Council of University System Staff Attendance Roster

September 27, 2016 at University of Baltimore

X = Present in Person P = Present by Phone

Bowie State University		
X	Trish E. Johnson (PC)	Primary
	Trenita Johnson	Primary
X	Andrea Davis	Alternate
Coppin State University		
X	Steve Delice (PC)	Primary
X	Sherrye Larkins (Chair)	Primary
X	Sheila Chase	Alternate
X	Yvonne V. Cook	Alternate
Frostburg State University		
	Jody Pifer (PC)	Primary
X	Dana Severance	Primary
	Rubin Stevenson	Alternate
	Angela Hovatter	Alternate
Salisbury University		
	Lisa Gray (Vice Chair)	Primary
X	Paul Gasior	Primary
X	Teri Herberger	Alternate
X	Kim Meyer (PC)	Alternate
Towson University		
X	Mary Hickey (PC)	Primary
X	Cyndie Zile	Primary
X	Deniz Erman	Primary
	David Biglari	Alternate
University of Baltimore		
X	Eric Jones	Primary
X	Keiver Jordan (PC)	Primary
X	Margie Bivans	Alternate
X	Michelle Junot	Alternate
University of Maryland Eastern Shore		
X	Chenita Reddick (PC)	Primary
University System of MD Office		
X	Chevonie Oyegoke	Chancellor's Liaison to CUSS
	John Wolfe, Jr.	Primary

University of Maryland, Baltimore		
X	Amanda Azuma	Primary
X	Mike Ruddock	Primary
X	Bill Crockett	Primary
X	Angela Hall	Alternate
X	Hillary Anne Edwards	Alternate
X	Susan Holt	Alternate
University of Maryland, Baltimore County		
X	Laila Shishineh (Co-Secretary)	Primary
	Sheryl Gibbs	Primary
X	Kevin Joseph (PC)	Primary
X	Tom Penniston	Alternate
X	Olivia Dent	Alternate
UM Center for Environmental Science		
X	Curtis F. Henry (M@Large) (PC)	Primary
P	Julianna Brush	Primary
	April Lewis	Alternate
X	Amy Griffin	Alternate
University of MD, College Park		
X	Patrick Perfetto	Primary
X	Emily Hartz (PC)	Primary
X	Sister Maureen Schrimpe (M@Large)	Primary
P	Dana Wimbish (Past Chair)	Alternate
	Sarah Goff-Tlemsani	Alternate
P	Dylan Baker	Alternate
University of MD University College		
X	Candace Johnson (Co-Secretary) (PC)	Primary
X	Jennifer Volberding	Primary
	Caitlin Smith	Primary
	Elia Amegashie	Alternate
X	Jade Walker	Alternate
X	Mark Freeman	Alternate

Council of University System Staff
Council Meeting Minutes
September 27, 2016 at University of Baltimore

Call to Order

1. **Welcome and Introductions**
   - **Mr. Kurt Schmoke, President**
   - **Dr. Darlene Smith, Executive Vice President & Provost**

2. **Agenda**
   - https://coppineagle.sharepoint.com/teams/CUSS/ARC/2016

3. **Approval of Minutes from August Meeting**
   a. Motion to approve minutes by Sister Maureen Schrimpe and seconded by Mary Hickey; approved by consent.

4. **Chair's Report**
   a. Joint meeting with CUSF, CUSS and USMSC will be held on Friday, 11/18/16, at UMCP. Google invitation will be sent to CUSS members in October. It is important to RSVP in order to have your name tag made. Expecting 80-110 in attendance; currently in planning stages. There will be a few BOR members to have panel discussion. All three councils will have questions prepared. Sherrye asked that everyone create two questions to ask on behalf of CUSS. BOR will discuss their mission and goals.
   b. Patrick Hogan, Vice Chancellor for Government Relations, will be on the agenda. He plans to bring two delegates. Agenda with location will be sent later. The Joint Meeting will not break out into group sessions.
   c. September's BOR meeting was held at Towson. Meeting started off the agenda. There were students in protest of buildings named after slave owners; President invited them to join the meeting to avoid protesting during the meeting. Students had a legitimate concern, but the protest was not planned and did not go through the proper channels.
   d. Chancellor's salary discussed at meeting. The BOR will no longer use bonus payments as part of compensation for the Chancellor and the presidents, and will review and renegotiate any existing compensation packages for the presidents and the Chancellor which contain a bonus feature.
   e. The BOR will make a public announcement of compensation decisions for the Chancellor and presidents immediately after the decisions are made in closed session.
   f. Study conducted by University of Baltimore College of Public Affairs found that Baltimore City Community College (BCCC) isn't doing well. One option for the school to improve was to place it under the authority of the BOR of USM. Also discussed placing it under BOR of Morgan State. Third option was to merge it with Community College of Baltimore County (CCBC). Fourth option was to reconstitute the BCCC Board of Trustees. The document is 53 pages, and will be placed in SharePoint.
   g. Everyone should have received an email from Tim Casey on Friday, September 23, with SharePoint access information. All CUSS documents are on SharePoint. If you cannot

