

UMCES Staff Council
Meeting Minutes
February 12, 2019
10AM

Present: Rona Kobell, Kevin Bruce, Kurt, Lisa Ross, April Lewis, Stacy Hutchinson, Lori Stepp, Amy Griffin, Michelle Prentice, Brian Duke, Rhonda Schwinabart, Cami Martin, Julia Bliss, Molly Pickel

Approved Minutes

Agenda Items:

Staff Council Elections

- Send them out in March
- IMET, CBL and HPL are all up for elections.
- Lisa will send a list of eligible employees. Lori will set up a survey.
- Kurt asked for a volunteer by the end of the week. They will have access to the staff council email, which has all the emails that were sent in previous years.
- This will require additional meetings since the next staff council meeting is not until after the elections.
- Once elections have concluded, we will need to put together welcome packets for new members.

Staff Council Executive Committee

- The next Staff Council meeting was scheduled for April 8. Kevin shared that April 8 is Passover. Rona expressed that this is a university-wide issue. Lori thought that we should bring this up with Dr. Goodwin at our meeting.
- The date for this meeting was moved to April 9.
- Lori will make catering arrangements
- There will also be a zoom call for those who cannot attend in person

Communications Committee

- We are aiming to put out a newsletter at the beginning of March. This will highlight that elections are coming up.

Staff Awards

- We submitted two nomination packages for Board of Regent Staff Award. The CUSS committee will be reviewing the packets in the coming weeks. Michelle is on the committee, but will not review UMCES packets.
- In April, the committee will be reviewing the UMCES Staff Award.
- Michelle will send out the timeline for the UMCES Staff Award so that it can go out in the next newsletter.

Staff Appreciation Day

- April has prepared a survey. She will send it out on Monday.
- We would like to set a date for September 2020. So far, it looks like September 22 is the preferred date.
- People generally supported sticking with the same location and catering.
- We will want to bring outdoor games next year. Kurt raised the question of what happens if someone gets hurt.
- Kurt mentioned that staff council elections are before the next staff appreciation day. Those who are involved in the planning should be mindful of whether

Human Resources

- The new employee assistance program has changed and the announcement has been sent out. It is now called Guidance Resources. You have to register on the website to get access to the resources. There is an upcoming webinar on March 3 for HR on how to explain the resources available. They will be sending out a recorded version of this sent out more widely.
- There is a required sexual harassment training. Graduate assistants have not received this because they should be receiving training from the university in which they are enrolled.
- Lisa is on a committee to develop an anti-bullying policy for the USM.
- The contract administrator position is on hold due to budget constraints.
- Rona recommended looking into Mental Health First Aid Training
- Rhonda shared that there are conversations about having training at AL. Molly shared that UMBC would be willing to do a Mental Health First Aid training for the cost of the books each student receives.
- Stacy raised an issue that the EAP program had not been updated on the UMCES webpage.
- Tuition Remission for part-time staff is pro-rated (e.g. 50% staff can take 4 credits, 100% staff can take 8 credits). There is a lack of clarity about the tuition remission for dependents for part-time employees. The USM is developing a policy, which would potentially affect our students.

Admin Council

- The last meeting was cancelled.
- Peter Goodwin held meetings each of the labs. There are discussions about creating new technological solutions to share scientific data.
- Council of University System Staff
- Jay Perman was announced as the new chancellor
- Advocacy Day: There will be 4 UMCES students attending next week. This is the greatest number coming from a single USM institution. Lori is forming the groups of students who will be meeting with legislators. Chancellor Perman will attend.

Lab Updates

- HPL: David Ferraris is now helping with media, website, outreach. Courtney Atkinson has joined the safety staff.
- CBL: There are three new employees in the maintenance department. Cindy Dixon will be retiring at the end of the month. Spring Science for Citizens series ends on the last Tuesday in March. They will be focusing on Chesapeake Bay health initiatives.
- AL: There is a Watershed Moment event on March 5. Mark Cochrane is co-presenting with a conservation ecologist from TNC on wildfire ecology. On April 16, there will be an environmental education awards reception.
- IMET: Ally Hepp has joined us in IT and Lynn Cazabon has started as the artist in residence. IMET's Open House is May 2 and Commencement will be here on May 28/29.
- SeaGrant: A new website should be up in the end of March. Wendy Clark is starting as science writer next week. Anita Shelton joined the staff in administration. With IMET, SeaGrant has been working on a Recirculating Aquaculture for Salmon network. SeaGrant has been working on videos and communications about aquaculture under that grant. Knauss fellowship deadline is soon and finalists will be selected in March. REU applications are due soon.
- CA: Denise Yost was hired to help Larry and Amy establish a certificate program for UMCES.

Next meeting will be on April 9 with Dr. Goodwin.