

UMCES Staff Council
Meeting Minutes
October 14, 2020
10AM

Present: Molly Pickel, Lisa Ross, Lori Stepp, April Lewis, Kurt Florez, Michelle Prentice, Amy Griffin, Kevin Bruce, Samantha Mais, Theresa Holloway, Julia Bliss, Rhonda Schwinabart, Julia Bliss

Approved Minutes (motion by Molly Pickel, seconded by Michelle Prentice)

Committee Updates/Membership

Executive Committee (April Lewis)

- Nothing to report

Communications Committee (Kevin Bruce)

- We need to have a newsletter soon with events and a staff spotlight. Please send Kevin events from their labs. Also, let Kevin know if there is a staff member you think should be included in the staff spotlight.
- We are aiming for an October 31 email. Please send information by October 20.

Staff Awards Committee (Michelle Prentice)

- We sent out an email to all-umces for the Board of Regents Staff Award announcement. These applications will be due December 18. We hope to submit two nomination packages. There will be additional future communications.
- Please think if there is anybody you would like to nominate or if you would like to self-nominate.
- April asked if we would give a plaque out at commencement.
 - Michelle suggested that that would be a good discussion for the December Staff Council Meeting. We will ask the recipients what they would prefer in the meantime.
 - April voiced the opinion that Commencement is a student-focused event and that it might not be appropriate to have the staff award presented there.
 - Lisa said that Lynn Rehn agreed that Staff Appreciation Day is the appropriate forum for the staff award presentation. Staff often don't attend the ceremony and if they do, they are typically working at the ceremony.
 - Michelle said that the timeline for the staff award might have to change to line up with commencement.
 - Lisa said that the original timeline for the UMCES staff award was designed to encourage nominations for the Board of Regents Award.
 - Amy said that there is now a Faculty Research Assistant Award that was presented at commencement.

- Lisa suggested having the award presented at Staff Appreciation Day and mentioned briefly before the Commencement.
- Rhonda said that she would like to have something included in Commencement. At other institutions, staff accomplishments are often mentioned at Commencement.
- Molly said that it would be nice to announce it at Staff Appreciation Day and briefly mentioned at Commencement. Michelle and Amy agreed that it would be nice to talk about it at both events. April also agreed.
- Lori Stepp said she has taken notes and will discuss it with Dr. Goodwin. The idea to include the Staff Award at Commencement was his idea to ensure that all groups at UMCES are recognized. She said that the other recipients will receive a plaque at Commencement and so we may want to have the plaque presented then. This will be discussed further at the next meeting.

Staff Appreciation Committee (Molly Pickel)

- The event was well-attended and everything went well. Thank you to everyone who made this event come together, given that we were doing something entirely new with the virtual setting.
- Molly suggested that we not send out a survey this year because we hope this will be our only virtual Staff Appreciation Day. Michelle and Kurt agreed that it would not be necessary to send out a survey.
- We will include a thank you for people attending the Staff Appreciation Day in the Newsletter.

Updates/Highlights

Human Resources (Lisa Ross and April Lewis)

- Open enrollment will start next week. Please get in touch with Lisa or April with any questions. There is now one login through Workday. Please see emails from April for details about this.
- The Maryland Charities Campaign is starting. You will likely see an email from Peter Goodwin soon. It runs through December and everything will be completely virtual.
- The Open Enrollment presentation will be tomorrow, October 15, at 1pm. There will be no packets sent out to employees this year.
- Lisa said that there will be a temporary increase in how much annual leave can be carried over to the new calendar year for staff. The policy did not extend the same benefit to faculty. It was only for staff. Lisa advocated for this to be implemented for 12-month faculty. We anticipate that it will apply to faculty. As an institution, we can alter leave for faculty if this does not go through.
- Several institutions have already announced extensions in their telework policies. UMGC and UB extended through the end of May. UMB has extended through the end of March. UMCES has not yet announced, but we anticipate extending past the beginning of the calendar year 2021.

