

**UMCES Staff Council**  
**Agenda Items**  
**October 10, 2018**  
**10:00 AM**

Call-In Information:

Conf # 803191

Call in (if no access to IVN) # 301-779-2901

Present: Kurt Florez (HPL), Julia Bliss (HPL), Molly Pickel (IMET), Michelle Prentice (IMET), Katie Kline (AL), John Piasecki (AL), Amy Griffin (CA), Brian Duke (CBL), Stacy Hutchinson (CBL), Lisa Ross, Lori Stepp, Juli Brush

Absent: Jeannette Connors (MDSG), Jenna Clark (MDSG), April Lewis (CA)

- Chair Updates
  - Amy Griffin noted that the most recent policy updates have been submitted to Administrative/Executive council for review. We are waiting from Executive Council for approval. Amy will add a reminder at the next Administrative Council meeting.
- Staff Council Best Practices Survey from CUSS
  - UMCES has submitted our survey answers to CUSS and we will get feedback from this shortly. The survey was completed by each of the 12 university system institutions and describe our current shared governance (see file for more information). They are aggregating answers and will hopefully provide report at next CUSS meeting.
- Lab Engagement Updates and Challenges

Kurt Florez - HPL recently had a pizza lunch meeting and donut day for those that missed lunch the previous day. It was good timing for generating interest/awareness about Staff Appreciation Day and to address potential issues (transportation, purpose of event, other questions). It helped extend representation from HPL at Staff Day and improved camaraderie among HPL staff. Juli Brush added that the meeting provided opportunity to discuss questions about differences between bargaining group and staff council eligible members. They are looking for cost free methods to engage people.

Michelle Prentice - At IMET numbers are currently a challenge. They would like to have more staff involved and hope to move toward that in the future.

Katie Kline - Since the pizza lunch in the spring, AL has not done anything formally to engage all staff with respect to Staff Council. AL's assistant director, Heather Johnson, did send out emails to encourage staff day attendance and offered to stay behind to provide coverage if needed.

Stacy Hutchinson - CBL holds quarterly town hall meetings w/Dr. Miller. They also hold bagel Mondays every other Monday for whole campus; CBL has its own administrative council, which provides staff with a voice along with students, faculty, FRA's. They have their own student orientation where services provided by each department are described. Dr. Miller and Stacy sent out emails encouraging people to attend.

Amy Griffing suggested holding coffee "talks" or group lunches where you bring your own so that costs don't fall back on staff council members to encourage staff engagement. She asked everyone to keep the topic of staff engagement on your mind and bring back your challenges/issues to the council to discuss.

- Committee Updates, Needs, and Membership (Kurt) - Kurt Florez discussed the challenges faced by some of the committees that may not be completely full at the moment and encouraged anyone currently not serving on a committee to do so. He asked committee chairs to ask for help, if needed. He also asked each committee chair to list committee members in their updates.

BoR Staff Award/UMCES Staff Award:

Michelle Prentice (Lisa Ross, Lori Stepp) - Michelle is brand new and up to challenge but would accept offers of help. She thinks that the awards are good way to improve community among UMCES.

Lisa says that committee meets in October to review BOR award materials and customize it more to UMCES. The application packets are due in early February but we try to move deadlines up to get letters from the UMCES president and put packet together. Lori noted that the packets were just recently released. Part of the committee role is to work with each nominee to help strengthen their packets and provide feedback and try to fit in the appropriate categories and be mindful that we don't have competing nominees in the same category. Packet has to be almost finalized before going to Dr. Goodwin.

Communications:

Kurt Florez (Amy Griffin, Katie Kline, Jeannette Connors)

Committee goal is to communicate about Staff Council, promote awareness of staff day, publish newsletter. We are planning to meet soon to discuss success/failures of efforts to promote staff day

Staff Appreciation Day: committee update and Staff Day post mortem

Juli Brush - (April Lewis, John Piasecki, Juli Brush, Julia Bliss) - Juli got updates from April ahead of meeting. We had about 75 people come to staff day. Survey has gone out. We will

be sending out reminder to get more survey engagement. 30 have completed survey so far. Committee will share results with committee/council later. Have received a lot of positive feedback with ideas for next year. The committee thinks that the day went well overall. There are a good number of people on committee. It has seen some turnover, but wound up with 9. As the event gets closer, it is helpful to have extra help (1 rep from each other committee); 4-5 people could get majority of legwork done; notes have been taken to help for future events. It seems like administration is supportive of continuing the event. Timing of event and when preparations should be ramping up coincides with Staff Council turnover/elections. It is something that should be considered moving forward. Other feedback: Stacy thought that it went well and heard positive things. The drive was a little bit of a drawback but there's no way to avoid it. Some of the staff at CBL had to be strongly encouraged to attend but enjoyed it after all. Amy Griffin also heard positive things and enjoyed the door prizes. Amy thanked Kurt for serving as master of ceremonies for the event. Lori thought that the timing of the event was good - date, duration, timing with respect to BOR award announcement. She heard positive responses about event. Michelle liked giving UMCES award after lunch. Amy thought that the park was nice but couldn't control weather. Rain may have encouraged conversation because people couldn't wander off. Stacy suggested that yard games might be fun for the future. Kurt thought that it was a great day. Heard no complaints about food. Appreciated cooperativeness among group.

- Admin Council Updates

BOR faculty and staff award nominations opened in October. Dept of Legislative services prompted a report on UMCES. Draft report was in favor of not consolidating UMCES, which was sent to chancellor in August, strongly in support of leaving UMCES as it is. UMCES hosted new student orientation (all MEES students) - HPL had a bio blitz (40 experts surveyed campus and identified every living thing in site). Environmental Summit is scheduled for November - (Lori) - This is being held in lieu of Goodwin holding Presidential inaugural address. Dr. Goodwin would rather use that platform to highlight UMCES (internal and external). Dates have been set in November to work on strategic plan. Open to staff on admin council. Address from the president will be Friday, November 30th around 9:00 am. Event will be hosted at IMET. Address will be live fed so that each unit can watch (45 minutes).

- HR Updates

Open enrollment starts on Monday and packets should be arriving soon; Multifactor authentication is being instituted for timesheet login; HR is trying to work with Administrative offices to ensure that people will be able to complete their timesheets. Maryland Charities campaign will be kicking off soon - Julia Bliss is also helping with the campaign. April and Lisa are still working on the "Work Day" training (software for benefits/personnel) - not sure when the short training will be released. Starting January 1 - everyone will be using it to make changes to their health benefits for qualifying events.

- CUSS Updates

In August, Salisbury provided information on steps that they've taken with HR, staff council, etc. to fix some of their salary compression issues. Took some steps with certain staff groups and attempted to fix issue. Senate president initiatives as staff council that had been helpful.  
(August)

In September, discussion focused on Medicare Part D for retirees. CUSS is going to get more information and make statement to BOR.

- Lab Updates

AL - Hosting Watershed Moments events for the public in October and November

HPL - zoom; hosting their open House this Saturday

IMET is hosting Harbor science and stakeholders next Friday.

CBL - Fall Science for Citizens Series; outside corporate sponsors; CBL library is under renovation; end of January expected completion date; CBL hosted an Open House in September with record attendance (almost 900 people).

Documents Provided:

- August Meeting Summary
- CUSS - Staff Best Practices Survey (draft)