  
  
**Professional Staff Senate Meeting Minutes**

**Thursday, April 8, 2020**

**2:30 – 4:30 PM – Virtual**

**In Attendance:**[**Link**](https://docs.google.com/spreadsheets/d/1W3SwiPQiHC1EY-Y7VXXm2___m4XrBLGyrsUUU8kzgHE/edit#gid=522842090)

**Non-Senators in Attendance:** Ally Hepp, Caroline Mulcahy, Danielle Brown, Eleanor Lewis, Elle Trusz, Jill Blum, Katherine Scrivener, Mona Ahmad

1. Call to Order (2:33pm)
2. Approve [April 2021 Meeting Agenda](https://umbc.app.box.com/file/796504996966?s=sl7tq84dd6941o1lhxtq9xit2lz9n0a2) (2:33 pm)
3. Approve [March 2020 Meeting Minutes](https://umbc.box.com/s/p9mex90o4ogccuqd0rscidpy98otnhov) (2:34 pm)
4. Self-Care Series – Kim Leisey, Student Affairs (2:35 pm)
   1. Who are you?
      1. Associate Vice President of Student Affairs
   2. What does your unit do on campus?
      1. Group of colleagues that provide services and support for our students’ learning and growth
   3. How are you actively taking care of staff in your area?
      1. Letting them know that it’s okay to struggle. This past year has highlighted that we are all human and vulnerable. Found ways to continue to connect with each other through virtual social events and ensure there are virtual drop-ins for staff to voice concerns. Continued with staff retreats. Lots of communication. Webex Teams Groups are a good way for people to find community.
      2. Res Life is managing testing of students and working on campus - they are tired, but have done a really good job of re-assigning roles and getting rid of parts of job descriptions. Flexibility has helped. Leadership has been very clear that our ResLife staff is not expected to be “among the masses” with students so they don’t get sick. Most of their meetings are still virtual.
   4. Do you have any personal self-care strategies you would like to share?
      1. Work hard, play hard. Kim is usually outside, hiking, biking, skiing, etc. Have tight boundaries between work and play. Kim will not check email at night or email others at night as to not perpetuate that culture.
      2. Being honest with your supervisor and pushing back where possible can help establish boundaries.
   5. What are some ways DOSA will look different next semester?
      1. Everything will look a lot different. Talking to Residential Life Staff about re- creating job description for student staff; we now have two classes of students who have never been on campus before. We need our student staff to connect these new students with recreation and the arts.
      2. A lot of our students are reluctant to return and we need to honor that experience as well
      3. We will need to figure out what is most important in terms of our work when we come back rather than trying to do it all.
5. Diversity, Equity and Inclusion (DEI) discussion – Carlos Turcios (3:05 pm)
   1. [Question and Answers Document](https://docs.google.com/document/d/1h97lj4OQXZ19v96x8V5k_Q8pOezin3Te6QQ5nC0WhRw/edit?usp=sharing)
6. Committee Updates
   1. Mentoring - Laila Shishineh (3:35 pm)
      1. Closing the application on April 23rd. Closing current cohort in June and opening new cohort in July. Virtual Meet and Greet and Kick-off with expectation-setting in July. Please share with your departments to consider being a mentor or mentee.
   2. CUSS – Laila Shishineh (3:40 pm)
      1. March CUSS Meeting Updates: [Next system-level strategic plan is coming.](https://www.usmd.edu/strategic-plan/) Working across all groups to create it.
      2. Shared Governance Survey: Responses helpful and UMBC had a great response rate!
      3. Elections for CUSS is coming up. If you are interested in hearing more about the council feel free to reach out to Laila. They will be electing one rep and one alternate.
      4. Remote Work/Return-to-Work survey to be sent out to all 12 campuses (exempt and non-exempt)
   3. Personnel Review – Justine Johnson (3:45 pm)
      1. Thinking that there should be a managerial training for staff members who get promoted to managerial positions
      2. Exit Interviews – Looking into “Café Conversations” training. Currently have a vague survey for exit interviews with no real plan for following up on concerns.
   4. Parking – Ray Soellner (3:50 pm)
      1. Met in March. Looking at new mobile payment options for visitor parking. There has been a citation fine increase across the board.
      2. Staff and faculty will have to all switch to payroll deductions for parking. Renew every 3 years rather than every year.
      3. Piloting new system in Lot 29 (next to Walker/police station). Group of alum have come up with a system to show how many parking spots are left and turn by turn directions on how to navigate driving campus.
      4. There will be a pre-paid, $2 a day option to park if you’re only working on campus a few days a week.
   5. Caregiving – Jess Wyatt (3:55 pm)
      1. The committee has quickly formed and has created a survey that will be distributed next week. A presentation of the findings will be held for at the May PSS meeting. A list of recommendations will be reviewed at the June PSS Meeting before being sent to the University Steering Committee.
7. Open Forum
   1. Sarah Hansen: Landscape Stewardship Committee
      1. A pond restoration project will be taking place, in addition to renovations at the stadium box office area.
      2. You can view the two PowerPoints containing more detailed information about these projects [here.](https://umbc.app.box.com/folder/135174835843)
   2. PSS Elections
      1. Share [this link](https://docs.google.com/forms/d/e/1FAIpQLSeKyydKD3FefcHqhU3S8m_rHyrfFPxSr_95aNQrA7yajyJRxg/viewform) far and wide! Nominate a colleague for PSS or share with others that they can self-nominate.
8. Adjournment (4:29pm)



**2020-2021 SENATE MEETING SCHEDULE**  
  
*2021 meetings from 2:30PM – 4:30PM*

May 13, 2021

June 10, 2021