

**Professional Staff Senate Meeting Minutes**

**Thursday, December 9, 2021**

**2:30 – 4:30 p.m. – Virtual**

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

1. Call to Order – 2:35pm
2. Approved December Meeting [Agenda](https://umbc.app.box.com/file/823234420016?s=vn68ub7poxhss3xehi7c7fxo4vqzbni8)
3. Approved November [Meeting Minutes](https://umbc.box.com/s/21as1vqrs5cmkd6xa8hzcsjr6cwxl811)
4. [**Inclusive and Affirming Language**](https://styleguide.umbc.edu/inclusive-language/) - UMBC Style Guide

Randianne Leyshon '09, Assistant Editor, [UMBC Magazine](https://magazine.umbc.edu/)

* The [style guide](http://styleguide.umbc.edu/) can be used for multiple things, including gender-inclusive language, pronoun guidance, and other inclusive language staff and faculty can refer to in order to help UMBC create a unified voice.
* Could be particularly helpful this time of year to educate yourself on the different religions and holidays staff members celebrate at UMBC.
* Interested in new voices, so reach out to Randianne if you have suggestions or questions!
1. Transition & Gratitude - Kathy Dettloff, Associate Vice President of Financial Services; Lynne Schaefer, Vice President for Administration and Finance
* Lynne’s last day will be December 31, 2021. Lynne has given immense support to PSS and we will miss her greatly! Enjoy retirement, Lynne!
* Kathy Dettloff will be taking over her role, and comes with lots of experience with shared governance. She has spent her entire career in Higher Education, working for Hopkins, Delaware, Rutgers, and now UMBC.
* Lynne expects continued flexibility and understanding for staff. *Advice from Lynne and Kathy:* attract staff who want to feel connected to campus and our students to prevent mass exodus, while still allowing for flexibility. They believe we are positioned well.
1. [**Remove CEAC from the Plan of Organization**](https://docs.google.com/document/d/1GQGDf06-qSJboSx9XdDskPxDD_WIA1f3/edit) - Discussion & Vote
* This committee has never convened, and since it was created, OEI and the Inclusion Council has been established so there is no need for this committee anymore.
* PSS has voted “Yes” to removing CEAC from the Plan of Organization.
1. Senator Share out
* Lori & Ally talked about Holiday memories!
1. Community Notice Board//Open Forum
* [**RetriEVER Grateful**](https://my3.my.umbc.edu/groups/insights/events/99293) - End of Semester Celebration (12/17, 11am - 4pm)
* [**Commencement Volunteers**](https://forms.gle/LM1mxHHEZAV4N5YP8) – Volunteer if you can!
* [Private Spaces](https://my3.my.umbc.edu/groups/health/posts/114763) for Participating in Virtual Appointments with

Community-Based Mental Health Providers

* Giving Day 2022 - Save the date: February 15-16
* Cards for Older Adults – Drop off boxes at Commons Front Desk or Erickson School of Aging \*please keep cards holiday neutral and envelopes unsealed\*
1. Optional Small Group Discussion about Winter Break Plans/Adjournment – 3:35pm