

Council of University System Staff Attendance Roster

August 9, 2017 at Salisbury University

X = Present in Person

P = Present by Phone

Bowie State University		
X	Andrea Davis	Alternate
X	Trenita Johnson	Primary
X	Trish Johnson	Primary
X	LaVel Jones	Alternate
Coppin State University		
X	Sheila Chase	Primary
X	Dondra Davenport	Alternate
X	Anthony Littlejohn	Primary
X	Sonia McCain	Alternate
Frostburg State University		
	Liz Nelson	
	Dana Severance	Primary
X	Rubin Stevenson	Alternate
X	Stacey Utley-Bernhardt	
Salisbury University		
X	Lisa Gray (Chair)	Primary
X	Teri Herberger	Alternate
X	Vanessa Collins	
X	Charles Overholt	Alternate
Towson University		
X	Deniz Erman	
X	Mary Hickey	
X	Conor Reynolds	
P	Cyndi Zile	
University of Baltimore		
	Margaret Bivans	Alternate
X	Eric Jones	Primary
	Keiver Jordan	Primary
University of Maryland Eastern Shore		
X	Chenita Reddick (PC)	Primary
University System of MD Office		
	Chevonie Oyegoke	Chancellor's Liaison to CUSS

University of Maryland, Baltimore		
X	Colette Beaulieu	Primary
X	Sharese Essien	Alternate
	Angela Hall	Primary PC
X	Susan Holt	Primary
	Nicole Miskimon	Alternate
X	Janet Nance-Richardson	Alternate
University of Maryland, Baltimore County		
X	Sheryl Gibbs	Primary
	Laila Shishineh	Primary
	Michael Walsh	Alternate
X	Pheng Xiong	Primary
University of Maryland Center for Env. Science		
X	Julianna Brush	Primary
X	Amy Griffin	
	April Lewis	
University of MD, College Park		
P	Dylan Baker	Alternate
	Sarah Goff-Tlemsani	Alternate
	Emily Hartz	Primary
	Patrick Perfetto	Primary
X	Sister Maureen Schrimpe	Primary
	Dana Wimbish	Alternate
University of MD University College		
X	Mark Freeman	Primary
X	Candace Johnson	Primary
X	Jenn Volberding	Primary
X	Craig Binder	Alternate
X	Karolina Nash	Alternate
X	Sylvia Bolden	Alternate

**Council of University System Staff
Council Meeting Minutes
Salisbury University**

August 9, 2017

1. Call to Order

2. Welcome and Introductions by Dr. Janet Dudley-Esbach

- Dr. Janet Dudley-Esbach, President
- Encouraged everyone to walk around the campus. They've achieved arboretum status.
- Has been with Salisbury since 2000, beginning her 18th year as President. Average presidency is six years.
- Attributes longevity to great employees and students. Is very proud of student body, and feels that faculty and staff at Salisbury are amazing.
- When she arrived at Salisbury in 2000 there were 6400 students; today there are just under 9,000. Students come from 32 states and 66 foreign countries. Two new doctoral programs.
- Campus size has increased since 2000 (has acquired 40 acres).
- One of Salisbury's cores values is diversity. Dr. Dudley-Esbach is proud that composition of Salisbury now much better reflects demographic of State of Maryland.
- When she arrived 5% of student body was representative of non-majority groups. Early in tenure in first year of office, launched initiatives to promote diversity in all aspects. Today, about 25% of students come from Eastern Shore of Maryland (in 2000, it was more like 85% of students). Salisbury is 85% Marylanders, which is in contrast to the 89% makeup of Marylanders in 2000.
- Over the past 17 years there has been a large increase in building on campus. New Academic Commons (high-tech library). These are great recruitment tools. On September 6, new carillon bell will be rung (there are only three carillon bells in the State of Maryland).

3. Consent Agenda

- [August Agenda & Meeting Materials](#)

4. Approval of Minutes from July 18, 2017, Meeting

Motion to approve made by Sister Maureen Schrimpe; seconded by Julianna Brush.

5. Chair's Report

- Attended Chancellor's Council Meeting yesterday. Very little activity. Had reports from each member.
- Update on Ombudsman – motion currently out, which was approved by students and staff council; CUSF has not approved yet.
- Student council – resolution passed asking for better definition of mandatory fees. May have stemmed from mandatory fee implemented by UMCP (international fee). Students want clarification on how that fee is to be applied and established.
- The rest of the discussions were about budget, but that information won't be released yet.
- September meeting will be moved to 9/29/17 at University of Baltimore. October 24th will be at UMBC instead of Bowie. May 15th, 2018, will be at Bowie. July 17 (not 24th) 2018 will

be at UMCES. The 11/15/17 meeting will be at UMCP, and the December 12th meeting will be at the University System Office. The 1/23/18 meeting will be at UMUC. February, 2018, meeting will be in Annapolis. CUSS website will be updated soon with new dates.

6. Committee Meetings

7. Election of New Members to Committees

Member at Large:

Sister and Deniz – nominated by Mary Hickey (accepted)

Colette Beaulieu – nominated by Susan Holt (accepted)

Anthony Littlejohn – nominated by Sylvia Bolden (accepted)

Sister Maureen Schrimpe and Colette Beaulieu were elected.

