

UMCES Staff Council
Meeting Minutes
August 14, 2019
10AM

Present: Kurt Florez, Lisa Ross, April Lewis, Julia Bliss, Amy Griffin, Kevin Bruce, Michelle Prentice, Molly Pickel, Rhonda Schwinabart, Cami Martin, Rona Kobell,

Agenda Items:

- Approval June Meeting Minutes
 - There will be an email approval of the minutes, after council members have reviewed them.
- Committee Updates/Membership. Council members have changed roles since our last meeting. Here, we provided updates on who is serving in each role.
 - Executive Committee
 - Kurt Florez - Chair
 - April Lewis – Vice Chair
 - Amy Griffin – Past Chair
 - Molly Pickel - Secretary
 - Communication Committee is in charge of Staff Council newsletters
 - Kurt Florez
 - Amy Griffin can write some sections but will need some help
 - Kevin Bruce can help with layout and will contribute some writing
 - Rona Kobell volunteered to help with writing as well
 - There will be a separate meeting for this committee shortly to discuss how to assist with Staff Appreciation Day
 - Staff Awards Committee is filled
 - Michelle Prentice
 - Lisa Ross
 - Lori Stepp
 - Staff Appreciation Day Committee
 - April Lewis, Julia Bliss, Michelle helping as needed
 - The pavilion is reserved and the caterer is arranged. The save the date and invitations have gone out. April is working on an agenda including icebreakers, which she will send out shortly. This will include everyone introducing themselves with name, lab, and title.
 - Ann and Kurt are working on signage. What kinds of signs and how many do we want? We will use the same logo as we used last year. We should place big signs at both entrances, at the main left turn, and at our pavilion. Kevin Bruce found an address that will work for GPS, which he will send to April.
 - Kurt will need to send out FAQ list to directors and staff. We will also send out the RSVP form separately because it was not very clear in Dr. Goodwin's email. Kurt will draft an email for the lab directors to send to their staff encouraging them to attend. Amy will forward Kurt the emails that she sent last year.
 - Rona mentioned that it was challenging to find the entrance to the park so she recommended that we send out very clear instructions to follow.

- Kurt will be emcee. For photos, we will create a shared folder where everyone can contribute.
 - April asked for another person to join this committee. Kevin and Rona offered to assist. Most people on the staff council should aim to arrive by 10 to help set up.
 - Kurt would like to put together an invitation video. Rona said that there are some people at SeaGrant who may be able to help. Nicki Lemming is a photographer and videographer who might be able to help. Molly volunteered to help if Nicki is not able to do it. She would need audio files from people. This would need to go out by September 3.
 - To everyone on the council: please reach out to other staff to encourage them to attend and take photos during the event. Last year, the lab director had to decide how they wanted to handle transportation and inform the staff about it. HPL used a van last year, which everyone appreciated.
- Updates/Highlights
 - Human Resources – Lisa
 - April is finalizing a schedule for open enrollment visits to each lab, starting in the beginning of October. This year, it will be web-based through workday. It will all come through email. Lisa has worked with lab ADs to ensure that everyone has an email on file. Lisa will be sending out additional information to all UMCES staff soon. Open enrollment is October 15 through November 15.
 - The new Employee Assistance Program has not yet been selected. We have narrowed down our options and a new system should be available by January 1st.
 - Kurt and Lisa are working on a new online training on sexual harassment. Lisa is working on the modules and will have CA test it before it goes out to each lab. The training itself will not focus on UMCES' policy, but the policy will be in the emails reminding people to complete the training. This should go out in September. There will also be training on security awareness that Kurt is working on. He will be testing the training with the EPA.
 - Lisa is testing an online tuition remission form that was developed by USM. It is scheduled to go live for all campuses for the winter term. UMBC is currently test-piloting it and it has gone very smoothly.
 - Admin Council – Amy
 - UMCES is starting the reaccreditation process with work groups of staff, faculty, and students. This is part of the self-study design which is the first step toward reaccreditation. Amy will keep the council updated on the process. The final draft is due in October 2020. The evaluation team will be visiting in March 2021.
 - Dr. Goodwin is interested in having an UMCES IT council. This will help the labs understand what each other are doing for IT. It will likely include IT staff and possibly business office staff and might facilitate getting funds for larger scale important IT projects.
 - There will be a new UMCES diversity, equality, and inclusion committee. We are working on creating the committee and deciding who will serve.
 - CUSS Update
 - No updates
 - Lab Updates
 - HPL
 - New PI – Joan Derissa and new person in HR – Addie
 - Ann Gauzens is retiring. There is a committee formed to hire someone in a role similar to her prior role. The position was posted on Monday.

- Sheri is leaving on November 1st. Her duties will be reallocated.
 - CA
 - Stephanie Cleary started as a contingent 2, exempt employee. She is supervised by Lori. She is 50% supporting the Vice President of Strategic Initiatives and 50% general office help/backup for Lori Stepp.
 - SeaGrant
 - There is a new Assistant Director of Communications and Engagement. They are hiring a new science writer and will be bringing in candidates for interviews soon. Toye Stokes from the business office is leaving for the UMD business office.
 - The SeaGrant office has moved to 5825 University Research Court in the bottom floor.
 - IMET
 - Betsy Collie was hired for part time work as the Business Development Manager, completing some of Lindsay D'Ambrosio's former duties with the Harbor Launch Incubator.
 - IMET is hosting three public lectures on the first Tuesdays of October, November, and December. They will be with Yonathan Zohar, Eric Schott, and a screening
 - AL
 - New faculty member: Emily Cohen
 - Planning watershed moments for the next semester
 - New renovations have been completed
 - CBL
 - Open House on Saturday, September 7.
- New business
 - There is a new MEES director, Tim Canty. He is on faculty in Atmospheric and Oceanic Sciences department at UMCP.

Next Meeting: October 9