access the system or do not remember your password, contact Tim at tcasey@coppin.edu or call (410)951-3886.

h. Aftert BOR meeting the three council chairs met: faculty (CUSF), staff (CUSS) and students (USMSC). No chair for Presidents council. Wrote letter to Dr. Pearman (chair for council) asking him to participate in joint council meetings. During meeting, found that students don't often attend their monthly meetings because they don't have funds to travel. Also found that CUSF members get stipends for whole year. Sherrye wants to ensure that everyone that attends our meetings gets reimbursed for travel. No one should be using leave to attend CUSS meetings. CUSS is a codified council, and attending the meeting should therefore be considered a duty day. If any CUSS member experiences issues regarding using a duty day or reimbursement for travel, let Chevonie know. Stay at hotels that give USM rate.

i. Recognized winners of BOR staff awards at a breakfast ceremony. Pictures are on USM website.

5. Chancellor's Liaison's Report – Chevonie Oyegoke

a. Dr. Donald Boesch (UMCES) stepping down on 8/31/17.

b. Bowie State President Dr. Mickey Burnim stepping down on 6/30/17.

c. Fair Labor Standard Act – Presidents, BOR and Chancellor have not come to decision on leave entitlement. Therefore, universities can't make decision about how leave will be affected. Some institutions would like to keep employees moving from exempt to non-exempt at same accrual rate as other non-exempt employees and others would like them to be "grandfathered" and keep their current accrual rate. Chancellor and BOR have to decide if each individual institution will make their own decision, or if there will be one rule for all USM institutions to follow. Will be implemented on 12/1/16. No closer at this point to making decision. For some institutions the decision on the number of individuals that are affected under FLSA is based on leave time. Will continue to look at overtime. Some institutions are starting to discuss it with those who will be affected. Training currently underway for supervisors who will have to communicate with their employees regarding changes. State will be asked for funds to help lessen the impact of the FLSA. Anyone exempt who makes less than $47,476 can move up to salary threshold or be moved to non-exempt.

d. Mary Hickey and Benefits and Compensation committee gathered information regarding tuition remission. Information will be forwarded to IT.

e. Department of Budget and Management: Annual enrollment period is between 10/13/16 - 11/15/16. Reach out to benefits department for more information. All health care and retirement vendors will be present at benefits fairs on the campuses. Changes for this year's enrollment: Long Term Care with Prudential expires 12/31/16. If you're in long term care you will be direct billed on 1/1/17. State of MD cancelling contract for long term care because they can't support it anymore. Reach out to benefits department or go to benefits fair if you'd like to sign up prior to 12/31/16.

f. Changing flexible spending account vendor, which is currently Connect Your Care. Changing to P&A Group. If you have an account, you'll get a new debit card in late December for employees who make decision during open enrollment. Info will be available at benefits fair.

6. Committee Meetings

a. Committee members met for 40 minutes. Returned to give report.

