

NESS Meeting Minutes April 9, 2025

Attendance: Helena Dahlen, President, Crocetta Argento, Ebony Brown, Cathy Fu, Wendi Myers, Sharon Paul, Kyle Pokorny, John Roemer, Barbara Ann Smith, Terisa White.

Guest: *Rosetta Butler*, Executive Director of Procurement

Rose has been at UMBC for 5 months. She has over 20 years of experience in procurement with Baltimore County, the State of Maryland, and Coppin State.

- Her focus: Enhance processes, reach out to campus partners
 - External training
 - P-card training
 - Campus wide training in August 2025
 - Internal training: All of her staff are now procurement certified by the state
- Questions for her
 - Does she have a full staff? The department lost one grant contractor and will start interviews for a replacement soon.
 - Will there be more campus wide audit meetings? Sharon, who is in daily communication with MAS says not at this time. (One of our folks observed that campus needs to be aware that we are regularly audited, and they need to be compliant with policy and procedures.)
 - Do some departments have trouble approving p-card reconciliations due to other workload? Departments are responsible for deciding who their approvers are. If there are problems getting monthly reconciliations approved, please let Procurement know.
 - How is the new Meal Policy going? The revised draft is still circulating, must go through MAS and/or general counsel.
 - What is the most common p-card credit limit? The most common credit limit is \$5K. Requests to raise someone's credit limit must be approved by GAD at the state.
- Questions for us: what are our challenges in this area?
 - Faculty doesn't know procedures, breaks rules
 - We don't know how to contact Procurement
 - Look at their website to determine your area's staff member
 - Contact Christina Carvin otherwise
 - Please update the link for the Request New Supplier form on Procurement website.

Election for NESS Senators—Results

- Sixteen voted via the Google Form; The four nominees won in a landslide victory!
- New senator starting in July: Sharon Paul
- Current senators elected to serve another term: Helena Dahlen, Barbara Smith and Terisa White.

- Continuing senators NOT up for nomination this year: Crocetta Argento, Erica Davis, Kyle Pokorny and John Roemer.
- Leaving NESS service: Cathy Myers (moved to an exempt position) and Linda Zepp (retiring).

Nominations for the Vice President and President election in May for the 2-year term starting July 2025. The nomination poll will be sent to NESS senators ASAP.

- The current VP (Barbara) and President (Helena) are self-nominating, so you won't need to write their names in the nomination poll.
- The election poll will be sent out May 1.
- Presentation of election results at the May 14 NESS meeting.
- Only current senators on the NESS Senate (those named previously, except for Sharon, who starts in July) can be nominated.

Middle States Steering Committee update – Barbara Ann Smith

- Middle States accreditation happens every 8 years, see [Executive Summary](#).
- There are 7 Standards of Accreditation. Within each Standard there are 5 guiding principles.
- [Wednesday, April 23, 2025 Virtual Community Event](#) Online meeting to give feedback: How did we do between 2016 and 2024? What can we do better?
- Google Feedback [form](#) so you can comment about any of the 7 Standards.

University Steering Committee update: Helena Dahlen

- Each university representative body has their own plan of organization. The University Steering Committee also has a plan of org. and theirs is undergoing a revision.
- The revision mainly consists of adding the Adjunct Faculty Advisory Committee, where governance bodies are listed, and fixing typos and grammatical errors.

Parking Advisory Committee (PAC) Meeting update from March meeting - *Sharon Paul*

- Parking is transitioning to a new system in May that is more robust and user friendly. New packs of daily passes will be able to be purchased before the last set is fully used, which will make things easier for folks who come to campus sporadically.
- Guest codes: Parking is looking at options to change the way guest codes are handled. They will not do anything that doesn't make the process easier and will communicate with campus if a new system is coming.

Food Committee update: John Roemer

Grubhub is coming! You'll be able to order food from a vendor on campus and skip the line when you pick up.

HRSTM Week and Admin Professional Day Luncheon

- HRSTM Week 2025 is April 21 – 25
- Monday, April 21: breakfast is open to all. The Administrative Support Professionals

luncheon that day is by invitation only.

- Many events throughout the week—check out [the website](#).

Openings for service-- Let Helena know if you're interested in serving

- Request for a NESS representative to join the Community Collaborative for Inclusive Excellence (CCIE). (*Jasmine Lee, Associate VP, Community & Culture, Co-director for Center for Social Justice Dialogue.*)
- Athletic Policy Committee
- The ad-hoc Climate Action Steering Committee

The next meeting will be Wednesday, May 14, 2025, and the guests are Bethany Spore, Compliance Manager, and Pamela Hawley, Registrar's Office, to talk about FERPA training requirements for everyone at UMBC in the near future.

--- Cathy Fu, NESS Secretary