

## Council of University System Staff Meeting

December 8<sup>th</sup>, 2020

### 1. Call Full Council Meeting to Order (11 AM)

### 2. Welcome from Ellen Herbst – Vice Chancellor for Administration & Finance – USM (11 AM)

Budget –

National Economic level – impact has been blunted in our FY20-21 by the original cares act with the Fed Govt.

Federal Government FY is Oct 1- Sept 30. Federal Government is allowed to run a deficit budget and can start a new fiscal year without a budget being passed. Passing a new stimulus bill is being influenced by the Georgia run-off election and will be considered at the same time the budget extension is voted on. In contrast, our State Budget must be balanced every year.

Board of Public Works (Governor, Comptroller, State Treasurer, and two Democrats) write the budget and then present it to the Legislature who are able to reallocate funds within the budget but not add any new funding.

USM Budget had an 8% cut. (121.7 million dollar cut). Appropriations are 25% of total funding.

Our budget is made up of several sources of funding which are all affected by COVID.

- 5.1 billion dollars in our budget
- Restricted revenue: federal or state contracts, grants, Cares Act, federal and state gifts
- Tuition and fees, appropriations contribute about 50% of budget
- Auxiliaries: dining, housing and athletics
  - Job 1 – keep people safe, this is more important than budget at this time. This includes testing, social distancing (Housing has been limited to one student per bedroom, dorms are at 50% capacity), enhanced cleaning

Projecting that FY21 budget will be ½ billion dollars less than they would have been prior to COVID

Looking for ways to make up for that shortfall (fund balance reserves, cutting vacant positions, reduce operating expenses). Short term problem to be managed.

We're using Fund Balance because we anticipate getting close to normal due to vaccine. Don't want to make cuts in infrastructure.

Expectations are that we will be close to normal operations by next fall. Governor is putting his budget together for FY21.

Email questions to Ellen Herbst: [eherst@usmd.edu](mailto:eherst@usmd.edu)

### 3. Approve Minutes: October 2020 Minutes

- Motion: Sr. Schrimpe
- Second: LaVel Jones
- Minutes approved

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4. Chancellor's Liaison Report

**Check in on Your Supplemental Retirement Accounts**

As the 2020 year is coming to a close, it is important to **make sure that you** are reviewing your contributions, remember to consider any plans you may have outside of USM-sponsored plans.

**2020 salary deferral limits for the USM-sponsored supplemental retirement plans:**

Retirement Plan	Under Age 50 Limit	Over Age 50 Limit
*403(b), ROTH 403(b), 401(k)	\$19,500	\$26,000 (\$19,500 + \$6,500 catch up)
457(b)	\$19,500	\$26,000 (\$19,500 + \$6,500 catch up)

In addition to reviewing your current year contributions, you should also **review your beneficiaries** and make any necessary changes to beneficiary names or information (this includes reviewing your ORP or Pension beneficiaries). Choosing beneficiaries for your accounts and keeping their information up to date is an important way to take care of the people you love should anything happen to you. Beneficiary changes can be made directly with each vendor.

Now is a great time to plan your retirement contributions for the upcoming year. Please note the limits listed above for 2020 will remain [unchanged for 2021](#). If you haven't adjusted your contributions in a while, consider making an increase. If you don't currently have a supplemental retirement account, we highly encourage you to sign up for one (or more than one)!

**Flu Season**

Flu season begins in October and peaks in February. There is growing concern from medical professionals that the combination of flu season and the COVID-19 pandemic could pose some significant challenges. First, because flu and COVID-19 have similar symptoms, it may be very difficult for people experiencing such symptoms to distinguish between the two. Second, if the flu strains this season are stronger than usual or if vaccination rates are low, healthcare systems may become overburdened. For these reasons, and for the general health and well-being of all our employees, we encourage you to consider getting a flu shot this year.

**Free/low cost flu shots** are available at any local retail pharmacy for employees enrolled in the State prescription plan! No insurance? Visit a [University of Maryland Medical System \(UMMS\) hospital site](#) or contact your county health department for free or low cost services in your area.

Thank you so much for your hard work. For pivoting and being flexible with your work. Have a happy holiday, log off the computer and get r and r and get ready for a crazy year in 2021.

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Questions: no questions

### 5. Chair's Report

Thank everyone for coming out to the Joint Council's meeting.

Greatest turn out between all the councils and most number of people who took the feedback survey. Feel free to send questions and suggestions regarding the meeting to Kalia and Laila.

Follow up with Chancellor with questions we were not able to get to. Laila will send out a document with questions and responses.

### 6. New Business

USM Women's Forum – Chair Tanya Jones & Chair-Elect Annie Foster Ahmed (11:30 AM)

Our mission is to bring together women to foster networking, express purpose to help women and show our diversity and richness across the system. We've been active for 31 years. We represent all institutions within the system. Presently, 27 women serve across the platform.

- Make recommendations to the Chancellor on behalf of women in the system
- Exchange information and collaborate with other groups (MLAW)
- Provide scholarships
- Goal: to educate and break down barriers, silos and foster partnerships in the system.

USM Women's Forum Committee met to think about ways to promote and advocate for the work needed to advance women in the system. Hoping to partner with the CUSS to advance initiatives.

