

# University of Baltimore Staff Senate

## MINUTES

Wednesday, July 13, 2016

10-11am | BC 135

### 1. Welcome and Introductions—

**Chair James Hale (JH) introduced Executive Vice President & Provost Darlene Smith (DS).**

**Provost DS** Thanked the Staff Senate for their commitment to the mission of University of Baltimore and its students, emphasizing the importance of the passion and dedication of all staff as UB continues to navigate challenges: “We will come out of this stronger.”

**Provost DS** provided the Senate with Middle States updates and noted that over the next 6 months, staff members may be asked to provide data for Middle States. These tasks are important and needed for our assessment as well as Middle States’ compliance and transparency.

**Provost DS** highlighted three important focuses for the coming year:

1. **Institutional Effectiveness**—we are not as strong as we could be in the assessment of our operations--focused on becoming more data-driven.
2. **Greater Transparency**—UB’s objectives and USM’s objectives will be discussed at convocation in August
3. **Reorganization/Reporting Structures**—this will also be communicated at convocation in August

**Provost DS** also shared that there will be a new university strategic plan drafted with significant university-wide engagement. This will include a revised vision as well as enrollment and retention plans.

**Provost DS** concluded her remarks with a commitment to student success:

No matter what you do on campus—whether “on-stage” or “backstage,” we’re all here to serve students, just in different ways. There will be a significant and renewed focus on student success and providing them with their best education in and outside of the classroom.

### 2. Logistical Items

- a. Approve May Minutes—  
**Chair JH:** this will be conducted electronically via email

**(senate action item)**

- b. Approve July Agenda—

**Chair JH:** Motion to Approve?  
motion—**Parliamentarian Laurie Harow (LH)**  
second—**CUSS Rep Keiver Jordon (KJ)**

- c. Folder/Email Access

**Chair JH:** The senate now has access to the UBSS folders on the t: drive. Please save all the work you do for the staff senate on the t: drive.

- d. Committee Members

**Chair JH:** I've reached out to all our committee members. I haven't heard back from everyone, but only one person has resigned their seat.

We need to develop/assign committee charges in the next few meetings. Committees probably will not meet until students and faculty are back on campus in August.

- e. Remaining Senate Seats

**Chair JH:** We have two vacant senate seats—one partial term (1 year), one full term (2 years) that need to be filled. It is critical these seats are filled, but we are not stopping our senate work in the meantime. The procedure to fill these seats: Chair nominates, exec board approves. Senators please help identify interested staff members.

**(senate action item)**

**Question for Constituents:** How does someone who is interested get involved?

**Chair JH:** you can let any senators know or email UBSS/complete a comment form on the website

**CUSS Rep KJ:** senators must be exempt or non-exempt/CII not represented by collective bargaining

### 3. Meeting Schedule

**Chair JH:** The bylaws state we need to meet on every 2<sup>nd</sup> Monday of the month, but what time would everyone prefer.

[General Discussion + vote: **new meeting time is 11am-noon**]

### 4. Assign Constituents to Senators

**Chair JH:** How does the senate want to divide constituency groups with the 2 vacancies?

[General Discussion: 2 Exec Board members\* will adopt smaller constituencies until vacancies are filled.]

<b>Vice-Chair Megan Manley (MM)*</b>	Office of the President
<b>Senator John Brenner</b>	Office of the Provost and Academic Affairs
<b>CUSS Rep, KJ*</b>	Division of Administration & Finance
<b>Senator Zach Luhman (ZL)</b>	Divisions of Enroll. Mgmt. and Student Affairs
<b>Senator Margie Bivans (MB)</b>	Offices of Technology Services and Institutional Advancement

**Chair JH:** After OTS makes these changes, you can each reach out to your constituency groups. I'll draft an email and send out to the senate.

**(senate action item)**

How often should senators contact constituents?

[General Discussion: as needed/as a follow-up to Chair or university emails/contact.]

**Senator MB:** We could email a week or so before to ask if there's anything constituents want brought up at the meeting.

**HR Rep Rachelle Adams (RA):** That's a good idea. It's important to reach out and invite staff to share concerns/participate/etc.