Admin Council (April Lewis)

- We are in Phase 2 of reopening.
- The Admin Council discussed budget cuts for the coming year. There are temporary salary reductions for some employees.
- The Diversity, Equity and Inclusion Committee had an open meeting on October 2 and it was very productive, with breakout groups discussing different topics.
- Lisa Ross shared that there was an executive order from President Trump regarding agencies that have federal contracts, limiting the ability to run implicit bias training and other diversity-related training. The Attorney General's Office has said that we should limit public communications about diversity, equity, and inclusion. There are ongoing conversations about how much this will limit our activities. This came out in a meeting last week. We are currently trying to determine how to go forward.

CUSS Updates (Lori Stepp)

- Bowie State hosted a virtual meeting. The Assistant VP of enrollment management was present to share how they were implementing fall semester hybrid learning. The Student Council Representative, Annie Rappaport, attended to share information about what their council is working on. The Chancellor's liaison shared about the budgetary challenges currently. She discussed the broader impacts of the pandemic on our budgets.
- The USM appointed Bruce Jarrell as the president of the University of Maryland, Baltimore. Dr. Ann Khademian was named as the Executive Director of Shady Grove. Lawrence E. Leak is the current interim president of UMGC.
- There was approval from the Board of Regents to temporarily increase the limit for carrying over annual leave past the end of the calendar year for staff.
- On the Legislative Affairs Committee, they discussed Advocacy Day with the State government. We are currently planning a virtual Advocacy Day. Lori will share additional information.

DEIC Updates (Kurt Florez)

- Amy said that the initial charge to the DEIC included having recurring updates from the DEIC to the staff and faculty councils. She asked how we want to integrate this into staff council.
- Kurt said that he hoped to provide some information through the newsletter. He said that it would be good to have DEIC events run by all groups: staff, faculty, and students.
- Lisa suggested waiting to do these communications until after the election, given the current executive order limiting some DEI activities.
- Amy Griffin proposed that we bring this up again in December.

Lab Updates

- **SeaGrant** (Kevin Bruce)
 - SeaGrant has a Diversity, Equity, and Inclusion Committee.
 - Fredrika Moser is wrapping up her Sea Grant Association presidency this December. There was a recent meeting of SeaGrant Directors.

- There is a new graduate Assistant and a new legal fellow at SeaGrant.
- **IMET (Molly Pickel)**
 - IMET will host a public lecture next Tuesday night on extremophiles. Dr. Lora Harris will give a virtual seminar next Wednesday afternoon as part of IMET's Women in Science Seminar series.
- **Appalachian Lab (Rhonda Schwinabart)**
 - There is a new faculty member, Rodney Richardson. There are two new Ph.D. students. One of these students will be working from Pittsburgh part-time.
 - There was a community event scheduled for earlier this month that will be rescheduled. We'll be hosting community events in the Spring semester.
- **Chesapeake Biological Laboratory (Samantha Mais)**
 - Science for Citizens is being held virtually. There were more than 150 people in the previous seminar, about double what we typically had for in-person sessions. There are two upcoming events on Tuesdays.
 - There is a new building called the Chesapeake Analytics Collaboration Building. Stacy is on the review committee.
 - Since there are limited people on campus now, facilities staff are installing new LED lighting and floors, as well as UV-lighting air purification systems.
- **Central Administration (Lori Stepp)**
 - IAN is currently under their 5-year review. They have been hosting town halls at each lab. If you missed one, you can join an upcoming town Hall. Please see emails from Lori for the dates and zoom information.
- **Horn Point Laboratory (Julia Bliss and Kurt Florez)**
 - There is a new faculty member.
- **New Business**
 - Amy Griffin shared that she figured out how to have participants choose their Zoom breakout room. If you have questions about how to do that, please let her know.

Next meeting: December 9, 10am