

1. Call Meeting to Order (10 AM)
 - a. Katie and Ally, Higher Ed/Student Affairs, are shadowing today. Please introduce yourselves to them in chat and let them know what campus you are from and what you do there.

2. Welcome (10 AM)
 - a. Dr. Robert Mock (Chief of Staff – UMES)
 - i. It's an honor to be here today, we are proud of our small campus, an HBCU 1890 land grant institution which means that we have a heavy desire and mission to give back to the community our research and teaching and so we're really trying to make some strides in positive ways.
 - Doctorate degrees include physical therapy, education, pharmacy, and philosophy as well as several masters programs.
 - COVID-19 numbers have stayed low on our campus, we are working with Somerset County Health Department giving vaccinations on campus.
 - We have ranked 18th under “Best HBCU Colleges” in US News and World Report.
 - Working towards a greener campus, bringing natural gas and wind turbines on campus.
 - Recipient of 20 million from MacKenzie Scott Foundation and settled HBCU lawsuit.

3. Approve Minutes: May 2021 (send any corrections to Kalia, Susan and Carol) – minutes were not approved. Will revisit at July meeting.

4. Chancellor Liaison's Report (Tom Hoffacker)
 - a. **Unemployment Fraud** - The USM Institutions have reported a lot of requests for active employees for unemployment. The Universities are responding to these requests and informing the State of Maryland that they are fraudulent. The Institutions are reaching out to individuals that are impacted. The State is experiencing these fraudulent claims across the state.
 - b. **Return to Office Prep** - Many of the Institutions are currently working on return to campus plans. The campuses are rolling out their plans and they may be different across the USM. Please listen out for your respective campus plans and prepare yourself and your family for whatever return to work looks like for you. Now is the time to discuss any issues or anxieties with your supervisor. Also be mindful that there are resources for employees to transition back to campus. Some of you share the USM EAP – Guidance Resources – and for those campuses that do not have an EAP, there may be a campus health clinic that provides resources. Reach out to your HR office for resources if you are not aware of any. We understand that transitioning back to the office is not easy and we hope that you all work towards your own well-being in the process.

- c. Recap Professional Development Week** - A big thank you to many of you who attended the first annual USM Professional Development week. It was a great week for the USM! While we are still reviewing all the reports from last week's activities, I wanted to share preliminary numbers with you.
- Day 1 - Welcome panel and discussion, moderated by Chevonie Oyegoke with panelists; Chancellor Perman (USMO), Vice Chancellor Joann Boughman (USMO), President Pines (UMD), Dr. Ward (UMB) and Dr. Lushniak (UMD). 650 attendees
 - a. Back to Campus session – 300 + attendees
 - Day 2 - 1,049 attendees
 - Day 3 - 717 attendees
 - Day 4 - 750 attendees
 - Day 5 - 350 attendees
- ii. We also had 190 attendees over 3 days for the various networking sessions where employees that logged in across the USM joined in networking (set up like speed dating) where each person had 3 minutes to introduce yourself, connect, and discuss whatever came to mind. It was a special treat for people to connect and share across the USM.
- iii. The committee is working together to review survey feedback and will report out next steps as a result of the campus survey effort.
- iv. We would also like to thank CUSS Chair, Dr. Shisheneh, for her thank you video on behalf of CUSS. The video celebrated the hard work of the committee that planned the events and encouraged continued collaboration across the Institutions with professional development.
- d. Thank you all for your hard work over this year and I hope you enjoy your summer.
- e. Feel free to ask any questions. I'll be sure to pass them on to Chevonie Oyegoke.
5. Chair's Report
- a. Thanks to the hard work of BOR staff awards, I was able to put together my report and recommendations for the Board of Regents staff awards for the 2020-21 cycle on Friday for them to review. They will meet on Thursday to review and vote on the results so I'm hoping to share those results within a week or so once the winners will be notified and we can share that with the whole group.
- b. For the CUSS remote work and return to campus survey we had 3,800 responses across the system. Kalia was able to put together a full report of all 12 campuses and 3 regional centers which we hope to share the individual reports with the Presidents and shared governance groups. An aside, the language was changed from "return to work" to "return to campus" to acknowledge that we've been "working" all along. We will share the full report and individual reports with this group as soon as they are completed.
- c. Back in the spring at UMBC, we presented the data from the Shared Governance Survey, Dr. Hrabowski followed up with Laila and the Staff Senate Presidents to share the data with his President's Council yesterday. It was a great opportunity

to share how things are going well at the system and where things could be improved. This is an example of how to use this report to discuss the future of shared governance.