8. LUNCH

9. Committee Reports

a. Benefits and Compensation

- i. Elected two new co-chairs: Susan Holt and Eric Jones.
- ii. Discussed with new folks what the committee does.

b. Board of Regents Awards

- i. Deniz Ermin is chair and Jenn Volberding is co-chair. Went over timeline (July 2017-2018) of expectations. Used index cards exercise to determine strengths of each member.

c. Communications and Marketing

- i. Went over newsletter schedule. Next will come out in October. Discussed exit survey to discuss with members who are leaving. Came up with a few ideas for the year, one is that they noticed that a lot of institutions have different methods for their staff councils. Will discuss and take ideas back to respective staff councils. Will compose a one-page summary of what CUSS does to take back to institutions.

d. Legislative and Policy

- i. Did not elect a chair yet. Only had two current members present. Will wait until next meeting with more current members to elect chair. Will also determine annual goals at next meeting.

e. Executive Committee

- i. Will be sending out Google form to CUSS list serv. Form will have option to request \$7 name badge.

10. Old Business

- No old business.

11. New Business

- Request for new diversity award for BOR: Sending out packets by Friday, August 11, 2017. Presidents and designees have received award packets.

12. Institution Updates

- UMCP: Last week a worker was killed after falling on a construction site. Also recovering from student who was murdered last semester. New student welcome celebration was supposed to

be held on university mall, but UMCP President took somber turn and decided to discuss bullying and discriminatory acts at Comcast Center. Will have cookout afterward. Cole Field House is almost complete, and will be new indoor football practice stadium. Opened a couple of other new buildings, first semester they're open (one's an education building). Also just started new building for IT/Communications.

- Bowie: New president has been on job for six weeks. They're experiencing another record year of an incoming class. Exploring local hotels to house students. This summer they opened new Nursing, Math, and Natural Sciences building. Tore down old one and will build new green space.
- Frostburg: Athletics starting tomorrow (8/10/17). New Provost started July 5th.
- UMES: Looking for new provost, currently have interim provost. Henson Center (building for Hotel & Restaurant Management) was redone with new management and hotel rooms have been remodeled.
- UMCES: This is the beginning of their second year with the staff council. Submitted first annual report to president and received very positive response. New President will start around mid-September. This week they submitted proposal to current president for UMCES Staff Award. Sitting down with president next week before submitting to other directors.
- Coppin: President recently won Blackboard Catalyst Award for Student Success in data analytics. University Day is next week (when faculty return). Staff Senate executive board will be having a reception. STEM Day is 8/10/11. Will play Navy in December in basketball. TBT basketball tournament last week; winner of tournament won \$2 million. Tournament founded by Carmelo Anthony.
- UMUC: Kicked off 70th year celebration (founded in 1947); installed memorial wall in one entrance of the academic building. Jenn Volberding was elected new chair for staff senate council.
- UMBC: Kevin Joseph won Blackboard Catalyst Award for Leading Change.
- UMB: With College Park (Willie Brown) got the president's distinguished service award from Dr. Loh. Health Sciences and Human Services Building has art gallery; there will be an exhibit there.
- UB: Next month's meeting (9/29) is at UB. Currently looking for VP for Admin and Finance; big deal because he'll be over all administration. Currently has search committee to find VP. New library under construction, first built in 1962. Along with law school building will be another staple building in the heart of the city.
- Next BOR meeting is 9/15 at UMBC. Lisa will give CUSS report.

13. Adjourn

Motion to adjourn made by Mary Hickey and seconded by Sister Maureen Schrimpe at 1:02 PM.

Next Meeting is at University of Baltimore on Friday, September 29, 2017.

COUNCIL OF UNIVERSITY SYSTEM STAFF



Meeting Date _____

Benefits & Compensation Committee Attendance

	INSTITUTION	FIRST	LAST	ATTENDANCE
P	UMB	Susan	HOLT	sholt@som.umaryland.edu
P	CSU	SHEILA	CHASE	SCHAZE@coppin.edu
A	UMB	Sharese	Essien	sessien@rx.umaryland.edu
A	TU	MARY	HICKEY	MHICKEY@TOWSON.EDU
P	FSU	Stacey	VHley-Bernhardt	svbernhardt@frostburg.edu
P	UB	Eric	Jones	ejones@obalt.edu
A	UMUC	Craig	Binder	craig.binder@umuc.edu
A	BSU	LaVell	Jones	ljones@bowiestate.edu

Meeting Notes:

Other duties as assigned

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Meeting Date: AUG. 9. 2017

Board of Regents Staff Awards & Recognition Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMUC	JENN	VOLBERDING	X CO-CHAIR
Towson	Deniz	Erman	X CO-CHAIR
UMB	Janet	Nance-Richardson	X
BSU	Andrea	Davis	X
CUPPIN	ANTHONY	LITTLE JOHN	X
Salisbury	Teri	Herberger	X
UMUC	Sylvia	Balden	X
UMBC	Sheryl	Gibbs	X

