**UMCES Faculty Senate, Zoom Meeting:**

**March 24, 2021, 2:00-4:30**

Attendees: Mike Wilberg, Sook Chung, Victoria Coles, Helen Bailey, Judy O’Neal, Mario Tamburri, Mark Cochrane, Bob Hilderbrand, Alexandra Fries, Anna Windle, Larry Sanford and Dave Nemazie; Peter Goodwin

Agenda 2:00-2:40 Administrative review (Wilberg/Goodwin)

2:40-3:00 Convocation planning (Chung)

3:00-4:00 Shared governance survey (Wilberg)

Mike opened the meeting and mentioned some of us terms are up! Mike, Helen, and me: He will report to the faculty that we served out the terms.

**2:00-2:40 Administrative review (Wilberg/Goodwin)**

Following up the first meeting-

Peter appreciated a through report:

Mario- how things are integrated, not missing- Administrators and president like the report. What is the next? Is anything happening?

Peter addressed: efficiency and effectiveness (E&E) subgroup investigated a software: it is not technology issue: Lynn to have time to work with UMCP to sort out things for UMCES.

Invoicing issue is not UMCES alone problem-

Mario: we are understaffed- concerned about Lynn spending time to work on software.

Peter- Lynn would be the best person to do this- Lynn, is putting a short-term fix; short-term hire: what is the potential, long-term solution? We lost some manpower in the past few years. This problem must be fixed.

Judy O’Neal- HPL feels the same way as Mario’s concern.

Mike: reported layed out some of the functions need to be filled. How to do it via Business administration interaction among labs, when somebody leaves (not relying on one person).

Additional staffing.

Peter: in report, one challenge: we are not in the same location. CA at UMCES and Lab: distributing the duties across the labs than as centralized.

Peter- Mario's. Bring in an external third party- it is a long learning curve to learn it. And expensive- Instead of this, internal USM group working with UMCES.

Longer term- university structure look like: using internal expertise better for final business process.

Mario: faculty senate identified the problems; accounting and invoicing etc- how it should be functioned?

Judy: second Mario’s thought- Bob Jenkins- she was the one example, having a great service: invoicing, HPL want to be fixed quickly.

Dave: what do we want: service or physically located in one place.

Mike: strategic long-term: synchrony among the labs; software vs but need a stop gap filling- hiring somebody to handle invoicing.

Dave: College Park pays the bills- Barb Higgins. Lynn has been in active discussion with CP specifically for UMCES needs. Issues: internal at lab levels vs central. Subcontract- moving faster with Lynn handling.

Invoicing- also moving it with the communication of UMCP.

Mike said that Lynn has negotiated a solution to some of the delays at UMCP.

Mike Roman: Curtis can get involved in

Mike- using internal USM expertise is better than out of state person.

The Chancellor announced that UMB and UMCP are being combined for their research enterprise. This may provide an opportunity to explore ways for UMCES to improve.

Peter addressed this point:

Mario about using USM expertise- look at the institutes similar size with UMCES/Lab.

Mark: Concerned about delayed invoices to subcontractors.

Helen- Concerned, as the report submitted 3 monthos- We should learn what Lynn is doing to address this issue- agreed with Mark Cochrane. –

Judy seconded all and mentioned Cutis Herny: transformed the business office- Curtis would be a good one to look at the issues as an internal approach.

Peter- Curtis has a depth of expertise- Can we function as a single institution rather than 6 labs? Mark C- needs better Communications what is going on behind the scenes for grant administration.

Helen- requested a statement from Lynn what has been done at this stage and share it with other faculty members. Hiring a part-time for stop gap.

Dave- Lynn is working on with the lab personnel- some incremental changes made but not there is a reasonable plan.

Mike- The report focused on identifying the problems; suggesting the problems by committee. Lab directors: have a very different view: faculty concerns what/ functionally vs directors how things get done.

Peter: as an institute, we tried to sort out last 15 months, but not worked out. Faculty and students: administrative challenges:

Dave- would request Lynn to write down something about the progress.

Anna: Students: invoice issues, not paid until almost 6 months later.

Peter: hearing all this, state institution has some limit- needs to be resolved for the advancement of the UMCES.

Peter’s summary for all the discussion: subgroup produced the report available - Mike and Dave need a

Long term view: collaboration between UMB and UMCP for external advice

Periodic update on this; Simple Matrix of improvements:

Dave will work with Lynn to produce a small progress report.

**2:40-3:00 Convocation planning (Chung)**

Peter recommended-

Stuart may ask one or two board visitor/venture capitalist. This would be a great opportunity for faculty to meet b. visitors.

Breakout groups or lunchtime: meeting new faculty members:

Peter: Victoria not useful. Breakout group without a specific topic needs to be planned.

Purpose of the breakout group:

Summary after the breakout group by a senate.

<https://www.wonder.me>

5 min: Director: recording-

Helen Bailey: working with me.

Dave: Commencement: May 27th at 1 pm

Speaker: senate Ben Cardin

Faculty member presenting the student: 1 min: voice over the student photos:

Dave will send us an example of this.

* Senate election: Helen will serve again- Mike: Sook: asked about the

Russell- my replacement of senate post.

Mike will announce the outgoing senate members...

3:00-4:00 Shared governance survey (Wilberg)

Survey is done by CUSF.

Filling the survey together- completed Q. 14 and the rest, we will be filled it and send it to Mike by Friday. Then he plan to sort out the form and submit.