversation is had about repurposing the funds. Seconded by Keiver.

Vote, Unanimous to suspend the budget for food at UBSS Meeting.

Review the SGA Bereavement policy and send feedback to John Brenner.

Meeting adjourned at 1:37