- d. Laila will share this information at the BOR meeting next Thursday.
- e. Questions? none

6. Old Business

a. Committee Restructure Discussion

i. Concerns and/or suggestions regarding the proposed changes were shared in our executive committee meeting:

- Executive Committee Changes
 - a. Annual Action Plan
 - b. Meet monthly so that secretaries and members at large can co-chair and attend other standing committee meetings
- Legislative Affairs and Policy Changes
 - a. Annual review of CUSS bylaws and constitution, ongoing review of USM staff related policies
- Staff Resources and Special Projects Changes
 - a. Replaces Benefits and Compensation
 - b. Identify and conduct research around annual staff concerns and resources, work informed by other committees
- Outreach and Award Changes
 - a. Combine Communications & Marketing and BoR Staff Awards
 - b. Update CUSS Website, publish spotlights on major annual events and conduct outreach and review of BoR Staff Awards Process.

ii. Thoughts?

- Be sure to come up with a mission statement to encompass the combined groups, come up with guidelines and goals.
- Communications is very task driven so creating a calendar would be important.
 - a. Calendars would be important for all the committees; Staff Resources and Special Projects may not be so deadline driven.
 - b. Executive committee might be doing a retreat to hash out calendars and tasks, etc.
- What is the next step with resources information gathering? What can be done with that information to benefit the staff?
- For the Outreach and Award Committee can we still assign certain members to take on particular tasks, then come back as a committee?
 - a. Yes
 - b. There is a benefit to combining these efforts as it would provide more people from all the campuses, without having to reach out to the POC's.

- c. Discuss with CUSS members which committees they want to be on before coming to the first meeting.
 - d. Hoping the Outreach and Award Committee include efforts in social media? Antoine has been updating our social media monthly on the CUSS Facebook page: <https://www.facebook.com/CUSSMaryland>)
 - e. Laila explained that the Executive Committee will discuss and a vote will be taken at the July meeting regarding reorganization. Please email us in the next week or so before we put it together for a vote with any additional comments, concerns, or suggestions.
- b. Review bylaw changes (Vote at July Meeting) – postpone review of the bylaws so that we can take care of both bylaws and changes to the Executive Committee and standing committees. Emails with updates will be sent out.
 - c. Executive Committee Nominations
 - i. Nominations (last month)
 - Chair: Laila Shishineh, accepted
 - Vice Chair: Kalia Patricio, accepted
 - Co-Secretary: Susan Holt, accepted
Suzanne Tabor, declined
Michelle Prentis, declined
 - ii. New nominations
 - Co-Secretary Carol Green Willis, accepted
Deniz Erman, declined
 - iii. 2021-2022 Executive Committee
 - Chair – Laila Shishineh
 - Vice Chair – Kalia Patricio
 - Co Secretaries – Carol Green Willis, Susan Holt
7. New Business
 - a. 2021-2022 Updates: member info form & meeting dates
 - b. Dates were distributed via email, meetings will probably remain virtual through the fall

8. Committee Meetings

Benefits & Compensation (Colette & LaVel)

Attendance: LaVel Jones (BSU), Rhonda Schwinabart (UMCES), Meredith Carpenter (UMCP), Obii Akaigwe (Shady Grove), Amy Nightengale (FSU), Jessica Scott (SU), Elizabeth Hinson (UMCP)

The committee reviewed their tasks from this year and prioritized the recommendations for next year's committee as areas that could gain momentum with the right focus.