Committee Goals:

- Promoting opportunities and supporting women in the system
- Pursue higher education (higher paying positions)
- Tuition Remission fees – fees are debilitating and disproportionately effects women in the system. Advocates to get rid of those fees for women pursuing 1<sup>st</sup> time baccalaureate degrees
- Support for \$15 minimum wage
- Pay equity on our campuses (some campuses have already started with studies)

Questions: Laila Shishineh met with the Legislative Committee to discuss the February advocacy day, will meet up to coordinate between our groups.

Laila suggested the Women's Forum shadow the Benefits and Compensation Committee next month

Linda Kuiligowski – In response to the Tuition Remission fees, mentioned that UMGC doesn't have expensive fees, they charge a technology fee of \$15 per credit hour, and no textbooks.

### 7. Old Business – no old business

### 8. Committee Reports (11:40 AM)

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### **Benefits & Compensation**

In attendance: Rhonda Schinabart, Kathleen Hebbel, Carol Green Willis, LaVel Jones, Sister Marie Schrimpe, Suzanne Tabor, Melanie Barner, Ayamba Ayuk-Brown, Collette Beaulieu

We discussed having a survey with six questions to be sent out to all the campuses about the Covid 19 pandemic in order to see what's available to the staff members.

1. What type of resources are available for Mental Health to help the staff during this time?
2. What methods are being used to get his information out to the employees (i.e. website, alerts, other methods)?
3. Can staff utilize Counseling Services on campus for a fee or for free?
4. Are Food Pantries on campuses still available for anyone and everyone?
5. Are Telemeds/Counseling Services available on the campuses?
6. Is there any other information that each campus is doing that they would like to share?

### **BoR Staff Awards & Recognition**

In attendance: Robert Alicea, Deniz Erman, Delores Jackson, Kevin Joseph, Linda Kuligowski, Yvonne Oliver, Michelle Prentice, Jenn Volberding, Sara Wilhelm

- Committee discussed how the nomination was going across the campuses and shared suggestions for encouraging nominations, emphasizing quality over quantity.
- A brief discussion was held about how COVID topics would be a part of packet content and how to consider grading this.
- Committee will hold a separate meeting at the end of January to go over the grading process in the USM system.
- Volunteers from the main CUSS group were requested while reporting on committee meetings.

### **Communications & Marketing**

Antoine Beidleman (Exec. Comm.), Sheila Chase, LaVern Chapman (Co-chair), Francesca Kerby, April Lewis, Christine Marconi, Rubin Stevenson, Dawn Stoute (Co-chair)

In November, LaVern Chapman sent to the committee members the following videos as examples for a CUSS marketing video.

- University of Texas - 41 seconds - photos and voice over
- University of Kentucky - 1 minute - sketches with voice over
- University of Buffalo - 2.5 minutes - Interviews with video clips
- North Dakota State University - 2 minutes - President speaking first, photos with voice over and interviews using video clips

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LaVern will work with Vanessa Collins from the Legislative Committee to coordinate contacting the USM Marketing and Communications Department to discuss possibilities for creating a CUSS marketing /CUSS Advocacy Day video(s).

Christine Marconi to send Antoine Beidleman her Facebook credentials so he can add her as an editor to our CUSS Facebook. He was able to locate Sheila Chase and will add her as an editor. Antoine is sending Sheila information to post on the CUSS Facebook page.

Rather than include the date at the top of the CUSS information sheet for each year, we will just include the last date it was revised at the bottom.

The Winter 2021 CUSS Newsletter will be published in February 2021, right after Advocacy Day (date to be determined). The institutional update request email will be sent out 2 weeks prior to Advocacy Day so that it is ready to be published right after the Advocacy Day article is received.

### **Executive (no updates)**

#### **Legislative Affairs & Policy**

Attendees: Patrick Hogan, Andy Clark, Elizabeth Brunn, David Gray, Paul Stockpile, Jerry Lewis, Arsalan Siddiqui, Renee McQueen, Sharese Essien, Mike Laurie, Kelly Ward, Laila Shishineh, Lisa Gray, Michael Walsh, Lori Stepp, Susan Holt

The Legislative Affairs Committee met with USM Government relations representatives, Patrick Hogan and Andy Clark, to discuss the planning for the upcoming USM Advocacy Day. Here are some outcomes from the discussion.

-Advocacy Day will be entirely virtual this year.

-Proposed hosting a morning virtual reception to include all AD participants, as well as any invited legislators and/or staffers.

-Consider setting up a large zoom with individual breakout sessions for individual meetings between CUSS, CUSF, GSC and legislators to promote and discuss bills/agenda items USM is supporting. If Delegates/Senators are unable to join an individual session, recommend inviting them to the morning reception. Recommend AD participants to join the breakout room sessions 15 minutes early to be organized and prepared for legislators.

-Will be meeting with the Appropriations Education Subcommittee; Education Health and Environment; and Budget and Taxation Committees.

-Advocacy Day date has been tentatively set for February 17th. Patrick and Andy to confirm.

-Proposed inviting the USM Women's Forum to join our Advocacy Day. Patrick to extend the invitation.

-Recommended putting together a prerecorded message of the chairs from the CUSS, CUSF and GSC to convey how each constituency has "stepped up" during the pandemic as well as drive

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home a message of support of proposed bills. Paul to discuss with Tim the options to put together a brief prerecorded message. Paul or Tim to get back to Laila.

-We will have the floor recognition session this year.

-Vanessa and Lori will send out the participation survey once the date has been confirmed.

### 9. Adjourn

- Motion: Sr. Maureen Schrimpe
- Second: Antoine Beidleman
- Minutes approved

Next Virtual Meeting: Tuesday, January 19, 2021 via Zoom