Meeting Notes

- WENT OVER TIMELINE FOR OUR COMMITTEE...
- EXERCISE WITH INDEX CARDS

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Meeting Date: 8/9/17

Communications & Marketing Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMCES	Amy	Griffin	✓
Frostburg	Rubia	STEVENSON	✓
UMES	Cherita	Reddick	✓
UMB	Colette	Beaulieu	✓
Towson	Conor	Reynolds	✓
BSU	Trish	Johnson	✓

Meeting Notes:

- next newsletter is October
- continue edits of our CUSS member exit survey
- Two new ideas:
 - survey of current CUSS members: staff council processes. want to give CUSS reps information to bring back to their staff councils
 - would like to create a ^{one} page informational marketing sheet for CUSS reps to use for campus recruitment.

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Meeting Date: 8-9-17

Legislative Affairs & Policy Committee Attendance

INSTITUTION	FIRST	LAST	ATTENDANCE
UMCES	Julianne	Brush	JRB
BSU	Trenita	Johnson	JS
UMSC	Phung	Xiong (Max)	PS
SU	Vanessa	Collins	(V)
DU	Charles	Chachelt	LMC
UMUC	Harolyn	Nash	HN
Coppin	Dondra	Davenport	DD
Coppin	Sonia	Mc Cain	SM

Meeting Notes:

- defer choosing Chair until next meeting b/c very few members here
- also will determine goals at that time



Board of Regent Staff Awards Committee

Timeline of Events

July

- Final Packet sent to CUSS Chair
- BOR Staff Awards Committee packet with CUSS Representatives

August

- CUSS Chair, sends BOR Staff Awards Nomination Packet to all USM Institution President's
- BOR Staff Awards Committee Chair sends packet information to BOR Staff Awards Representatives at all institutions. – Committee
- BOR Communication Buzz to institutions (monthly) Deniz and Jenn
- Brainstorm as Committee on how to get the word out about BOR. – Committee
- E-mail BOR Staff awards winners to get permission to give/post their winning packets to other institutions. - Deniz and Jenn

September

- BOR Communication Buzz to institutions (monthly) Deniz and Jenn
- Creation of Power Point Deck for Training Purposes_Idea - Committee
- Creation of Youtube Video Script_Idea - Committee
- Creation of Website (sample)_Idea – Committee
- Reward Project: Find out what each institutions award nominees for the BOR (to reward staff) - Committee

October

- BOR Communication Buzz to institutions (monthly) Deniz and Jenn
- Encourage campuses on getting the word out. - Committee
- Finalize Power Point and present to the BOR Committee and CUSS Exe Committee - Committee
- Finalize Youtube Video and present to the BOR Committee and CUSS Exe Committee - Committee

November

- BOR Communication Buzz to institutions (monthly) Deniz and Jenn
- Communication Check In: Deniz and Jenn
 - How many BOR Staff Awards been submitted to the committee?
 - How is the committee advertising the award?
 - Has the President's Office or President been involved with promoting the award?

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December

- BOR Communication Buzz to institutions (monthly) Deniz and Jenn
- Call Tim Casey at Coppin State University to set up the computer page for grading the awards. Deniz and Jenn
- Finalize the findings from Reward Project from members >> Executive Committee - Committee

January

- BOR Communication Buzz to institutions (monthly) Deniz and Jenn
- CUSS Training & Review of BOR Staff Awards Evaluation Process - Committee
- Have Tim Casey from Coppin go over the online procedures for grading the packets. – Call into Meeting

February

- Nomination packets due (6:00 p.m.) to BOR Staff Awards Committee CUSS Chair from institutions. **DEADLINE February 10, 2018 at 6PM.**
- Packet Entry_ Manually entering packets into system - Deniz and Jenn
- Send letter of Thank You to the person submitting the packets to let them know all of their packets were received. - Committee
- CUSS begins evaluation of nominates

March

- Completed evaluations due from all CUSS Members.
- Contact Tim Casey for results. Deniz and Jenn
- Send Thank You “Job Well Done” e-mails to CUSS members who have completed the packets. - Deniz and Jenn
- Committee reviews nominations at CUSS Meeting. – Committee * Any ties will be forwarded to the Executive Committee

?? Do we want every CUSS member to grade the packets, or just the Primary Members and no Alternative Members, or just our BOR Committee?

April

- Final awardees due to CUSS Chair to submit to BOR

May

- Prepare Certificate Of Recognition and Appreciation for CUSS members to be sent to Chevonie to print and acquire the Chancellor’s signature. – Executive Committee

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June

- Prepare Honorable Mentioned certificates for signatures. - Deniz and Jenn >> Lisa
- Prepare e-mails to send out to non-recipients and their nominators and attach the evaluator's comments to the e-mail. This e-mail will be sent out to non-recipients and their nominators when the recipients of the awards are notified from the USM office that they have won. - Deniz and Jenn

?? Do we want to send the evaluator's comments to Institutions' Committee or just to the Nominator and Nominee or both?

July

- Rinse and Repeat