- Tuition fee survey. The survey did reveal that there is a wide discrepancy in the fees charged to staff who wish to take undergrad or graduate courses at their home institutions. Our recommendation is that next year's committee move to produce a memo asking the campuses that charge the most in fees (i.e. UMCP) reconsider their policy and rates in order to allow more staff to pursue courses and/or degrees. The recommendation can include the salient points from the survey and suggest that there should be some consistency in how the fees are apportioned across the institutions (i.e. a flat percentage as a reflection of the tuition costs; looking at each sub-charge within the fees to ensure they make sense for staff such as the 'student activity fee'). The memo can come from the Executive Committee and be sent to the campus president(s) and or provost(s).
- The Committee polled the various campuses this year regarding available staff resources such as mental health providers for those who are struggling with loss or stress, an accessible food bank, etc. The committee's recommendation is to provide the survey results to the next committee to let them decide which areas are most vital and then plot a path forward to work with the campuses who have gaps in what is offered to their staff. This could take the shape of a best practices communication so that the other campuses know what is working elsewhere and could adopt those ideas.
- Finally, at present many campuses are reworking or updating their work-from-home/telework policies. Some campuses are encouraging supervisors to be flexible with their staff on coming up with hybrid approaches for the fall semester. Other campuses are seemingly much more stringent on all employees returning to campus through the summer and for the fall semester. The committee's recommendation is that as this issue ramps up, the next committee work with the Executive Committee on a possible new survey on how the transition back to campus is going for staff and how CUSS can be responsive to the needs of the staff around the state. Some campus' (i.e. UMCP) are already having staff petitions regarding this issue and so as this unfolds, this committee should stay active on this front to best advocate for the staff.
- Laila – might do another teleworking survey once campuses fully open up again.

BoR Staff Awards & Recognition (Deniz & Michelle)

Attendance: Sara Wilhelm, Kevin Joseph, Deniz Erman

- We discussed the formatting requirements for the nomination and recommendation letters which will be changed for this year's packet.
- The following eligibility requirements have to be added: one nomination packet per campus per category under exempt and nonexempt.
- Spoke about clarifying Senior Leadership: We will add in the packet that all university must follow the USM guidelines for the definition of senior leadership which can be found at <https://www.usmd.edu/regents/bylaws/SectionVII/VIII000.pdf>
- Also, reworking the grading rubric so that we can have different grading criteria for the exempt and the nonexempt packets.

Communications & Marketing (Dawn & LaVern)

Attendees (missing data)

- LaVern reported that a draft of the CUSS voice-over marketing video should be available soon from the USM Marketing & Communications Office.
- The members of the committee that were present at the meeting were supportive of combining with the BOR Staff Awards Committee to form the Outreach & Awards Committee. However, it was suggested that a mission statement, list of goals, and a calendar listing task due dates be created.
- The next CUSS newsletter will be published sometime in August. The publish date will be a bit flexible depending upon when the new members are identified. The CUSS spotlight article will either be on the BOR staff awards or a spotlight on each committees' accomplishments this past year.
- Antoine has been posting a summary of our monthly meetings on our CUSS Facebook page. The CUSS Facebook link was provided in the chat box, but am including in the minutes: <https://www.facebook.com/CUSSMaryland>

Legislative Affairs & Policy (Lori & Vanessa)

Attendees: Vanessa Collins, Vonzella McQueen, Lori Stepp

- Discussed the various institutional guidance and protocols for return to campus, telework, and vaccinated versus unvaccinated processes.
- A lot of processes are still being set for each university and we will continue to monitor the USM mandate and State guidance.
- We discussed the College Park petition signed by over 500 staff employees who are represented by a union and their request for continued telework of up to three days a week throughout the summer (until August). We will continue to monitor the State's and USM's position on establishing a teleworking policy.
- Recommend all CUSS members sign up on Marylandreporter.com to receive daily Maryland legislative updates so members can be informed and bring questions and concerns to this committee for further review and/tracking.

Executive (Laila & Kalia)

Attendees: Laila Shishineh, Kalia Patricio, Carol Green-Willis, Susan Holt, Antoine Beidleman, Trish Johnson

Will provide committee changes and disseminate to the group.

9. Adjourn

- a. Motion Vonzella McQueen
- b. Second Antoine Beidleman

10. Next Virtual Meeting: UMCES – Tuesday, July 20, 2021