### 5. Staff Development Day

**Chair JH:** Staff Development Day will be Thursday, July 28. We originally thought we'd need senators to "work," but we really want those attending to focus on attending and enjoying the day. The committee will meet later today and decide what is still needed.

We still have open seats—please encourage others to attend if they haven't signed up yet. We now have a website (linked to UBSS's page).

**(senate action item)**

**Question from constituent:** Open to all staff?

**HR Rep RA:** The goal was to provide the opportunity to staff members who are looking to move into leadership roles who wouldn't otherwise have the opportunity to attend conferences. We may open it up in the coming weeks, but for now it's still our goal to reach this population.

**Question from constituent:** Non-exempt?

**Chair JH:** Yes

**Senator JB:** Some staff members are not able to go because they've been asked to keep their offices staffed. They've asked if there will be future opportunities.

**Chair JH:** Last session we decided to forgo the money previously set aside for lunch in order to use it more wisely. It's my hope—if the senate agrees—that we could use that money as a way to continue staff development in the future.

One way senators may be asked to help during Staff Development Day will be to facilitate table discussions at lunch—idea brought by **Senator JB**. This is an opportunity to promote UBSS, share ideas from and about the day, etc. (Questions will be provided.)

## 6. Workgroups

**Chair JH:** If we pick a few items—like the bylaws or communications plan—to work on in smaller groups, we'll be able to accomplish more with added value. Take some time to review the action plan on the website and identify what you would be interested in working on.

**(senate action item)**

**Question from constituent, Magui Cardona (MC):** Will I be continuing to serve as staff rep for the Middle States committee? I would like to if possible.

**Chair JH:** I'll submit your name to the executive board.

**MC:** The whole university will be updated on Middle States in the fall. There will be a comment period for the entire community, but I think it's important that there be an official comment from the staff senate.

## 7. Newsletter

**Chair JH:** We've talked about a newsletter—I'd like to send one out after Staff Development Day to include a recap + everyone's names who attended. We could also announce all our new senators. I think it could be used as a communication tool to explain what we're doing, etc.

**Secretary Michelle Junot (MJ):** There was some question last meeting about the most effective way to get the information out—should it be emailed, physically delivered, posted on Social Media, etc.

**Senator JB:** Who is the official contact person for the newsletter if constituents want to submit something?

**Chair JH:** Michelle Junot, but this could be a work group moving forward.

**HR Rep RA:** What's the schedule?

**Secretary MJ:** Quarterly

[General discussion of other ideas for newsletter: Could it be interactive including links to surveys? Can we use mail chimp or constant contact? We can use checkbox which is free. Could use the table conversations at staff development day to gather content/quotes for the newsletter. Should include upcoming meeting schedule + locations and times.]

[General discussion of location for staff senate meetings: **Chair JH** will look into other options, including moving from building to building each month.]

## 8. Website

**Chair JH:** If you don't have a picture on the website, I'm going to take your picture today, or you can send me one. Additionally, please review the website. Review the bylaws, the communications procedure documents, the FAQs, and the GSC documents.

**(senate action item)**

## 9. Staff Awards

**HR Rep RA:** Please send nominations for staff awards by August 15. You can find out more information via the Daily Digest or UBSS or HR websites. These awards will be awarded at convocation.

**Senator JB:** Can we be sure to differentiate between BOR Awards and UB Staff Awards—sometimes these get confused. Is HR working with the Staff Senate Committee?

**HR Rep RA:** Yes, currently active members of the committee are

Rachelle Adams, Office of HR  
Rebecca Spence, Office of HR  
Judith McDonald, Office of HR  
Erica Carter, Office of A&F  
Shana Bynon, Office of A&F

**Senator JB:** The staff senate committee worked two years on the recommendations we handed over—do you know if those are being used/taken into consideration?

**HR Rep RA:** Yes we have them and are using them.

**Chair JH:** In light of the events at the University over the last two years, it's really key to recognize and reward staff on campus. It can go a long way in boosting morale. Please submit a recommendation for the staff awards.

***(senate action item)***

**Chair JH:** Motion to adjourn?

Motion—**Senator JB**

Second—**CUSS Rep KJ**