

APPROVED MINUTES
UMCES Staff Council
June 8, 2022

Attendance: Kurt Florez, Kevin Bruce, Ginger Steelman,
Lisa Ross, Chris Flight, Claudia Cochrane, Samantha Mais, Renee Arnold, Samantha Heyn, Julia
Bliss, Jennifer Clapper. (Heather Johnson and Sarah Hughes unable to attend)
Guest: Amy Griffin

Approval of Minutes:

Approval of Staff Council Minutes 04/13/2022 meeting: Motion-Kevin Bruce and 2nd Julia Bliss.
Minutes approved.

Guest Presentation and Discussion

Ombuds Program- Amy Griffin - History on how the OM program started at UMCES was first presented at CUSS mtg years ago and recently OM discussed with Cardia Group and DEIC- generally people want to pursue this option. Amy started researching programs at similar institutions and found a similar scenario at VIMS. The OM committee members are Amy Griffin, Larry Stanford, Judy O'Neil, and Taylor Armstrong. At this time with the research we have been able to do on our own and the resources shared by VIMS and sister USM institutions we are at the point of hiring a consultant to get the proposal for the OM program. The OM will have one coordinator, estimating this is part time and absorbed by someone as part of duties. Other OM will include 2 staff, 2 faculty and 2 students across labs. The coordinator will OM training and resources and some reporting. Amy reports that an email will be sent to all UMCES to provide feedback to express concerns and interest regarding the program and interest in serving on this committee.. The International OM Program provides training and right now there is a possibility of sending just the coordinator and then training will be provided to others.

Questions

Kevin- Autonomy of OM ? Amy- Principles of OM offers autonomy and UMCES wants to keep that principle. OM will report to the president and this will still remain anonymous.

Ginger- how assigned? Volunteer for now to show interest and then we can approach others that we feel will be good for this.

Kurt- who finally decides? Amy we are still working on specifics: who is the decision maker to move forward with an election or final decision?

Kurt- consultant duties- Amy just to put in the right path, research has happened and now need to push off the ground. It was suggested to Dr. Goodwin that we hire a consultant.

Kevin- VIMS person to come up and look at structure- no not at this time, most of the USM have said we cannot be your consultant. VIMS has shared resources to review. Amy can bring this up.

Kurt Annual rotation? Amy Maybe every 2 years.

Committee Updates/Membership

- **Executive (Kurt)**- Membership and Committee assignments need to be decided. Will send out email to get the nominations going; accepting volunteers. Elections - Chair, Vice Chair, Secretary- UP FOR NOMINATIONS.. Mike Peters is new CBL rep and Sam Mais will be exiting. Committee Memberships
CUSS - Need 2 and 2 alternates Ginger will remain on CUSS if there is another secretary or will remain secretary if CUSS is covered.
COMMUNICATION
STAFF AWARDS
DEIC
- **Communications/Newsletter** (Kevin)-need to send out tentatively next month. Who to spotlight. Send details to Kevin and Kurt.
- **Staff Awards** (Heather Johnson) Lisa Ross reported Heather Johnson already updated the packet and will get that packet sent and the return date has been pushed back a couple of weeks. Should not affect the timeline. Committee will be fully staffed again, the new assistant to the president will be participating. Might be a fresh perspective as this person will not know anyone. Within next week will be distributed. Staff appreciation day in September Would like to have this presented to the Exec Council meeting to review before Staff Appreciation Day and will need to get on the August agenda.
- **DEIC** (Kurt)
- **Staff Appreciation** this year will need to plan to be in person. Centennial park in the past and covered seating zone. Inbetween the next meeting we need to get that ball rolling; one or two leads but then others are joining in. We need more help this time. Need to set the date. Checklist from previous time. Also solicit staff to help with planning. Kevin is willing to be co lead for this event.
- **CUSS** - new member meeting in July and we will need to put forward names of UMCES participants for CUSS. Ginger requested to come off CUSS or off the Secretary role.

Updates/Highlights

- Human Resources - Lisa NA
- Admin Council - Kurt NA
- CUSS Update - TBD NA
- Lab Updates
 - Appalachian Laboratory Interns started 2 weeks ago; a leadership group will visit; AL events committee to have a picnic and baseball trip.
 - Chesapeake Biological Laboratory New vehicle stations and new interns CACD July 2023 groundbreaking

- o Horn Point Laboratory Mary Ann Manley 7/7 retirement
- o IAN NA
- o Institute of Marine and Environmental Technology
- o Maryland SeaGrant-Lisa Tossey leaving ;new intern for communications; REU interns present
- o Central Admin - New Assistant to the President will start this week.

New Discussion, Topics and Concerns

HPL DEIC sent an email asking for updates and a form to vent concerns from HPL DEIC perspective. There are a lot of demands for this form. The form was presented by Dr. Roman at the Exec Council; other labs wanted to do the same. Recommended that this stop until further review but this has been bypassed. The form is not endorsed by HR because of the type of anonymous form; cautions who gets the form and is seen. Lisa mentioned that who gets the form has a risk of liability. Question of if this something that OM would have that role? Is the OM supposed to be the contact for these kinds of things and then how to proceed from there? HR is not part of DEIC or the OM committee.

Ginger- I see OM as the first line of communication and then up to OM to follow the policy and procedures within UMCES and USM. then to guide the person through the process and follow up and to insure there are no misunderstandings or repercussions. Also the concern of turnover in OM and COI and Confidentiality. The OM will have to have protections and be held to Confidentiality?

Follow up(s)

Kurt will follow up with Amy with questions regarding the OM proposal.

Kurt will send Nominations and Committee Membership email to ask for nominations

Heather will send Staff Award packet

Kevin will get newsletter out- please send information or ideas for spotlight to Kevin

Ginger will begin a new meeting calendar and send new member packets to Mike Peters and Chris Flight and add this to the 2022-2023 Staff Council folder.

ALL- please send agenda items to Kurt and Ginger for the next meeting.

Next Meeting: August 10, 2022 10am