7. **Committee Updates**
    a. **Benefits and Compensation**
        i. Proposing to look at salary compression for the future when the FLSA takes effect. Not quite sure how to proceed. Beginning by contacting each institution to gather plans.
        ii. Teleworking: Assigned different members to look at policies at their institution. Will gather them and look at policies overall to discover boundaries and how they can help institutions that are rigid to help staff work from home. Possibly add to job description for those who are not allowed to telework. Look at life/work balance regarding teleworking.
    b. **Board of Regents Awards**
        i. Made a video with Chancellor Caret (Deniz, Sherrye and Chevonie played major role in securing his participation). Going out to presidents in October. Chancellor's message challenged each university to submit two packets in each category. Hoping it will help with promotion of BOR staff awards. UMBC president made video telling other universities his secret to get others to nominate staff members. Video will go out to BOR staff members at each institution and CUSS members.
        ii. Towson made a flyer about simple points to put the packet together.
        iii. Mike volunteered to make the flyers. Currently making a template for the flyer. Will be uploaded to website.
        iv. Looking into rewording BOR awards packet (category for going above and beyond work duties). May add fifth category for someone who does excellent job at what they do.
        v. Main focus is to spread awareness and garner participation.
    c. **Communications and Marketing**
        i. Newsletter for September not yet uploaded to CUSS website. Will be uploaded by end of week.
        ii. Provided goals at last meeting (publish newsletter four times a year, gap bridge between past and present members of CUSS, different ways to manage CUSS Facebook page [may change from "liked" page to a group page to encourage engagement]). Suggestion was to share information about Facebook page at each individual institution's shared governance meeting so that staff members can stay aware of what's going on. End goal may be to eventually market newsletter to all USM staff members. Another suggestion is to follow USMD website and pull documents from that page and post on Facebook page. Council of University System Staff University System of Maryland is the name of the Facebook page. Link to page will be sent out soon.
    d. **Legislative and Policy**
        i. Working on articulating goals for 2016-2017. Four themes: Advocacy, Education, Capacity Building, Collaboration.
        ii. Advocacy: How do we advocate for our constituents?
        iii. Education: How do we become more engaged in legislative process?
        iv. Capacity Building: How do we develop tools to support other themes and to become better as a committee?
        v. Collaboration: How do we leverage partnerships to become more effective?

vi. Committee will review all goals and get back to Paul one week from today (by 10/4/16) with suggestions. Will also work on an agenda map (what's going on throughout the year).

e. **Executive Committee –** No report.

8. **Old Business**
   - **Items moved off consent agenda**

9. **New Business**
   i. Suggestions for questions to ask BOR:
   ii. What Effectiveness and Efficiency (E&E) Initiatives are they looking at that might benefit our schools?
   iii. What shared governance experience do they have (new members)? Could you share with us the makeup of the BOR members and how they can assist or work with staff?
   iv. How do they see CUSS helping their goals? Do they see us as a partner in meeting their goals?
   v. What is their initiative/design/vision for helping staff achieve their goals (professional development)? Career growth opportunities?
   vi. What strategic initiatives do they have that will better position the USM and better align us moving forward? As they do their own environmental scan, what pressures/challenges in higher education in the next two to three years do they see impacting us as shared governance and staff?
   vii. What initiatives does BOR have to bring our students up to standard compared with international institutions (to bring our global ranking up)? What is their global perspective when it comes to recruitment, teaching and research?
   viii. Those who asked for a name badge should pay Mary $7. Wil receive one month after submission of payment.

10. **Institutional Updates**
    a. Towson: Just had inauguration of 14th president. Week long process.
    b. UMBC: Just celebrated 50th year. Had big celebration last weekend, and was mentioned prominently in article in the NY Times. Mark Freeman found article and emailed it to CUSS. Middle States will be on campus in November for self-study visit.
    c. UMCP: President Loh sent out survey to entire campus about thriving workplace at MD. Results came in and were broken down by department. Had three hour session. Sister Maureen and group met with person from research (UMCP first to do Gallup poll of this magnitude). Point of research is to make improvements that matter in workplace. Center for Leadership and Organizational Training (CLOT) involved in process to determine how to make incremental improvements.
    d. Bowie: Had Rev. Jesse Jackson visit a couple of weeks ago. Discussed importance and history of voting. Had largest freshman class in over ten years. Last year, Bowie was first (or second) HBCU in nation to have a minor in hip hop.
    e. UMCES: President retiring. Also had first staff council meeting, during which they set goals. Had first all-student orientation; normally held at a different campus.
    f. UMUC: Doing something similar to Gallup poll. Mark gave shout out UMES, who was first HBCU to roll out a MOOC.

g. UMB: New partnership with UMCP medical center to unify efforts in West Baltimore community. President is now in Israel with Gov. Hogan. UMB also did Gallup survey - working to gather results. Conducted another survey to gather internal and external perceptions of the school and reported information back to dean.

h. Coppin: Doubled freshman class. Three mentoring programs launched, second or third years. Ladies group and mentoring for males group. Steve was promoted to director of mentoring programs.

i. Frostburg: Next host site is Frostburg. Working on staff senate (only institution who doesn't have a staff senate at the moment; working to build bylaws).

A motion to adjourn was made by Sister Marueen Schrimpe and seconded by Mary Hickey; motion to adjourn approved by consent.

Next meeting is at Frostburg State on October 25th.