

**Professional Staff Senate Meeting Minutes**

**Thursday, December 8, 2022**

**2:30 – 4:30 p.m. – Virtual**

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

**Non-Officer Staff In Attendance:**

***Land Acknowledgement***

*UMBC was established upon the land of the Piscataway and Susquehannock peoples. Over time, citizens of many more Indigenous nations have come to reside in this region. We humbly offer our respect to all past, present, and future Indigenous people connected to this place.*

2:35 p.m. Call to Order

**Approve This Month’s Meeting Agenda**

**Approve** [**Last Month’s Meeting Minutes**](https://umbc.box.com/s/omvu3wghe1v1icxzcgx7uzshnx99kgte)

2:40 p.m.

**Welcome, Emily Passera! (which means to explain Maria's departure).**

* [Tuition Remission](https://hr.umbc.edu/benefits/tuition-remission/) - Looking to take a class over the Winter Session?
* December Workplace Learning, OD & Wellness Updates
	+ - 12/20, [USM Winter Wellness Event](https://www.usmd.edu/learning-and-talent/WinterWorkshops2022)
		- Offerings from HRDQ
			* [First or Worst:What Builds and Breaks Leaders](https://hrdqu.com/first-or-worst-what-builds-and-breaks-leaders/)
			* [Taking the Lead: Five Things Every Supervisor Needs to Know](https://hrdqu.com/taking-the-lead-five-things/)
* Update on January PSS Retreat Day - Choose your own adventure!
	+ - Yoga at Noon
		- Lunch at OCA Mocha (or somewhere nearby!)
		- Pre meeting treats at 2pm @ OCA Mocha
		- Meeting at 2:30
		- Wrap up the day
		- Happy Hour!
* Bylaws timeline update
* Spring plans
* Committee Report Outs (Both PSS and University!)
* Small group time (yes, breakouts where you can talk to your fellow senators)

**Tuition Remission**

If any of your folks have *personal* questions about their Tuition Remission, they can email hrbenefits@umbc.edu.

The process for applying for tuition remission for the Winter session is exactly the same as applying for tuition remission for Spring, Summer, and Fall. We have a comprehensive Tuition Remission website with information about tuition remission eligibility, deadlines, links to the USM TR policies, FAQs, etc.: <https://hr.umbc.edu/benefits/tuition-remission/>.

Below is the information I provide to employees who reach out about how to apply for Employee tuition remission:

"Thank you for reaching out about the tuition remission process. Please see the information and instructions below:

Employees should first apply to the school they want to attend, then register for classes, and then apply for tuition remission. Tuition Remission (TR) is the last step in the process.

The USM has an online [TR System](https://www.usmd.edu/tuition-remission/) that you will need to use to submit your TR application. To login to the TR System, just click on the UMBC icon. Then you will click on "Start an Application", where you will designate that the application is for the Employee, and the institution where you are taking your course(s).

You will need to submit a TR application for *each semester* in which you take courses, i.e. Winter, Spring, Summer, and Fall. Rule of thumb is to submit your TR application the same day you register for classes. This ensures there is a bill for the tuition remission waiver to be applied to *and* prevents you from incurring any late fees.

Tuition Remission only waives tuition, it does not include mandatory fees or surcharges, which remain the responsibility of the individual student. If you have questions about your student bill, please contact Student Business Services (SBS), as HR does not handle billing.

The majority of employees taking graduate level courses will be taxed on the tuition that is waived above the IRS allowed annual limit of $5,250.00. The tuition taxing occurs automatically via paycheck deduction, direct bill is *not* an option. Please reach out to me for more information if you fall into this category.

Please note: your supervisor's approval is only required if you are requesting *nontaxable* graduate tuition remission OR if you indicate that the timing of courses will conflict with your work hours."

**December Workplace Learning, OD & Wellness Updates**

We continue to share curated offerings from HRDQ on leadership development including: [First or Worst: What Builds and Breaks Leaders](https://hrdqu.com/first-or-worst-what-builds-and-breaks-leaders/); and [Taking the Lead: Five Things Every Supervisor Needs to Know](https://hrdqu.com/taking-the-lead-five-things/). These webinars are free through HRDQ and you can find all of their offerings here.

We also continue our collaboration with the USM Learning and Talent Development Committee by offering all campuses the [USM Winter Wellness event](https://www.usmd.edu/learning-and-talent/WinterWorkshops2022) on December 20th. There are 14 separate workshops during this day-long event, including “Communicating Without Conflict with Your Significant Other”, “Managing Holiday Stress” and “Emotional Eating: The Connection Between Mood and Food.” Select all, or just one or two, to get you on the path to wellness this winter.

This collaboration with USM also extends to our students. This month, UMD extends a welcome to all USM students for a workshop on wellness techniques to ease end of semester and exam stress. More information and registration can be found at<https://go.umd.edu/micro-moments>.

**January In Person Gathering - Retreat Day! Choose Your Own Adventure**

OCA Mocha

Specialty Drinks and Pastry Box

PSS Cookie/craft exchange

$5 vouchers for folks who can’t attend in person

Slideshow of pet photos

PSS Retreat Day

Bring donations

Yoga

Lunch

Meeting

Cookie Exchange

Bring Donations

[**Bylaws Overhaul Overview**](https://docs.google.com/document/d/1WWKjqsXNaM243hRo1SQ2hqlvp-4dzgj-08QBdILt6Q0/edit)

**Campus Updates**:

* PSS Committee Reports
	+ - PRC
* University Committee Reports

[Volunteer for Commencement](https://t.e2ma.net/click/jxnocj/38x7dbc/zhevo9)!



**2022-2023 Professional Staff Senate Meeting Schedule**

**Meetings from 2:30PM – 4:30PM**

July 14, 2022

August 11, 2022

September 8, 2022

October 13, 2022

November 10, 2022

December 8, 2022

January 12, 2023

February 9, 2023

March 2, 2023

April 13, 2023

May 11, 2023

June 8, 2023